



**Proposed Food Establishment Owners/Operators**

North Carolina Laws and Rules require a permit applicant or permit holder to submit to the health department properly prepared plans and specifications for review and approval before:

- A. Construction of a food establishment;
- B. The conversion of an existing structure for use as a food establishment; or
- C. The remodeling of a food establishment or a change of type of food establishment or food operation

It is important that your construction plans are approved by our office prior to beginning any construction. This will save you valuable time and money by assuring that your plans are in compliance with North Carolina laws and rules.

You are advised to set up an appointment with an Environmental Health Specialist to review this process prior to submitting your application.

In addition to meeting health department regulations, you are encouraged to also contact the applicable agencies below to assure you are in compliance with their regulations:

*\*This listing is a guide and may not include all permitting agencies required\**

Department	Phone Number
<b>MARTIN:</b>	
Building Inspector	252-789-4310
Town of Everetts	252-792-3394
Town of Hamilton	252-798-2001
Town of Jamesville	252-792-5006
Town of Oak City	252-798-7721
Town of Robersonville	252-508-0311
Town of Williamston	252-792-5142
<b>TYRRELL:</b>	
Building Inspector	252-796-4128
Town of Columbia	252-796-2781
<b>WASHINGTON:</b>	
Building Inspector	252-793-4114
Town of Creswell	252-797-4852
Town of Plymouth	252-793-9101
Town of Roper	252-791-0235

**Food Establishment Plan Review Application**

Type of Construction:                      NEW                       REMODEL

Name of Establishment: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_ County \_\_\_\_\_

Phone (if available): \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Fax: ----- \_\_\_\_\_

.....

Owner or Owner's Representative: \_\_\_\_\_

Address: \_\_\_\_\_

City & State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Fax: ----- \_\_\_\_\_

E-mail Address: \_\_\_\_\_

.....

Submitter: \_\_\_\_\_

Company: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City & State \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Fax: ----- \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Title (owner, manager, architect, etc.): \_\_\_\_\_

**I certify that the information in this application is correct, and I understand that any deviation without prior approval from this Health Regulatory Office may nullify plan approval.**

**Signature:** \_\_\_\_\_  
(Owner or Responsible Representative)

***For Office Use Only:***

Plan Review Fee: **\$200.00**    Amount Paid: \_\_\_\_\_    Receipt#/Check#: \_\_\_\_\_

**Clerk Signature:** \_\_\_\_\_    **Date:** \_\_\_\_\_

**Hours of Operation:**

Sun\_\_\_\_\_ Mon\_\_\_\_\_ Tue\_\_\_\_\_ Wed\_\_\_\_\_ Thu\_\_\_\_\_ Fri\_\_\_\_\_ Sat\_\_\_\_\_

**Projected number of meals served between product deliveries:**

Breakfast: \_\_\_\_\_ Lunch: \_\_\_\_\_ Dinner: \_\_\_\_\_

Number of seats: \_\_\_\_\_ Facility total square feet: \_\_\_\_\_

Projected start date of construction: \_\_\_\_\_ Projected completion date: \_\_\_\_\_

**TYPE OF FOOD SERVICE:**

**CHECK ALL THAT APPLY**

Restaurant

Sit-down meals

Food Stand

Take-out meals

Drink Stand

Catering

Commissary

Single-service (disposable):

Plates

Glassware

Silverware

Meat Market

Multi-use (reusable):

Plates

Glassware

Silverware

Other (explain): \_\_\_\_\_

Indicate any **specialized processes** that will take place:

Curing

Acidification (sushi, etc.)

Reduced Oxygen Packaging (eg: Vacuum)

Smoking

Sprouting Beans

Other

Explain checked processes: \_\_\_\_\_

Indicate any of the following **highly susceptible populations** that will be catered to or served:

Nursing Home

Child Care Center

Health Care Facility

Assisted Living Center

School with pre-school aged children

**COLD STORAGE**

**Method used to determine cold storage requirements:** \_\_\_\_\_

Cubic-feet of reach-in cold storage:

Reach-in refrigerator storage: \_\_\_\_\_ ft<sup>3</sup>

Reach-in freezer storage: \_\_\_\_\_ ft<sup>3</sup>

Cubic-feet of walk-in cold storage:

Walk-in refrigerator storage: \_\_\_\_\_ ft<sup>3</sup>

Walk-in freezer storage: \_\_\_\_\_ ft<sup>3</sup>

Number of reach-in refrigerators: \_\_\_\_\_

Number of reach-in freezers: \_\_\_\_\_

**HOT HOLDING**

Food that will be held **hot:** \_\_\_\_\_

**COLD HOLDING**

Food that will be held **cold:** \_\_\_\_\_

**COOLING**

Indicate by checking the appropriate boxes how cooked food will be cooled to 45<sup>0</sup>F (7<sup>0</sup>C) within 6 hours.

If “Other” is checked indicate type of food: \_\_\_\_\_

Cooling Process	Meat	Seafood	Poultry	Other
Shallow Pans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ice Baths	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rapid Chill	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**THAWING**

Indicate by checking the appropriate boxes how food in each category will be thawed.

If “Other” is checked indicate type of food: \_\_\_\_\_

Thawing Process	Meat	Seafood	Poultry	Other
Refrigeration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Running Water less than 70 <sup>0</sup> F (21 <sup>0</sup> C)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cooked Frozen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microwave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## FOOD HANDLING PROCEDURES

**Explain the following with as much detail as possible. Provide descriptions of the specific areas of the kitchen and corresponding items on the plan where food will be handled.**

Explain the **handling procedures** for the following categories of food. Describe the process from receiving to service including:

- How the food will arrive (frozen, fresh, packaged, etc.)
- Where the food will be stored
- Where (specific pieces of equipment with their corresponding equipment schedule numbers) and how the food will be handled (washed, cut, marinated, breaded, cooked, etc.)
- When (time of day and frequency/day) food will be handled

**1. READY-TO-EAT FOOD HANDLING** (edible without additional preparation necessary, e.g., salads, cold sandwiches, raw molluscan shellfish)

—

**2. PRODUCE HANDLING**

—

**3. POULTRY HANDLING**

—

**4. MEAT HANDLING**

—

**5. SEAFOOD HANDLING**

**DRY STORAGE**

Provide information on the frequency of deliveries and the expected gross volume that is to be delivered each time: \_\_\_\_\_

Square feet of dry storage shelf space: \_\_\_\_\_ ft<sup>2</sup>

Where will dry goods be stored? \_\_\_\_\_

**FINISH SCHEDULE**

Indicate floor, wall and ceiling finishes (e.g., quarry tile, stainless steel, vinyl coated acoustic tile)

<b>Area</b>	<b>Floor</b>	<b>Base</b>	<b>Walls</b>	<b>Ceiling</b>
Kitchen				
Bar				
Food Storage				
Dry Storage				
Toilet Rooms				
Dressing Rooms				
Garbage & Refuse Storage				
Service Sink				
Other				
Other				

**WATER SUPPLY - SEWAGE**

1. Is water supply: Municipal  Well  Is sewer: Municipal  Septic
2. Will ice: be made on premises  or purchased
3. Water heater:
  - Tank type:
    - a. Manufacturer and model: \_\_\_\_\_
    - b. Storage capacity: \_\_\_\_ gallons
      - Electric water heater: \_\_\_\_\_ kilowatts (kW)
      - Gas water heater: \_\_\_\_\_ BTU's
    - c. Water heater recovery rate (gallons per hour at 80°F temperature rise): \_\_\_\_\_ GPH  
 (See Water Heater Calculator on the Plan Review Unit website to calculate recovery rate needed)
  - Tankless:
    - a. Manufacturer and model: \_\_\_\_\_
    - b. Quantity of tankless water heaters: \_\_\_\_\_  
 (See Water Heater Calculator on the Plan Review Unit website to calculate number of tankless water heaters needed)
4. Check the appropriate box indicating equipment drains:

Plumbing Fixtures	Indirect Waste			Direct Waste
	Floor sink	Hub Drain	Floor Drain	
Warewashing Sink	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prep Sinks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Handwashing Sinks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Warewashing Machine	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ice Machine	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Garbage Disposal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dipper Well	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Refrigeration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Steam Table	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## WAREWASHING EQUIPMENT

### a. Manual Warewashing

1. Size of sink compartments (inches):            Length: \_\_\_\_\_ Width: \_\_\_\_\_  
Depth: \_\_\_\_\_
2. What type of sanitizer will be used?  
Chlorine:  Iodine:  Quaternary Ammonium:  Hot Water:  Other  
(specify):

### b. Mechanical Warewashing

1. Will a warewashing machine be used?            Yes  No   
Warewashing machine manufacturer and model: \_\_\_\_\_
2. Type of sanitization: Hot water (180°F)  Chemical

### c. General

1. Describe how cooking equipment, cutting boards, slicers, counter tops and other food contact surfaces that cannot be submerged in sinks or put through a dishwasher will be cleaned and sanitized:  
\_\_\_\_\_
2. Describe location and type (drainboards, wall-mounted or overhead shelves, stationary or portable racks) of air drying space:  
\_\_\_\_\_  
  
Square feet of air drying space: \_\_\_\_\_ft<sup>2</sup>

## **HANDWASHING**

Indicate number and location of handwashing sinks:

\_\_\_\_\_

## **EMPLOYEE ACCOMMODATIONS**

Indicate location for storing employees' personal items:

\_\_\_\_\_

## **REFUSE AND RECYCLABLES**

1. Will refuse be stored inside? Yes  No   
If yes, where \_\_\_\_\_
2. Provision for refuse disposal: Dumpster  Compactor
3. Provision for cleaning dumpster/compactor: On-site  Off-site   
If off-site cleaning, provide name of cleaning contractor: \_\_\_\_\_
4. Describe location for storage of recyclables: (cooking grease, cardboard, glass, etc.):  
\_\_\_\_\_

## **SERVICE SINK**

1. Location and size of service (mop) sink/can wash: \_\_\_\_\_
2. Is a separate mop storage area provided? Yes  No  If yes, describe type and location: \_\_\_\_\_

**INSECT AND RODENT CONTROL**

1. How is protection provided on all outside doors?  
Self-closing door  Fly Fan  Screen Door
2. How is protection provided on windows?  
Self-closing  Fly Fan  Screening

**LINEN**

1. Indicate location of clean and dirty linen storage:

\_\_\_\_\_

**POISONOUS OR TOXIC MATERIALS**

1. Indicate location of poisonous and/or toxic materials (chemicals, sanitizers, etc.) storage:

\_\_\_\_\_