



## Change of Ownership Requirements

Health permits for food facilities are not transferrable. If you are opening a business that has not been previously permitted by AHD, or are planning to remodel the kitchen, change the menu or equipment, a [plan review](#) will be required. If you are buying 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. An application for health permit must be submitted no fewer than 7 days prior to the change of ownership.

To apply for a health permit, please submit the following documents:

- [Completed application for health permit](#), be sure to include name of previous facility
- [Alaska State Business License](#)
- American National Standards Institute (ANSI) Food Protection Manager Certificate
- Detailed menu
- An updated floor plan may be requested

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

After payment is made, you will be instructed to contact your district Sanitarian to schedule your change of ownership inspection.

All food workers within an establishment must acquire an MOA Food Handler's card within 21 days of hire. The test is \$10 and can be taken online at [www.muni.org/foodcard](http://www.muni.org/foodcard).

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.