

NEW FOOD FACILITY OWNERSHIP GUIDE

Anyone planning to transfer ownership or acquiring an existing food business must notify Alameda County Department of Environmental Health (ACDEH) to request a change of ownership inspection. ACDEH recommends interested parties contact this Department ***before*** taking ownership to acquire accurate information.

New owners ***must*** obtain their own permits from this Department prior to operating for business under the new ownership; permits are non-transferable. Violators who operate without the necessary permits shall be subject to closure of the food facility and a penalty not to exceed three times the cost of the permit (\$114387).

How to prepare **BEFORE** the inspection:

- Contact our main office at (510) 567-6700 or email dehwebmain@acgov.org.
- An inspector will contact the requestor to schedule an inspection.*
 - * If a facility is closed and/or vacant, the prospective buyer shall instead request a site consultation and pay a service fee prior to scheduling an inspection.
- Procure documents regarding business owner verification (choose one):
 - a) **Corporation entity** requires Articles of Incorporation and Federal Tax ID Number (EIN).
 - b) **Sole proprietorship** and **Partnerships** require a Driver's License Number or EIN.
- Obtain property owner's and management company's address and contact information.
- Provide a copy of proposed menu, and do NOT make any equipment replacements, additions, or facility upgrades.

What happens **DURING** the inspection?

- A comprehensive inspection will be conducted to evaluate the facility, food equipment, plumbing fixtures, mechanical exhaust ventilation, water heater, and structural finishes.
- Major repairs, remodels, and changes in equipment may require a separate plan review process as determined by the inspector, which may prolong the new ownership application process. A plan check fee is billed for this service.

What happens **AFTER** the inspection?

Health Permit Not Approved

- Perform the repairs and complete corrections as directed on the inspection report before scheduling a final change of ownership inspection. A service fee will apply for all additional re-inspections.

Health Permit Approved

- Submit the signed permit application (green copy) with payment in-person or by mail to 1131 Harbor Bay Parkway, Alameda, CA, 94502. Online payments can be requested with an additional service fee.
 - ❖ Changes with how the business holds title after a permit has been issued will trigger another change of ownership inspection.
 - ❖ You may commence operation of business after paying required fees to obtain a valid permit.
- Reach out to other regulatory agencies for any applicable permits and licenses.
- Your health permit will be mailed to you within two weeks upon payment. The health permit shall be posted in a conspicuous place within the facility in public view at all times.