

Section 2: Existing Food Service Establishment (new owners)

Please enclose the following documents with your application:

- Verify scaled drawing of kitchen layout or submit scaled drawing showing any changes.
Note: May incur a \$250 plan review fee.
- Copy of signed lease agreement or bill of sale for change of ownership of an existing establishment.
- Proposed Menu (including seasonal, off-site, banquet menus, catering, daily specials, etc.).
- Source of water supply and method of sewage disposal. (Provide a CFPWA water/sewage bill).
- Provide a copy of the cleaning and maintenance contract from the solid waste provider and the grease recycling company for the dumpster and the grease container.
- Submit an Emergency Plan for loss of power, water or weather related events.

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

Useful websites:

NC DHHS Plan Review Guidelines:

<http://ehs.ncpublichealth.com/faf/food/planreview/docs/FoodEstablishmentGuidelines-2002.pdf>

NC Food Code:

<http://ehs.ncpublichealth.com/faf/food/planreview/docs/FoodEstablishmentGuidelines-2002.pdf>

NC .2600 Food Rules:

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

Water Heater Sizing Calculator:

<http://ehs.ncpublichealth.com/faf/food/planreview/docs/WaterHeaterCalculator-0713.xls>

Will Time as a Public Health Control be used for any menu item? YES NO

Will beef, eggs, fish, lamb, milk, pork, poultry, (including eggs), seafood or shellfish be served or sold raw or undercooked? (3-603.11 Consumer Advisory) YES NO

If yes, include the Consumer Advisory on the submitted menu.

Will specialized food processes be conducted? YES NO

(8-201.13 A HACCP plan is required for acidification (sushi rice), reduced oxygen packaging, sous vide, curing, smoking, sprouting beans or drying process)

If yes, you will need to submit your 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.

“Healthy People, Safe Environment, Strong Community”