

ALBANY COUNTY DEPARTMENT OF HEALTH –
DIVISION OF ENVIRONMENTAL HEALTH SERVICES

INSTRUCTIONS FOR A RESTAURANT TAKEOVER

NOTE: Albany County Department of Health Permits are **Non-Transferable**. If the food service establishment is currently in operation or has recently been closed and if the new owners are making "NO Structural Changes", the procedure is as follows:

1. Complete an Application to operate a food service establishment. Submit 30 days prior to establishment opening date.
 - a. Include a Certificate(s) of Insurance from list below (one form for Workers Compensation and one form for Disability Benefit):

Worker's Compensation

Form C105.2

Form U-26.3

Form SI-12

Form GSI-105

Disability Benefit

Form DB-120.1

Form DB-155

-OR-

- b. Business Establishments Operating Without Employees or Designated Exemptions: Certificate of Attestation of Exemption:
Form CE-200 – Certificate of Attestation of Exemption from NYS Worker's Compensation and/or Disability Benefits Coverage. Form CE-200 may be obtained online at:
<https://www.businessexpress.ny.gov/>.
Once on the website, search for CE-200 and click on the "Certificate of Attestation of Exemption (CE-200)" link for instructions on how to apply. If further assistance is needed for this, please reach out to New York Business Express Center at: (518) 485-5000
2. **Submit applicable fee.** The application fee is determined by the number of seats within your establishment. If there will be Frozen Dessert machine it requires an additional fee. (See enclosed fee schedule.)
3. Provide a signed-dated letter stating your intent to take over the food service establishment "**making no structural changes.**" (Include establishment's former name and new name, address, and new owner's signature.)
4. Include a **Menu** if one is available or a listing of foods you plan to serve.

If you are taking over a food service establishment that has been closed for **more than six months**, or if it is your **intent to make structural changes**, you must follow the guidelines for new/modified food service establishment, which may be obtained from this office.

**If you have any questions or need additional information you may contact us at:
DIVISION OF ENVIRONMENTAL HEALTH SERVICES:
PHONE: (518) 447-4620 FAX: (518) 447-4698**