



# CARTERET COUNTY HEALTH DEPARTMENT

## Food Service Establishment Application

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

Former name of establishment (if applicable) \_\_\_\_\_

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

Owner Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: \_\_\_\_\_

### Type of permit applied for: (select one)

/  Food Service permit requiring plan review (new construction, remodeling, extensive menu changes or previously unpermitted establishments) **Please note:** plans for a chain or franchise are required to be reviewed by the state. Send franchise or chain plans to Kevin Dodge, NCDENR, 1630 Mail Service Center, Raleigh, NC 27699-1630 along with \$200 fee required by the state. All other plans are reviewed by the local health department and require this application and \$200 fee.

/  Transitional 180 day permit (transfer of ownership of existing establishment with a valid permit currently operating or closed for less than 1 year)

/  Food Service permit (transfer of ownership of existing food service establishment that has been closed over 1 year)

### Type of Service:

Restaurant with seating \_\_\_\_\_ (seat number: restaurant \_\_\_\_\_ lounge (beverages only) \_\_\_\_\_ outside \_\_\_\_\_)

Take-Out only \_\_\_\_\_ Catering \_\_\_\_\_ Other (explain) \_\_\_\_\_

Push Cart/Mobile Food Unit \_\_\_\_\_ Name of associated foodservice facility \_\_\_\_\_

Days/Hours of Operation: \_\_\_\_\_ Employees per shift: \_\_\_\_\_

Single Use Utensils (paper products) \_\_\_\_\_ Multi Use Utensils (dishes, glasses) \_\_\_\_\_

Water Supply: City/Municipal \_\_\_\_\_ Private/community well \_\_\_\_\_ Other (explain) \_\_\_\_\_

Sewage Disposal: City/ Municipal \_\_\_\_\_ Septic System \_\_\_\_\_ Other (explain) \_\_\_\_\_

**Please submit this application and applicable fees with the following items to Environmental Health, Carteret County Health Department, 3820-A Bridges Street, Morehead City, NC 28557, Fax (252) 222-7753. Call (252) 728-8499 for more information.**

**For transitional permits and regular permits (not requiring plan review or plan review fee):**

- Attached Food Service Questionnaire
- Proposed menu

**For plan review:**

**Proposed Construction/Remodel Date \_\_\_\_\_ Proposed Opening Date \_\_\_\_\_**

- \$200 plan review fee
- Attached Food Service Questionnaire
- Proposed menu
- Site plans & equipment layout (drawn to scale, recommend 1/4"=1')
- Equipment specifications (make, model, spec sheets)
- Plumbing and Lighting layouts
- Well and/or septic system information, if applicable

***I (we) understand that written approval of plans must be obtained prior to construction. (if applying for a plan review). I (we) acknowledge that no food preparation can be preformed prior to obtaining a transitional or regular food service permit.***

**X** \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*Please contact all other applicable agencies and organizations as required by law.

<b>FOR OFFICE USE ONLY</b>	
EHS assigned _____	Date application received _____ Date plans received _____
Well approved (if applicable) yes _____ no _____	Date: _____ EHS _____
Septic system checked (if applicable) yes _____ no _____	Date: _____ EHS _____
Date plan approval letter sent _____	Date permit issued _____
Comments : _____	

**FOOD SERVICE QUESTIONNAIRE**  
Carteret County Health Department

**FOOD HANDLING & STORAGE**

**Food Preparation in the establishment (check all that apply):**

- Cut or debone meat, poultry or seafood \_\_\_\_\_
- Cook and cool more than 3 menu items \_\_\_\_\_
- Cook and cool no more than 3 menu items \_\_\_\_\_
- Cook and cool no more than 2 menu items \_\_\_\_\_
- Wash produce \_\_\_\_\_ -Wash shellfish \_\_\_\_\_ -Wash raw chicken \_\_\_\_\_
- Wash seafood \_\_\_\_\_ -Slice deli meat \_\_\_\_\_
- Thaw meat, poultry or seafood with running water \_\_\_\_\_
- Marinate and bread poultry \_\_\_\_\_

Hot foods will be cooled: -In an ice bath \_\_\_\_\_ In small portions \_\_\_\_\_  
-In shallow pans (4" deep or less) \_\_\_\_\_ In walk-in units \_\_\_\_\_

**Food Storage:**

-Store raw meat/seafood/poultry in the same refrigerators & freezers with cooked & ready to eat food: \_\_\_\_\_ **Yes** \_\_\_\_\_ **No** \*If yes, explain how cross contamination will be prevented \_\_\_\_\_

Space (in cubic feet) allocated for:

Frozen foods \_\_\_\_\_ Refrigerated foods \_\_\_\_\_  
Dry goods \_\_\_\_\_

Number of food deliveries per week \_\_\_\_\_

**PERSONNEL**

Employee hand washing policy: \_\_\_\_\_

Type of hair restraints : \_\_\_\_\_

Employee break and smoking policy: \_\_\_\_\_

Policy for food workers who are sick or have cuts or lesions: \_\_\_\_\_

Number and names of managers or food service workers with ServSafe or other approved food education training: \_\_\_\_\_

**CLEANING & SANITIZING**

Which of the following will be used to clean and sanitize utensils?

- Two compartment sink \_\_\_\_\_ Number and size of drain boards \_\_\_\_\_
- Three compartment sink \_\_\_\_\_ Number and size of drain boards \_\_\_\_\_
- Dishwashing machine \_\_\_\_\_ Make and model number \_\_\_\_\_

Dishmachine: Type of sanitizing: Chemical \_\_\_\_\_ Hot water sanitizing \_\_\_\_\_  
 Utensil sink: Type of sanitizing: Chlorine \_\_\_\_\_ Quaternary Ammonia \_\_\_\_\_ Other \_\_\_\_\_  
 Explain where air drying of utensils will take place: \_\_\_\_\_

**HOT WATER SUPPLY**

Existing/ proposed water heater: BTUs (gas) \_\_\_\_\_ kWs (electric) \_\_\_\_\_ Capacity \_\_\_\_\_

**ICE HANDLING**

Ice supply: Bagged ice \_\_\_\_\_ Ice Machine \_\_\_\_\_ Other \_\_\_\_\_

**STORAGE** Give storage locations for all that apply:

- Dry food storage \_\_\_\_\_
- Utensils/dishes \_\_\_\_\_
- Paper products \_\_\_\_\_
- Beer/liquor \_\_\_\_\_
- Chemicals/cleaners \_\_\_\_\_
- Employees' personal items \_\_\_\_\_
- Other \_\_\_\_\_

**REFUSE DISPOSAL**

Dumpster \_\_\_\_\_ Grease Bins \_\_\_\_\_ Trash Cans with lids \_\_\_\_\_ Other \_\_\_\_\_

**PEST CONTROL**

What precautions will be taken to prevent vermin infestation?

- Self-closing doors and/or windows \_\_\_\_\_ -Fly fans \_\_\_\_\_
- Caulking cracks & crevices \_\_\_\_\_
- Pest control contract with licensed company \_\_\_\_\_
- Pest monitoring devices (glueboards/traps) \_\_\_\_\_
- Keeping food covered or in closed containers \_\_\_\_\_
- Routine cleaning of non-food contact surfaces \_\_\_\_\_

**FINISHING MATERIALS (Please indicate: quarry tile, FRP, etc., for plan review)**

Proposed Materials for:	Floors	Walls	Ceilings
<b>Kitchen</b>	_____	_____	_____
<b>Bar</b>	_____	_____	_____
<b>Wait Stations</b>	_____	_____	_____
<b>Food Storage</b>	_____	_____	_____
<b>Non-food Storage</b>	_____	_____	_____
<b>Restrooms</b>	_____	_____	_____



## CARTERET COUNTY FOOD SERVICE PLAN REVIEW GUIDELINES

The purpose of this document is to provide you with assistance in the opening of a new foodservice establishment. Plans for new or renovated non-franchise establishments are required to be submitted to Carteret County Environmental Health Division to be reviewed and approved prior to construction. Plans for franchise or chain establishments are required to be sent to the North Carolina Department of Environment and Natural Resources (NCDENR), Environmental Health Services Section, 2728 Capital Blvd., Raleigh, NC 27604. Please see the DENR plan review unit website to download a copy of the state application for franchise facilities at <http://www.deh.enr.state.nc.us/ehs/Food/plan2.htm>.

These guidelines do **not** include all requirements for a foodservice establishment. The foodservice rules, 15A NCAC 18A .2600 Rules Governing the Sanitation of Foodservice Establishments, are available on line at <http://www.deh.enr.state.nc.us/ehs/images/rules/t15a-18a.26.pdf> or at Carteret County Environmental Health Division, 3820 Bridges St. Suite A, Morehead City, NC, phone (252-728-8499), fax (252-222-7753).

### PLAN REVIEW PROCESS

1. Submit plans with completed Carteret County Plan Review application, required fees, menu, equipment specifications (make and model numbers), and septic system operation permit and well specifications (if applicable) to Carteret County Environmental Health Division.
2. Construction inspections of the establishment conducted by Environmental Health are as follows:
  - a. Preliminary Inspection: This inspection is conducted when the food service is going into an existing building. It is usually done in conjunction with the plan review, after the plans have been submitted but before plans are approved. After obtaining all required plan approvals construction may begin.
  - b. Plumbing Inspection: This inspection is conducted before the floor and walls are finished with the purpose of ensuring that the plumbing in the establishment is installed according to the plans.
  - c. Mid-construction Inspection. When your establishment is approximately 80% completed and/or within two weeks of your proposed opening date, this inspection is scheduled. We will be checking floor, wall and ceiling surfaces, and any equipment that may be installed. This is a very important inspection since you will be very close to your proposed opening date.
  - d. Final Inspection. When you have finished all of your construction and the local building department has granted their certificate of occupancy or equivalent approval the Environmental Health Division can conduct the final inspection for your food service permit. Hot and cold water must be available and all plumbing operational. All of your equipment such as hood exhaust systems, refrigerators, and dishwashing machines must be functioning. You must also have food thermometers, refrigerator thermometers, sanitizer, and test kits available. No food preparation for service to the public can be done before a food service permit is obtained. You should schedule your final inspection well in advance of your proposed opening date.

### Plans

1. The plans should be minimum of 11" x 14" in size and the layout of the equipment or plan accurately drawn to a minimum scale of  $\frac{1}{4}'' = 1'$ . There is no requirement that the plans be drawn by a licensed architect however it is highly recommended.
2. Each piece of equipment should be clearly labeled on the plan with its common name.
3. The plan layout should contain room size, aisle space, space between and behind equipment and the placement of the equipment on the floor.
4. Plans may include a color flow chart demonstrating flow patterns for:

- a. food (receiving, storage, preparation, service)
  - b. food and dishes (portioning, transport, service)
  - c. dishes (clean, soiled, cleaning, storage)
  - d. utensils (storage, use, cleaning)
  - e. trash and garbage (service area, holding, storage)
5. Plans must include a lighting layout which shows type and size of bulbs and location. It is recommended that fixtures be installed over equipment and preparation surfaces such as utensil and preparation sinks, preparation tables, etc., rather than being placed over aisle spaces. The lighting requirement is as follows:
- Food contact surfaces = 50 foot candles (540 lux)
  - Utensil washing surfaces = 50 foot candles (540 lux)
  - Walk-in units = 10 foot candles (110 lux) – 30 inches above floor
  - All other areas = 10 foot candles (110 lux) – 30 inches above floor
  - Bulbs must be shielded or shatter proof in food preparation, storage and display areas.
6. The plumbing layout should include location of the floor drains, floor sinks and water supply lines, wastewater lines, hot water generating equipment with capacity and recovery rate, and backflow prevention.
7. A general site plan should include dumpster area, can wash facility, grease trap or barrels, entrances, exits, outdoor loading docks and outdoor storage buildings as applicable.

## **Septic System**

For establishments on existing septic systems an on-site wastewater application must be submitted for approval for use of the existing septic system for food service. For new construction an application for a new septic system is required. In both cases, the number of seats, hours of operation, type of menu and number of employees must be designated on the septic system application. Septic systems are sized according to type and size of the food service establishment as well as site and soil conditions. Applications can be made at the Environmental Health Division between 8:00 am and 4:30 pm, Monday through Friday.

## **Private Water Supply**

Food service establishments that have private water supplies must meet the regulations in 15A NCAC Subchapter 18A .1700 (online at <http://www.deh.enr.state.nc.us/ehs/images/rules/t15a-18a.17.pdf> ). If the establishment will be serving more than 25 people it must also comply with rules regulated by the Division of Water Quality. The Division can be contacted at 910-796-7215. Prior to opening the establishment two (2) negative bacteriological water samples must be obtained by our office. All threaded faucets must be provided with back flow prevention devices.

## **Food Service Equipment**

Food service equipment must meet American National Standards Institute (ANSI) sanitation standards. Private testing companies such as NSF and UL Sanitation check food service equipment performance for compliance with ANSI standards. Food service equipment includes refrigeration equipment, utensil and prep sinks, dishwashers, worktables, shelves, slicers, blenders, and food processors. Some products labeled “commercial” may not be approvable. Domestic equipment is not approvable. Always check for ANSI certification by NSF, UL sanitation, or other testing entity. Used equipment must meet ANSI standards, be in good repair and approved by our office. The equipment schedule must include make and model numbers of proposed equipment. Please do not submit catalog numbers or serial numbers. Food service equipment suppliers are listed in the local phone book or on the internet. Microwave ovens, toasters and mixers are exempt from these requirements.

## Handwashing Sinks

For employees, at least one handsink is required in the kitchen area in addition to any handsinks which may be provided in the toilet rooms. Additional handsinks may be required in food preparation or utensil washing areas which are more than 25' from a handsink or when the food preparation areas, service areas, or utensil washing facilities are located in a separate room, waitress station or bar service area. Splashguard protection is required if spacing to adjoining food, food contact surfaces, or utensil washing and storage area surfaces is less than 18 inches. Splash guards should extend from the front of the sink to 12 inches above the rim of the sink.

## Food Storage Containers and Utensils

Purchase food storage containers that are made of FDA approved food grade materials, are durable and easily cleanable. An easily cleanable container will not have square corners, tight crevices, or parts that do not dismantle for easy cleaning. Containers and utensils that meet ANSI standards are strongly recommended. They can be purchased through food service equipment suppliers.

## Construction

1. All construction must conform to the approved plan. Contact the Environmental Health Specialist who is reviewing your plans before any changes are made.
2. Construction of shelves, counter tops and cabinets must provide tight fitting smooth easily cleanable surfaces such as sealed or painted finish grade ply wood or Formica. Particleboard or pressboard is not acceptable. Cabinets and counters are acceptable only in waitress stations, take out service counters and bar areas. Wood and Formica shelving is only acceptable in dry storage areas. All shelving must be tightly stripped or caulked to walls or be mounted at least one (1") inch away from wall. All shelves must be twelve (12") inches above the floor or six (6") inches above the floor if moveable to protect products and provide access for floor cleaning.
3. Kitchen and food storage floors must be easily cleanable. Non-absorbent commercial grade vinyl tile or ceramic tiles are recommended. Broken tile floors, unsealed cement, wood, etc. are not acceptable. Floors that are to be subjected to flood type cleaning must be provided with floor drains and sloped to drain.
4. The walls of food preparation, utensil washing areas and restrooms must be smooth and easily cleanable. For utensil washing areas and toilet rooms, fiberglass reinforced plastic (FRP) panels are recommended. Stainless steel wall coverings are recommended behind the cooking line. The joints between walls and floors are required to be rounded (coved baseboard) or otherwise constructed to provide a tight seal between the floor and the wall.
5. All sinks must be tightly caulked to the wall or offset three (3") inches away from walls to provide access for cleaning. Whenever possible, plumbing must be inside the walls. Any pipe openings must be sealed around the pipes.
6. Ceilings must be smooth and washable in rooms used for food preparation and utensil washing. Non-perforated vinyl faced lay-in tile or painted wallboard are recommended.
7. To protect food, utensils, and food service equipment from the possibility of sewage backflow, all dish machines, utensils washing sinks, and food preparation sinks must have approved air gaps and be indirectly drained to a floor sink receptor as required by the building inspector. All floor sink receptor drains are to be placed so as to permit the drain to be inspected and/or cleaned as necessary.
8. Three compartment sinks must be properly sized and equipped with drain boards on each end. Drain boards and sink compartments must be sized to accommodate the largest utensils being washed. The minimum size drain board generally accepted is twenty-four (24") inches. Depending on the volume of utensils being washed at one time, larger drain boards may be required. It is recommended that an overhead air drying rack be installed if the volume of utensils being washed at any one time will exceed the capacity of the clean drain board of the sink. The air drying rack will provide a larger area to dry utensils and help prevent wet stacking.

9. Separate sinks are required for food preparation. One separate prep sink is required for washing vegetables, one separate sink for washing chicken, washing seafood or defrosting meat and poultry under cold running water, and one separate sink for washing and processing shellfish. The number, size and types of preparation sinks are determined by the menu. Prep sinks must have approved indirect drains with air gaps as required by the building inspector.
10. The trash can wash facility drain pad should be at least 3' by 3', sloped to drain to a sanitary sewer or septic system, with a four inch curb, and served by a hot and cold combination faucet with back flow prevention devices.

**If you have questions or need more information please contact Carteret County Environmental Health Division 252-728-8499.**