

## **Change of Ownership/ Change of Business Name**

**For**

### **HAIRDRESSING/ COSMETOLOGY/ and/or BARBERSHOPS**

1. Provide a document showing that you were the owner of the business currently in the commercial space, and that you are selling the business to the new owner of the establishment that will be going into the commercial space. (i.e. - **documents of the sale of the business, or corporate business partnership documents**)
2. Provide a **document showing legal dissolution** of the partnership, and assignment of the establishment to you as the chief executive of the business or new owner; and a document showing **registration** (of the new business or existing business in the new business owner's name) **with the State of Connecticut.**
3. Provide a **copy of the lease, in the new business owner's name.** In addition, be prepared to show or provide a copy of a **form of legal identification** for yourself, as the new owner.
4. Provide a copy of the "**Certificate of Registration of Trade Name,**" which has been filed with the City of Stamford Town Clerk's Office (located on the first floor of the Stamford Government Center).
5. Provide a copy of the **State of Connecticut Hairdresser/ Cosmetician's license** for the person who will be supervising the nail technicians and/ or hairdressers and barbers in the establishment (**also provide a form of legal identification for the licensed person**).
6. Provide a copy of the **linen service contract** in the name of the new owner, and/or in the new business' name.
7. Conduct a plan review with the Stamford Health Department, if there are any material changes to the scope of the business. If no changes have been/ will be made, then **schedule an appointment to have the establishment inspected by the Stamford Health Department** prior to issuance of the establishment license in the new owner's name.
8. Complete the "**Stamford Health Department**" **license application form** for the establishment, and provide the **applicable license fee.**