

## Section 1: Food Service Establishments plus \$250.00 plan review fee

### THE FOLLOWING ITEMS MUST BE SUBMITTED TO BEGIN PLAN REVIEW

- Completed Application
- Copy of signed lease agreement or bill of sale
- Copies of all Menus
- Proof of water supply (well permit or bill)
- Proof of sewage disposal (septic permit or bill)
- Site plan showing specific location of the business
- Floor plan drawn to scale (minimum 1/4" = 1') of food service establishment with all equipment to include counter top equipment, toasters, steam-wells, microwaves, panini grills, mixers and soda dispensers, etc.
- Equipment specification sheets for all equipment
- Plumbing Plan (show floor drains, floor sink, water heater)

#### Useful information & websites:

When designing the kitchen you should have designated clean & dirty zones to prevent cross contamination and consider flow patterns for the following:

- Food (Receiving, Storage, Preparation & Service)
- Dishes & Tableware (Clean Storage, Service, Soiled, Cleaning, Air Drying & Storage)
- Utensils & Containers (Clean Storage, Service, Soiled, Cleaning, Air Drying & Storage)
- Trash & Garbage (Service Area, Holding, & Storage)

#### NC DHHS Plan Review Guidelines:

[Food Establishment Guidelines for North Carolina](#)

#### NC Food Code:

<http://ehs.ncpublichealth.com/faf/docs/foodprot/NC-FoodCodeManual-2009-FINAL.pdf>

#### NC .2600 Food Rules:

<http://ehs.ncpublichealth.com/docs/rules/294306-26-2600.pdf>

#### Water Heater Sizing Calculator:

[Water Heater Sizing Calculator](#)

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**Hours of Operation**

Day	Open	Close
Sunday		
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		

**Total Number of Seats**

Inside	
Outside	

**Will you use?**

- Single-Service (disposable)    Plates       Glassware       Silverware  
Multi-Use (reusable)       Plates       Glassware       Silverware

**Will you offer food for Pick Up, To Go or Delivery**    Yes       No

**Provide the following if Yes:**

- Proposed menu
- Identify and locate equipment used to cold hold and hot hold foods
- Instructions for Consumer Cooling & Reheating

Type of containers to be used:

- Box lunches       Party trays       Closeable Container       Other

**Will you provide Off-Site Catering? Request and Complete Section 11 Application**













**Will any meats, eggs, seafood, poultry, and shellfish served or sold raw or undercooked?  YES  NO**  
**If YES then provide Consumer Advisory (see NC Food Code 3-603.11- Consumer Advisory)**

**Will specialized food processes be conducted?  YES  NO**  
 (NC Food Code 8-201.13 A HACCP plan is required for acidification (sushi rice), reduced oxygen packaging, sous vide, curing, smoking, sprouting beans or drying process)

**You will need to submit your Hazard Analysis and Critical Point (HACCP) plan & Variance Request to the NC Food Code Variance Committee for approval for specialized food process to be conducted in your food service establishment.** (8-103.10 Modifications & Waivers) The State Variance Committee can be reached at 919-707-5854.

**3. FOOD STORAGE**

**Check all that apply**

<b>Equipment</b>	<b>Number of Units</b>	<b>Total Cubic-Feet of Space for each unit</b>	<b>Ready to Eat</b>	<b>Raw Proteins</b>
Walk-in Refrigeration Storage				
<b>*Reach-in Refrigeration Storage</b>				
Walk-in Freezer Storage				
Reach-in Freezer Storage				
Work Top Freezer				
<b>*Flip Top &amp; Work Top Refrigeration</b>				
<b>*Refrigerated Drawers</b>				

**\*Raw meats, poultry & seafood should not to be stored in the same units as cooked or ready-to-eat foods.**

**4. CONSTRUCTION:** Indicate which materials will be used in the following areas:

<b>AREA</b>	<b>FLOOR</b>	<b>BASE</b>	<b>WALLS</b>	<b>CEILING</b>
Kitchen				
Bar				
Food Storage				
Toilet Rooms				
Other Storage				
Can Wash/Mop Basin				
Dish Washing Area				
Walk-in Refrigeration & Freezers				

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**5. INSECT & RODENT CONTROL:** Check all that apply

	Fly Fans or Air Curtains	Self-Closures
Delivery Doors		
Entry Doors		
Screened Doors		
Restroom Doors		
Drive Thru Pickup Window		
Walk Up Screen Window		

**6. GARBAGE & REFUSE:** Check all that apply

	YES	NO	INDOOR	OUTSIDE
Compactor (stored on asphalt or concrete)				
Dumpster (stored on asphalt or concrete)				
Trash cans with lids				
City Trash Bags				
Recycle Containers with lids				
Dirty Linen Containers with lids				
Grease Recycling Containers/Systems (stored on asphalt or concrete)				
Can Wash (3'x 3'curbed pad sloped to drain with hot and cold water and backflow prevention with mop rack)				

Indicate what materials will be recycled:  Glass  Metal  Paper  Cardboard  
 Plastic  Grease  Food  Oyster shells

Do you plan to donate food?  Yes  No

Where will all chemicals be stored? \_\_\_\_\_

7. **ICE:**  Made on premises  Purchased commercially. Source \_\_\_\_\_

8. **WATER HEATER** (minimum with 80°F rise)

Gas  Electric  Instantaneous (Number To be installed: \_\_\_\_\_)

Model # \_\_\_\_\_

Recovery Rate (gallons per hour) \_\_\_\_\_ Storage Capacity (gallons) \_\_\_\_\_

**9. EMPLOYEE STORAGE (Required)**

Describe storage facilities for employees' personal belongings: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**10. LINENS**

**Check all that apply**

Cleaning methods	Onsite clothes washer	Onsite clothes dryer	Laundry service	Manual 3 compartment sink	Dishwasher
Aprons					
Uniforms					
Cut Resistant Gloves					
Wiping Cloths					
Table Cloths					
Cloth Napkins					
Oven Mitts					

Location of dirty linen storage: \_\_\_\_\_

Location of clean linen storage: \_\_\_\_\_

**11. PREPARATION AREAS**

Prep table with sink must be provided for Produce Ready-to-Eat Seafood Raw Meat Sushi

**12. DISHWASHING FACILITIES**

At least one 3-compartment sink (with integral drain boards on each side) large enough to submerge the largest equipment and utensils are required.

Dimensions of sink basins: Length \_\_\_\_\_ Width \_\_\_\_\_ Depth \_\_\_\_\_

Length of drain boards (at least 24" inches) Right \_\_\_\_\_ Left \_\_\_\_\_

**A spray arm and faucets will be required on all three compartment sinks for pre-rinsing.**

What type of sanitizer is used? Chlorine Iodine Quaternary Ammonium Hot water  
Other \_\_\_\_\_

Dishwasher sanitizing cycle used: Hot water Chemical

Make & Model \_\_\_\_\_

Total amount of square feet of air drying space provided: \_\_\_\_\_ ft<sup>2</sup>

**This space is only for air drying and not as clean dish and/or ware storage.**

Indicate the location and type of air drying areas: \_\_\_\_\_

**13. HANDWASHING & TOILET FACILITIES**

Hand washing sinks with hot and cold running water, soap and individual paper towels must be provided in each food preparation and ware washing area.

Identify all handwashing lavatories in all restrooms and work areas (zones). Hand wash lavatories must be placed to prevent cross contamination.

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