

Change of Ownership/ Change of Business Name

For

FOODSERVICE ESTABLISHMENTS or RETAIL FOOD STORES

- 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 Qualified Food Operator Certificates for the person who will be supervising the food workers, as well as for the Designated Alternate, or provide a statement of training properly executed by the QFO for the Designated Alternate (also provide a form of legal identification for the QFO and Designated Alternate).**
- 6. Provide a copy of the linen service contract; garbage disposal contract; and grease disposal contract in the name of the new owner, and 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.**