

**Madison County Public Health LICENSE TRANSFER FORM for:  
Food Service Operations (FSO) & Retail Food Establishments (RFE)**

**Section I: Food license transfer requirements and restrictions:**

1. Applicable laws governing the transfer of food licenses can be found in Ohio Revised Code (ORC) sections 3717.26 (RFE) and 3717.46 (FSO).
2. A person or government entity may request to receive a RFE/FSO license by transfer.
3. This office may transfer a license only on determining that the person or government entity requesting the transfer is in compliance with the provisions ORC 3717.26(.46) and the rules adopted under it applicable to RFE/FSO.
4. This office may transfer a food license under either of the following circumstances: (1) The sale or disposition of the RFE/FSO or (2) The relocation of the RFE/FSO with an approved plan review for the new location.
5. In the case of the sale or disposition of a RFE/FSO, the license may not be transferred unless the licensee consents to the transfer.
6. A license shall not be transferred more than once in a licensing period.
7. Temporary RFE/FSO licenses are not transferable.

**Section II: Transfer information:**

★ **To be completed by the current licensee/authorized representative of the operation.**

1. Information regarding the existing (old) license:

Current licensing status: ☐ FSO, ☐ RFE, ☐ Mobile FSO, ☐ Mobile RFE,  
☐ Vending Machine Location or ☐ Micromarket

Facility Name:

Facility Address

Name of Owner/Licensee holder:

2. Please ☒ check the reason this transfer is being requested:

☐ The sale or disposition of the RFE/FSO.

Provide name of New Owner/Operator:

☐ The relocation of the RFE/FSO. Provide proposed facility's name & address as it will appear on (new) license:

Facility Name:

Facility Address

3. A licensing application with updated information will need to be filled out and submitted to this office prior to the new license being issued. The licensing application form can be obtained through this office.

4. **Statement:**

I hereby give my permission for the above facility's food license to be transferred to the new owner/operator or to the new business location without any further payment of fee to the Madison County Public Health.

\_\_\_\_\_  
Date:

*Signature of existing Licensee or Authorized Representative*

**Section III: Notary Information**

★ **This form must be notarized,**

★ **unless signed in the presence of Madison County Public Health's representative.**

Notary Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Remit form to:**



**Madison County  
Public Health**

Prevent. Promote. Protect.

306 Lafayette St, Suite B, PO Box 467, London, OH 43140  
Phone: (740) 852-3065 Fax: (740) 852-5418

**OFFICE USE ONLY**

Date received: \_\_\_/\_\_\_/\_\_\_ Was this form completed at the Health District ☐ Yes ☐ No

If yes, name of Health District Representative present: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

1. Facility currently in operation Yes or No If not – required to complete plan review and purchase license
2. Last inspection Date \_\_\_/\_\_\_/\_\_\_
3. Facility in compliance Yes No If No inspection will need to be conducted before license transfer and be in compliance

Revised 5/23/2019 jm

## **Code information regarding the Transfer of a food license. Ohio Revised Code 3727**

### **3717.46 Transfer of license.**

(A) A food service operation license may be transferred by the licensor under either of the following circumstances:

- (1) The sale or disposition of the food service operation;
- (2) The relocation of the food service operation.

(B) A person or government entity may request to receive a food service operation license by transfer. A licensor may transfer a license only on determining that the person or government entity requesting the transfer is in compliance with the provisions of this chapter and the rules adopted under it applicable to food service operations. In the case of the sale or disposition of a food service operation, the license may not be transferred unless the licensee consents to the transfer. A license shall not be transferred more than once in a licensing period. Temporary food service operation licenses are not transferable.

### **3717.26 Transfer of license.**

(A) A licensor may transfer a retail food establishment license under either of the following circumstances:

- (1) The sale or disposition of the retail food establishment;
- (2) The relocation of the retail food establishment.

(B) A person or government entity may request to receive a retail food establishment license by transfer. A licensor may transfer a license only on determining that the person or government entity requesting the transfer is in compliance with the provisions of this chapter and the rules adopted under it applicable to retail food establishments. In the case of the sale or disposition of a retail food establishment, the licensor may transfer a license only if the licensee consents to the transfer. A licensor may not transfer a license more than once in a licensing period. A license for a temporary retail food establishment is not transferable.

Effective Date: 11-03-1999

- Allowed **one** license transfer license per license period.
- No transfer of license required if only changing the name of the facility
- Need to transfer license if there is a change in licensee, owner or facility address