

NORTH CAROLINA BOARD OF PHARMACY

TRANSFER OF OWNERSHIP PERMIT APPLICATION GUIDANCE

Board Rule [21 NCAC 46.1603](#) provides:

A new pharmacy, device, or medical equipment permit is required for a new location, if there is a change to a different or successor business entity, or a change resulting in a different person or entity owning more than 50 percent interest in the permit holder, or any entity in the chain of ownership above the permit holder, except as provided in 21 NCAC 46 .1604 of this Section. A new permit is required if there is a change in the authority to control or designate a majority of the members or board of directors of a nonprofit corporation holding a pharmacy permit or any nonprofit corporation in the chain of ownership above the permit holder.

This means, if a change of ownership requiring a new permit occurs – and the pharmacy has not obtained the new permit by the effective date of the transfer of ownership – the previous permit becomes void as of the effective date of the transfer of ownership. Any permit subsequently acquired would **not** operate retroactively. It will operate from the date of issue forward. That means that an untimely transfer of ownership would result in a pharmacy operating without a permit for a period of time, which could result in Board action for unlicensed practice of pharmacy, as well as other collateral consequences.

Applicants must note that a prospective new pharmacy owner may **not** operate using an old permit under a "power of attorney" or similar arrangement.

To facilitate an orderly transfer, permit applications must be filed well in advance (8 weeks) of the planned transaction. And, of course, permit applications proceed most quickly when they are complete, correct, and the applicant pharmacist-manager responds quickly to requests for information from Board staff. The applicant pharmacist-manager needs to monitor the permit application status, respond to any inquiries, and keep Board staff apprised of any changes to the change-of-ownership closing date. Failure to do these things can lead to significant delays in permit review and, as noted above, transferring ownership prior to a new permit's issuance voids the existing permit.

When Board staff has completed its application review and approval process, a permit number will issue and be tagged with "provisional" status. "Provisional" status means that, while the permit review process is complete, the applicant cannot practice pharmacy under this permit number unless and until the change-of-ownership transaction is completed and the permit status is changed to "active." But the applicant may use the permit number to arrange DEA registration changes, third-party payor enrollment, and the like. The provisional permit number may be confirmed using the [Board's online license verification tool](#). The permit number will

become “active” when the parties to a pharmacy change-of-ownership close the transaction (more instructions below).













Step 1. The pharmacist-manager (“PM”) of the applicant pharmacy logs in under the existing permit and clicks on the Transfer Ownership tile to start the change-of-ownership permit application:

DBA: Test Pharmacy 2 Logout
Pharmacy » Permit #14558

Details

Status: Active	Manager: Test Pharmacist (#30136)	Primary Address: 123 Apple St.
Licensed: 03/14/2025	Manager Email: test@ncbop.org	Chapel Hill, NC 27516
Expiration: 12/31/2025	Facility Email: mbetz@ncbop.org	Orange
DEA #:	Hours: 9am-5pm	Mailing Address:
EIN: 12-5454545454	Days: Mon, Tues, Wed, Thur, Fri	Phone #: Add Phone
NABP Business e-Profile #: 23451345345	PT Ratio:	

Options i

 View/Update Employees	 View Owners/Officers	 View/Update Services	 Address Correction
 Name Change	 Update Manager	 Transfer Ownership	 Pharmacy Re-Registration
			

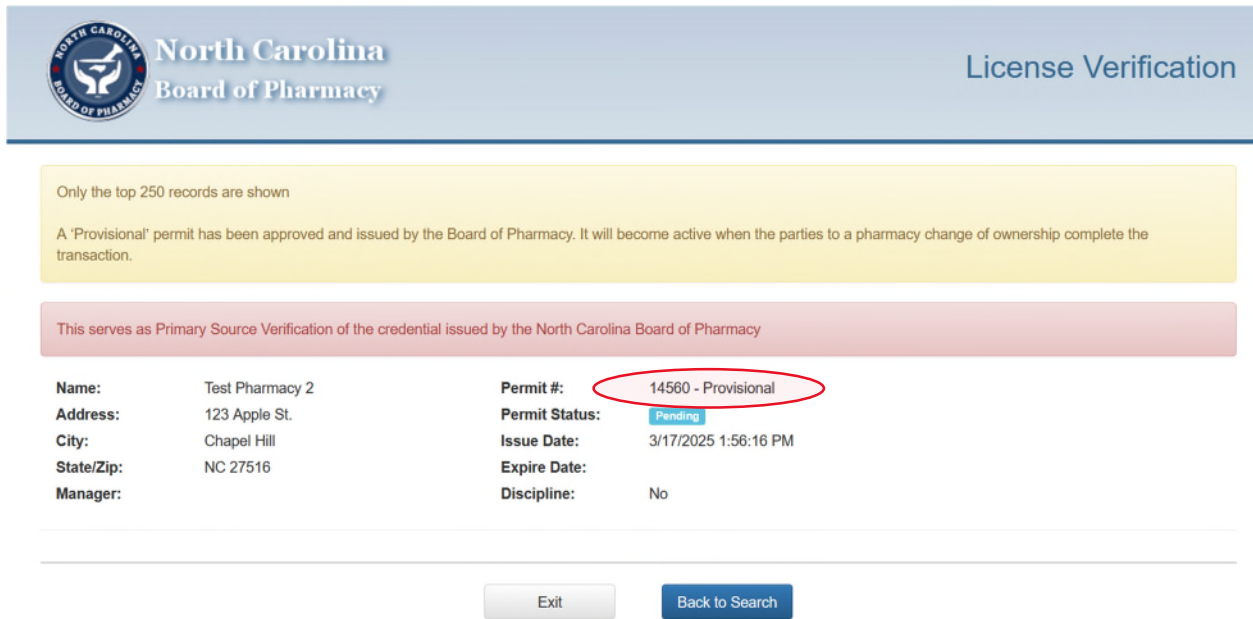
Step 2. The PM completes and submits the Transfer Ownership application. Transfer Ownership applications should be filed at least eight (8) weeks prior to the planned transaction closing date. One of the required uploads for the Transfer Ownership application is a Letter of Intent. This letter must tell the Board the planned closing transaction date.

To review application progress or upload additional documents, the PM may log in to the application using the confirmation number supplied when the application is submitted.

Step 3. The Transfer Ownership application is reviewed by Board staff. Once review is complete and staff approves the application, the facility will be issued a permit number in

“provisional” status. An automatic email to the applicant PM will provide the provisional permit number.

The “provisional” status of permit number means that the application has been reviewed and approved, but cannot yet be used to engage in pharmacy practice. The permit number may be used, however, to obtain DEA registration changes, enroll with third-party payors, and the like in anticipation of beginning practice once the change-of-ownership transaction closes. This should minimize the likelihood of continuity of care interruptions. The provisional permit number may be confirmed using the [Board's online license verification tool](#). Here’s how the verification will appear:



The screenshot displays the North Carolina Board of Pharmacy License Verification interface. At the top left is the board's logo, and at the top right is the text "License Verification". A yellow banner contains the text: "Only the top 250 records are shown" and "A 'Provisional' permit has been approved and issued by the Board of Pharmacy. It will become active when the parties to a pharmacy change of ownership complete the transaction." Below this is a red banner stating: "This serves as Primary Source Verification of the credential issued by the North Carolina Board of Pharmacy". The main content area shows a list of pharmacy records with the following details:

Name:	Test Pharmacy 2	Permit #:	14560 - Provisional
Address:	123 Apple St.	Permit Status:	Pending
City:	Chapel Hill	Issue Date:	3/17/2025 1:56:16 PM
State/Zip:	NC 27516	Expire Date:	
Manager:		Discipline:	No

At the bottom of the interface are two buttons: "Exit" and "Back to Search".

Step 4. On the day that the ownership transfer transaction closes, the PM logs in using the provisional permit number and clicks the CONFIRM SALE button. Read the instructions carefully before clicking the CONFIRM SALE button. Do not click the CONFIRM SALE button before **or** after the closing date. Click it **on the date of transaction close only.**



The screenshot shows the North Carolina Board of Pharmacy Facility Management interface. At the top left is the logo for the North Carolina Board of Pharmacy. To its right, the text reads "North Carolina Board of Pharmacy" and "Facility Management". Below this, the page title is "DBA: Test Pharmacy 2" with a sub-header "Pharmacy » Permit #14560". A red "Logout" button is in the top right corner. A light blue box contains the following text:

By clicking the Confirm Sale button below, you affirm that you are the pharmacist-manager (PM) of this permit and that the change-of-ownership transaction is complete. You should not click Confirm Sale prior to the transaction's close, nor should you delay clicking after the transaction's close.

Once you affirm that the change-of-ownership transaction is complete, the previous permit number will immediately become inactive. No further pharmacy practice may occur under that permit number.

Once you affirm that the change-of-ownership transaction is complete, the assigned provisional permit number will become active. An automated email will be sent to you with important Pharmacy Permit information.

Once this action is complete, it cannot be undone or reversed. Clicking the Confirm Sale button prior to completion of the change-of-ownership transaction will result in an invalid permit being issued and could result in disciplinary action against the pharmacist-manager and the permit.

At the bottom of this box is a blue button labeled "Confirm Sale".

Once clicked, the permit will move from “provisional” to “active” status automatically, and the change will be immediately reflected in the [Board's online license verification tool](#). Once active, pharmacy practice under the permit number may begin.