

Duplin County Environmental Health Food Service Establishment Plan Review Application

Plan review is required for all food establishments prior to issuance of a permit. This application must be completed and submitted to Duplin County Environmental Health along with the following:

- Proposed menu or complete list of food and beverages to be offered (including seasonal, catering and banquet menus).
- Plans of the facility drawn to scale showing location of equipment (clearly numbered and cross-keyed with an equipment list), plumbing, mechanical ventilation, and lighting schedules.
- Site plan showing locations of any outside equipment or facilities such as dumpsters, storage areas, well, and septic system, if applicable.
- Manufacturer specifications for each piece of equipment listed.
- An application fee of \$240, paid at time of application submittal.

Permits are issued in accordance with the regulations set forth in the North Carolina Rules Governing the Sanitation of Food Service Establishments (15A NCAC 18A .2600), available at <http://ehs.ncpublichealth.com/> , and the NC Food Code, available at <https://ehs.ncpublichealth.com/faf/docs/foodprot/NC-FoodCodeManual-2021-FINAL.pdf> . *WHAT DO YOU NEED TO OPEN A RESTAURANT ?*, provided on page 10 of this application, may answer generalized questions you may have regarding the opening of a food service business.

Please note, franchised, chain, and prototypical type facility plans must be submitted to the NCDHHS Environmental Health Section, Plan Review Unit, 5605 Six Forks Rd., Raleigh, NC 27609. You may contact their office at (919) 707-5863.

APPLICATION AND ESTABLISHMENT INFORMATION

Type of Construction New Remodel

Name of Establishment _____

Address _____

City _____ Zip Code _____ County _____

Telephone _____ Fax _____ E-mail Address _____

OWNER AND CONTACT INFORMATION

Name of Owner: _____

Address _____

City & State _____ Zip Code _____

Telephone _____ Fax _____ E-mail Address _____

Applicant Name (Manger, Architect/Engineer): _____



Duplin County Health Department / Duplin County Environmental Health / Food & Lodging Section
121 Middleton Cemetery Lane Kenansville, NC 28349 / P.O. Box 948 Kenansville, NC 28349
910.296.2126 PHONE / 910.296.0250 FAX
Mary Cashwell REHS, F&L Program Specialist / mary.cashwell@duplincountync.com

Company _____

Contact Person _____ Title (owner, manager, architect, etc.) _____

Address _____

City & State _____ Zip Code _____

Telephone _____ Fax _____ E-mail Address _____

HOURS OF OPERATION AND SERVICE INFORMATION

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

Restaurant Food Stand Drink Stand Commissary Meat Market Other: _____

CHECK ALL THAT APPLY

Sit-down meals Take-out meals Catering

Single-service (disposable): Plates Glassware Silverware

Multi-use (reusable): Plates Glassware Silverware

SPECIALIZED FOOD PROCESSES

Will this establishment prepare any food using a specialized food process? Yes No

If Yes, indicate specialized processes that will take place

Curing Acidification (sushi, etc.) Reduced Oxygen Packaging (eg Vacuum)

Smoking Sprouting Beans Other

HIGHLY SUSCEPTIBLE POPULATIONS

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 Preschool

FOOD DELIVERY FREQUENCY

How often will frozen foods be delivered? Daily Weekly Other: _____

How often will refrigerated foods be delivered? Daily Weekly Other: _____

How often will dry foods or supplies be delivered? Daily Weekly Other: _____

Square feet of dry storage shelf space _____ ft² Where will dry goods be stored? _____

COLD HOLDING

List foods that will be held **cold** _____

COLD STORAGE

Cubic-feet of **reach-in** cold storage

Reach-in refrigerator storage _____ft³

Reach-in freezer storage _____ft³

Number of reach-in refrigerators _____

Number of reach-in freezers _____

Cubic-feet of **walk-in** cold storage

Walk-in refrigerator storage _____ft³

Walk-in freezer storage _____ft³

Number of walk-in cold storage units _____

HOT HOLDING INFORMATION

List food that will be held **hot** _____

How will a minimum temperature of 135⁰F be maintained during hot holding? Please list number and type of hot holding equipment _____

COOLING INORMATION

Indicate by checking the appropriate boxes how cooked food will be cooled to 41⁰F (7⁰C) within 6 hours.

Cooling Process	Meat	Seafood	Poultry	Other
Shallow Pans				
Ice Baths				
Rapid Chill				

If "Other" is checked indicate type of food _____

HANDWASHING LAVATORIES

Indicate number and location of handwashing sinks _____

THAWING INFORMATION

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

Thawing Process	Meat	Seafood	Poultry	Other
Refrigeration				
Running Water less than 70 ⁰ F (21 ⁰ C)				
Cooked Frozen				
Microwave				

If "Other" is checked indicate type of food _____

FOOD HANDLING PROCEDURES

Explain the handling procedures, with as much detail as possible, 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** _____

ACCOMMODATIONS FOR EMPLOYEE’S PERSONAL ITEMS

Indicate location for storing employees’ personal items such as purses, coats, food/drink and medications

FINISH SCHEDULE

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

Area	Floor	Base	Walls	Ceiling	
Kitchen					
Ware-washing					
Food Storage					
Dry Storage					
Service Areas					
Bar					
Restrooms					
Garbage & Refuse Storage					
Inside Mop Cleaning					

WATER SUPPLY & SEWAGE

1. Water supply: Municipal Well
2. Sewer: Municipal On-site septic
3. Is ice made on premises or purchased commercially? Made on premises Purchased
4. Check the appropriate box indicating equipment drains

Plumbing Fixtures	Indirect Waste			Direct Waste
	Floor sink	Hub Drain	Floor Drain	
Warewashing Sink				
Prep Sinks				
Handwashing Sinks				
Warewashing Machine				
Ice Machine				
Garbage Disposal				
Dipper Well				
Refrigeration				
Steam Table				
Other				

5. Water heater, Tank Type:
 - Conventional Storage Tank
 - a. Manufacturer and model _____
 - b. Storage capacity _____ gallons
 - Electric water heater _____ kilowatts (kW) **or** Gas water heater _____ BTU's
 - c. Water heater recovery rate (gallons per hour at 80°F temperature rise) _____
 (See **Water Heater Calculator on the Plan Review Unit website to calculate recovery rate needed**)
 - On Demand 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**)

WAREWASHING EQUIPMENT

Manual Warewashing

1. Size of sink compartments (inches) Length_____ Width_____ Depth_____

a. Will the largest pot/pan fit into each compartment of the 3-compartment sink? Yes No

If No, 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. What type of sanitizer will be used? Chemical, Type:_____ Hot Water

Mechanical Warewashing

1. Identify the make and model of the mechanical dishwasher:_____

2. What type of sanitizer will be used? Chemical, Type:_____ Hot Water

3. Will ventilation be provided? Yes No

Air-drying

1. Describe location and type (drainboards, wall-mounted or overhead shelves, stationary or portable racks) of air drying space

2. Square feet of air-drying space _____ ft²

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 / CURBED CLEANING FACILITY

1. Location and size of service (mop) sink/canwash _____

2. Is a separate mop & broom 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 STORAGE

Indicate the location of clean and dirty linen storage

POISONOUS OR TOXIC MATERIAL

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

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)

WHAT DO YOU NEED TO OPEN A RESTAURANT?

Initial Questions We Need Answered:

Are you going to be on a well or community water?

- Well = Environmental Health collects a water sample

Are you going to on a septic tank or community sewage?

- Septic Tank = Inspection or permit completed by Environmental Health

What is Needed From You to Begin the process?

- Floor plans drawn to scale including the location of restrooms, can wash, equipment, dining areas
- A complete menu including condiments and beverages and the types of utensils used daily for serving food/drinks. Consider items you may prepare in the future on this list as well.
- Specification sheets for all equipment (NSF/ANSI approved)
- Completed application from the department, \$240 fee

What to Consider When Filling Out Your Application:

- You will need cooking/storage equipment such as refrigerators, freezers, griddles, oven, fryers, hot holding equipment, etc. based on your menu. * Equipment cannot be domestic, must be ANSI/NSF certified.
- You will need a (3) compartment utensil washing sink with ample space for air-drying and dish storage.
- You will need prep sinks for produce and meat:
 - One needed for vegetables if most of your produce will not arrive prewashed/precut, unless a small amount used daily
 - Depends on the number of meats you will eviscerate/cut up: you will need one for chicken, one for fish and one for other meat products***** Utensil and prep sink drains must be indirectly plumbed per building code.**
- You will need a handwashing sink in every room food is prepared and dishes are washed. These sinks cannot be used for any type of food handling/preparation.
- Hot water for dishwashing must be maintained at least 110F; therefore, 130F water is recommended. Your hot water heater should be at least 50 gallons or larger depending on the size of your operation.
- Walls and ceilings in the kitchen/prep areas should be finished with washable paint, glazed tile, FRP, stainless steel, wall board painted that has been painted with a washable paint. Carpet can only be used in waiting stations, dining areas, and self-service areas. Ceiling tiles must be washable.
- Lighting must have a minimum 50-foot candles in prep areas; 20 foot-candles in reach-in coolers, dry storage, dishwashing areas and restrooms; 10 foot-candles in walk-in coolers. Lights in the prep and washing areas should be shielded or shatterproof.
- Contact your local fire marshal for information on ventilation. You will need a hood if you will be doing any frying.
- You will need a dumpster or other containerized method for collecting garbage. Dumpsters/grease receptacles must be stored on concrete/asphalt that is smooth and sloped to drain.
- A cleaning facility (canwash) is required to wash mop buckets, etc. and can be placed inside or outside. The cleaning facility must be plumbed to the sewage system and must be equipped with appropriate backflow prevention devices.

Are There Other Rules to Comply With?

Yes, check with your local building code and fire marshals. There may be other rules for your establishment to consider such as ABC and Business Licenses, or those needed to wholesale packaged foods under NCDA.