



NEW HANOVER COUNTY

PUBLIC HEALTH





ENVIRONMENTAL HEALTH SERVICES

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Applying for an Environmental Health Limited Food Establishment Permit on NHC COAST Portal




- Open the **Customer Online Access Services Tool (COAST)** main page at: <https://www.NHCgov.com/coast>. This page is the main resource page for COAST and includes tabs for **COAST Help Videos**, **FAQs** and **Forms**. Please click on the buttons to find additional information and resources. The **Forms** tab provides a list of forms which may be required to complete and attach as part of the application process. The **COAST Help Videos** tab provides videos with step by step guidance on registering for COAST, applying for a permit and paying fees.
- Click on the orange COAST Portal button  to open the COAST Self Service page.
- Click on  **Login or Register**.
- If this is your first time applying for a permit, you will need to Register for a new account. Click on **Register Here** at the bottom of the log in window. A valid email address is required.
 - Or if you have a COAST account, enter your username and password and click on  to log in to your COAST account.
- Once you log in to COAST, the Home Self Service page will open.
- Click on the box with  **Apply**. The Application Assistant window will open. Search for the permit by typing in **Limited Food** in the application search box. Select the **NHC Limited Food Establishment** permit.
- Review the permit descriptions to ensure you are selecting the correct permit.

NHC Limited Food Establishment		Apply
Category Name: NHC Environmental Health Food, Lodging and Institution Permits	Description: A limited food service establishment permit allows food to be served for establishments meeting the definition of a limited food service (per G.S. 130A-247(7) and rules 15A NCAC 18A.2600). If you are planning on serving food at an amateur athletic event or proving ready-to serve breakfast at a lodging establishment you will need apply for a limited food service permit annually.	

- Click on  next to the **NHC Limited Food Establishment** permit.
- The Application page will open. There are six windows to complete in order to submit the permit application, as tracked on the top of the page.



Information to be entered/submitted on each of the Six windows.

1. **Locations:** Click on **Add Location** in Project Location blue box. Under **Address Information**, enter the establishment address and Search. Click  next to the Limited Food Establishment address to select.
Hint: If the establishment address doesn't appear, reduce the amount of the address entered and re-search.
2. **Type:**
 - a. Permit Type= **Limited Food Establishment**
 - b. Description= Brief description about Permit/Establishment
3. **Contacts:** **Applicant** is required, may add additional contacts such as Business Owner, Project Contact.
Contact(s) responsible for payment, need to have an active COAST account and be added as a **Contact** on the permit.
4. **More Info:** All fields are required.
 - a. **Name of Establishment-** Enter name of establishment. This name is what will be used on the operating permit.
 - b. **Dates of Operation-** Enter Days of the week or date range. i.e., Sunday- Saturday or Fridays from Aug. 15 to Dec. 1
 - c. **Hours of Operation-** Enter Hours establishment open. i.e., 6am- 10am
 - d. **Water Provider-** Select one: CFPUA, Community, Private Well, Aqua
 - e. **Sewer Provider-** Select one: CFPUA, Community, Private Septic, Aqua
 - f. **Disclaimer Acknowledgement-** Select **Yes** and enter Full name.
5. **Attachments:** Click on **Add Attachment** in the blue box matching the type of file to be attached. Browse to the file location and attach. **Documents are to be only submitted as pdfs.**
 - a. **Required- (Concession Stands) Limited Food Service form**
 - i. Click  on top tool bar to go to the COAST main page (may open in a second tab or window). Click on the **Forms** tab and scroll down to **NHC Environmental Health- Food** section for the **(Concession Stands) Limited Food Service form.**
 - b. **Required- Menu**
 - i. Menu needs to include procedures on how food will be prepared.
 - c. **Floor Plan**
 - i. Floor plans need to be scaled showing location of all equipment, appliances, and storage and clearly labeled.
 - d. **Other (Additional Information)**
 - i. Other Supporting documents as requested on the **(Concession Stand) Limited Food Service form** need to be submitted as Other.
6. **Summary:** Review entered information and documents for permit application.
- J. At the bottom of the Summary tab, once you have reviewed your application and are ready to submit your application, click .
- K. After submittal, NHC Environmental Health staff will review your application. If additional information is needed for your application, they will contact the applicant(s). Once the application is approved, fees will be invoiced and the applicant(s) will receive notification by email from COAST for payment.
- L. During the application and permitting process, logging in to your COAST account will allow you to track the permit status, pay fees, and view your permit once issued.

For questions about the COAST Website, please email COAST@NHCgov.com or call (910) 798-7308. Please do not submit applications or plans to this email address. Please go to our COAST Portal at NHCgov.com/COAST or apply in person.

For questions about Environmental Health, please call (910) 798-6667.

Hints:

- Navigate between the screens by clicking on the **Next** or **Back** buttons by scrolling to the bottom of the screen.
- A draft of the permit may be saved as any time before submittal by clicking on **Save Draft**. This will place the permit in the Draft group on the Dashboard page. Select the draft permit to continue completing and submitting the application.