



## Change of Ownership Requirements

Health permits for food establishments are not transferable. An application for a health permit must be submitted no fewer than 7 days prior to a 50% or more change in ownership.

*Note: If you are opening a business that has not been previously permitted by the Anchorage Health Department (AHD) or planning to remodel the kitchen or change the menu and/or equipment, a plan review will be required. If there is an ownership change of an AHD permitted establishment without remodeling or changing the menu extensively, a plan review may not be required. This will be evaluated on a case-by-case basis.*

To apply for a health permit, the following documents are required:

1. [Completed application for health permit](#); be sure to include name of previous facility
2. The applicant's current [Alaska State Business License](#).
3. An [American National Standards Institute \(ANSI\) accredited Food Protection Manager Certificate](#) for at least one person that will be involved in the day to day operations of the food establishment and has the authority to direct food workers an operational changes.
4. Detailed menu
5. A current [floor plan](#) that identifies all interior and exterior doors, toilets, hand washing sinks, food prep sinks, dressing rooms, exterior refuse, hot water heater, mop sink, food preparation and storage, dining, ware washing, offices, etc. with a corresponding equipment schedule indicating the equipment's manufacturer and model number.

Documents can be submitted in person on the 3<sup>rd</sup> floor of 825 L Street, or via email to [AHDfood@anchorageak.gov](mailto:AHDfood@anchorageak.gov) . Once all documents have been received, Customer Service will provide you with an invoice for your health permit that will include a \$150.00 change of ownership fee and a prorated annual food establishment permit fee. Permit fees will be due annually at the beginning of each calendar year.

The Anchorage Health Department regulates food establishments under [AMC 16.60](#), which is based on the [2013 FDA Food Code](#). Food establishment owners/managers are encouraged to become familiar with these documents and ensure that food workers are trained, and facilities maintained accordingly.

### *Note:*

- *All food workers must acquire an MOA Food Handler's card within **21 days** of hire. The test is \$10 and can only be taken on-line at [www.muni.org/foodcard](http://www.muni.org/foodcard).*
- *Food establishment permit owners must ensure that food workers are aware of their [responsibility to notify](#) the person in charge of the conditions related to their health that can contribute to the transmission of foodborne illness.*

If you have any questions about the application process, or if you need to complete a plan review, please contact Customer Service at 907-343-4200 or email [AHDfood@anchorageak.gov](mailto:AHDfood@anchorageak.gov)