



# CARTERET COUNTY HEALTH DEPARTMENT

## APPLICATION FOR LIMITED FOOD SERVICE ESTABLISHMENTS

Name of Group or League: \_\_\_\_\_

Contact person: \_\_\_\_\_

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

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

Athletic Event: \_\_\_\_\_ Location/ Park: \_\_\_\_\_

Proposed Opening Date: \_\_\_\_\_ Dates and Hours of Operation: \_\_\_\_\_

Proposed Menu: \_\_\_\_\_

Is your organization exempt from federal income tax under Section 501 (c) (3) or Section 501 (c) (4) of Internal Revenue Code: \_\_\_\_\_YES \_\_\_\_\_NO

Federal Income Tax I.D. #: \_\_\_\_\_

- |                                     |  |                                |
|-------------------------------------|--|--------------------------------|
| City Water <input type="checkbox"/> | Private Well <input type="checkbox"/>  | Other <input type="checkbox"/> |
| City Sewer <input type="checkbox"/> | Septic System <input type="checkbox"/> | Other <input type="checkbox"/> |

**FOR NEW CONSTRUCTION:** Please send or fax building layout drawing and equipment specifications with this application to: Environmental Health Division, Carteret County Health Department, 3820 Bridges Street, Suite A, Morehead City, NC 28557, Phone 252-728-8499 or Fax 252-222-7753.

Applications must be submitted four (4) weeks prior to operation. Please attach the season's game schedule to application.

Please contact our office at 252-728-8499 for an appointment to issue the permit.

*I understand an evaluation of the LSFE must be made and a permit issued by the Environmental Health Division before the LFSE can operate.*

\_\_\_\_\_  
**Signature**

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

## CARTERET COUNTY HEALTH DEPARTMENT **GUIDELINES FOR LIMITED FOOD SERVICE ESTABLISHMENTS**

The Limited Service Establishment (LSFE) must be in compliance with the North Carolina Rules Governing the Sanitation of Foodservice Establishments, 15A NCAC 18A .2600. These rules can be found on line at: [www.deh.enr.state.nc.us/ehs/rules.htm](http://www.deh.enr.state.nc.us/ehs/rules.htm).

Permit applications for the LSFE's must be submitted to the health department at least four weeks prior to initial construction or commencement of operation for the year. New construction must go thru plan review and approval before construction. Permits expire on December 31 of each year. Due to this, some sports, such as basketball, may require a new permit in January. Applications can be found on line at [www.carteretcountyhealth.com](http://www.carteretcountyhealth.com) or at Carteret County Environmental Health, 3820 Bridges Street, Suite A, Morehead City, NC, 252-728-8499. The permit for a limited food service establishment shall be posted at a conspicuous place where the public can readily see it at all times.

### Construction:

1. Domestic equipment, which is in good repair and operating properly, may be used.
2. At least a two compartment utensil-washing sink with drain boards on each end or counter space on both sides of the sink shall be provided for air-drying of clean sanitized utensils. The recommended drain board space is 24 inches on each end. The sink shall be of sufficient size and depth to submerge, wash, rinse and sanitize utensils.
3. A hand sink that is separate from the utensil washing sink must be provided. This hand sink must have hot and cold water.
4. The floors of all rooms in which food is stored, prepared, handled or served, or in which utensils are washed, shall be of such construction as to be easily cleaned, shall be free of obstacles to cleaning, and shall be kept clean and in good repair. The floor area shall be sufficient to accommodate all operations. The joints between walls and floors shall be rounded or provided with tight molding. In all rooms in which water is discharged to the floor, or in which floors are subjected to flood-type cleaning, floors shall slope to drain and be provided with floor drains.
5. The walls and ceiling of all rooms in which food is stored, handled, prepared or served or where utensils are washed shall be easily cleanable, kept clean and in good repair.
6. The establishment shall be provided with self closing doors and screens at the service windows with sliding screen openings or other approved design for customer service. .
7. All areas, in which food is handled, prepared or in which utensils are washed shall be provided with artificial lighting. Fixtures shall be kept clean and in good repair.
8. Convenient toilet facilities shall be provided for use by employees. Public toilet facilities provided on the grounds are acceptable if kept clean.
9. Durable, legible signs, which read that employees must wash their hands before returning to work, shall be posted conspicuously at each employee's hand washing facility.
10. Garbage can liners shall be required for all garbage receptacles unless the site has can wash facilities.
11. Septic systems are sized according to type and size of the food service establishment as

well as site and soil conditions. For new construction, application for a new septic system must be submitted. If using an existing building, an application will need to be submitted for approval for use of the existing septic system for food service establishment. 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. Applications can be made at Carteret County Environmental Health, 3820 Bridges Street, Suite A, Morehead City, 252-728-8499, between 8:00am and 4:30pm, Monday through Friday.

12. Food service establishments that have private water supplies must meet the regulations in 15A NCAC Subchapter 18A .1700. Copies of these regulations are available at the Environmental Health Division or on line at [www.deh.enr.state.nc.us.ehs/rules.htm](http://www.deh.enr.state.nc.us.ehs/rules.htm). Before a new food service establishment permit can be issued, the well must meet .1700 Rules and our office must obtain two (2) negative bacteriological water samples.
13. All threaded faucets must be provided with back flow prevention devices.

#### Operating Procedures:

1. Preparation of food at the establishment is limited to those items approved on the permit.
2. Food brought into a limited food service establishment shall not have been prepared in a household domestic kitchen.
3. Limited food service establishment shall not prepare any potentially hazardous foods prior to the day of sale.
4. Foods which have been heated at the limited food service establishment shall not be reheated or placed in refrigeration to be used another day.
5. All potentially hazardous foods that require cooking must be cooked to the required temperatures and held at required hot holding temperatures.
6. The limited food service establishment shall not prepare salads containing potentially hazardous foods.
7. All meats, poultry and fish shall be purchased in a pre-portioned, ready to cook form.
8. All potentially hazardous foods to be stored cold shall be stored at 45 F or below.
9. An accurate stem type food thermometer shall be available for checking food temperatures and be sanitized before and after each use.
10. Only single-service eating and drinking utensils shall be used and shall be kept covered.
11. Ice shall be dispensed with an ice scoop. The scoop shall be stored in a clean dry container with the scoop handle out of the ice.
12. Customer self-service is prohibited except for condiments in individual packages or in pour-type or squeeze-type containers.
13. Food storage containers must be made of FDA approved food grade plastic, be durable and easily cleanable
14. Utensils must be washed, rinsed and then sanitized for at least two minutes in a solution of at least 50 ppm chlorine or equivalent. After sanitizing utensils must be air dried. Test strips must be available to check the strength of the solution.
15. Food service workers shall wear hair restraints and clean clothing, and wash hands thoroughly. No person who has or is a carrier of an infectious disease that can be transmitted by foods, or who has a boil or infected wound, or a disease with sudden onset and severe symptoms including cough or nasal discharge shall work in the LSFE.