catawba county
public health
MAKING. LIVING. BETTER.

ENVIRONMENTAL HEALTH
Catawba County Government Center
25 Government Drive | P.O. Box 389 | Newton, NC 28658
Phone: (828) 465-8270 | Fax: (828) 465-8276
Email: EHAdministrativeAssistants@CatawbaCountyNC.gov

Food Establishment Plan Review Application

Type of Construction: New ☐ Remodel ☐ Existing ☐

Name of Establishment: _____

If existing, please give name of old establishment if known: _____

Address: _____

City: _____ State: NC ZIP Code: _____

Phone (if available): _____ Fax (if available): _____

Owner or Owner's Representative: _____

Address: _____

City: _____ State: NC ZIP Code: _____

Phone (if available): _____ Fax (if available): _____

E-mail Address: _____

Submitter: _____

Company: _____

Contact Person: _____

Address: _____

City: _____ State: NC ZIP Code: _____

Phone (if available): _____ Fax (if available): _____

E-mail Address: _____

Title (owner, manager, architect, etc.): _____

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.

(Owner or Responsible Representative)

Signature & Date: _____

Hours of Operation

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 construction start date: _____ *Projected construction completion date:* _____

Type of Food Service *(check all that apply)*

☐ *Restaurant* ☐ *Catering* *Single-service (disposable):* ☐ *Plates* ☐ *Glassware* ☐ *Silverware*

☐ *Food stand* ☐ *Sit-down meals*

☐ *Drink stand* ☐ *Take-out meals* *Multi-use (reusable):* ☐ *Plates* ☐ *Glassware* ☐ *Silverware*

☐ *Commissary* ☐ *Meat market*

Other (explain) _____

Specialized Processes

Please indicate if any specialized processes will be used.

☐ *Curing* ☐ *Acidification (sushi, etc.)* ☐ *Reduced oxygen packaging (vacuum seal)*

☐ *Smoking* ☐ *Sprouting beans* ☐ *Other*

Explain checked processes: _____

Populations Served

Indicate any of the following highly susceptible populations that will be catered to or served:

☐ *Nursing home* ☐ *Child care center* ☐ *School with pre-school aged children*

☐ *Assisted living center* ☐ *Health care facility*

Please Enclose the Following Documents:

- **Proposed menu items (including seasonal variations in the menu).**
- **Manufacturer specification sheets for each piece of equipment shown on plans.**
- **Site plan showing location of business in building, location of building on site including alleys, streets and location of any outside facility (dumpster, walk-ins, etc.).**
- **Plan of facility drawn to scale showing location of equipment, plumbing, electrical service and mechanical ventilation, including location of all electrical panels.**

Contents and Format of Plans and Specifications

1. The plans should be a minimum of 11 x 14 inches in size and the layout of the floor plan accurately drawn to a minimum scale of 1/4 inches = 1 foot. This is to allow for ease in reading.
2. Information accompanying the plans should include the proposed menu, seating capacity, and projected daily meal volume for food service operation.
3. The plans should show the location and, when requested, an elevated drawing of all food service equipment. Each piece of equipment shall be clearly labeled on the plan with its common name.
4. Adequate rapid cooling including ice baths and refrigeration, and hot-holding facilities for potentially hazardous food (PHF) should be clearly designated on the plan.
5. When the menu dictates, separate food preparation sinks should be labeled and located to preclude contamination and cross-contamination of raw and ready-to-eat foods.
6. Adequate hand washing facilities used for no other purpose should be designated for each toilet facility and in the immediate area of food preparation and dish washing area.
7. The plan layout should contain room size, aisle space, space between and behind equipment, and the placement of the equipment on the floor.
8. Auxiliary areas such as storage rooms, garbage rooms, toilets, basements and/or cellars used for storage or food preparation should be represented on the plan and all features of these rooms shown as required by the standards.
9. The plans and specifications should also include:
   A. Entrances, exits, loading/unloading areas and docks
   B. Completed finish schedules for each room to include floors, walls, ceilings and coved juncture bases approved materials for food preparation, handling and storage areas include quarry tile, ceramic tile, sealed concrete, commercial linoleum, fiberglass reinforced panels, stainless steel, wall board painted with washable, nonabsorbent paint, vinyl coated ceiling tiles, and brick, cinder blocks, slag blocks, or concrete blocks, if glazed, tiled, plastered or filled so as to provide a smooth surface. If specifying the use of a material not on this list, include a sample of the material for evaluation.
   C. Plumbing schedule to include location of the floor drains, floor sinks and water supply lines, overhead waste water lines, hot water lines, hot water generating equipment with capacity and recovery rate, back flow prevention, waste water line connections. Electrical layout, electrical panels and disconnects.
10. Lighting Requirements
    A. Surfaces where a food employee is working with food or working with utensils or equipment such as knives, slicers, grinders or saws where employee safety is a factor at those levels: 50 foot candles (540 lux)
    B. In walk-in refrigeration units and dry food storage areas and in other areas and rooms during periods of cleaning at a distance of 30 inches (75 cm) above the floor: 10 foot candles (108 lux)
    C. Lighting in hand washing, ware washing, equipment and utensil storage and toilet rooms shall be measured at 30 inches (75 cm) above the floor and/or at the work levels and equipment and utensil storage and toilet rooms: 20 foot candles (215 lux)
    D. At surfaces where food is provided for consumer self-service such as buffets and salad bars or where fresh produce or packaged foods are sold or offered for consumption, inside equipment such as a reach-in and under-counter refrigerators: 20 foot candles (215 lux)
    E. Light bulbs in food preparation, storage, and display areas shall be shatter-proof or shielded so as to preclude the possibility of broken bulbs or lamps falling into food. Shatter-proof or shielded bulbs need not be used in food storage areas where the integrity of the unopened packages will not be affected by broken glass falling onto them and the packages, prior to being opened, are capable of being cleaned. Heat lamps shall be protected against breakage by a shield surrounding and extending beyond the bulb, leaving only the face of the bulb exposed in food preparation area.
11. Insure that all food service/kitchen equipment is NSF International (NSF) listed, underwriters Laboratories Inc., Classified for Sanitation or if not NSF or UL listed/classified, be constructed to meet NSF standards as specified according to 15A NCAC 18A.2600, 2009 NC Food Code 4-1through 4-3.
12. Source of water supply and method of sewage disposal. The location of these facilities should be shown and evidence submitted that state and local regulations are to be complied with.
13. As specified according to 15A NCAC 18A.2600, 2009 NC Food Code 4-903.11 (A)-(D), 3-305.11(A) and (B). All items stored in rooms where food or single-service items are stored shall be at least 12 in (30.48 cm) above the floor when placed on stationary storage units or 6 in (15.24 cm) above the floor when placed on portable storage units or otherwise arranged so as to permit thorough cleaning.
14. Ventilation schedule for each room.
15. Garbage can washing area/facility. As specified according to 15A NCAC 18A.2600, 2009 NC Food Code Manual 5-203.13, Plumbing Systems, adequate facilities shall be provided for the washing and storage of all garbage cans. The cleaning facilities shall include a combination faucet, hot and cold water, a threaded nozzle and a curbed impervious pad, a minimum recommended size of 36 x 36 x 4 with walls finished being easily cleanable and nonabsorbent to a height of 48 inches. A shelf may also be provided for the storage of cleaning supplies and/or chemicals. If the unit is utilized as a combination can wash/mop sink then the minimum recommended size for this unit is 36 by 36.
16. Dumpster pad and location as specified according to 15A NCAC 18A.2600, 2009 NC Food Code Manual 5-5 Refuse, Recyclables and Returnables.
17. Grease traps and/or grease interceptor location.
18. Grease storage containers and storage location.
19. Cabinets/shelves for storing toxic chemicals.
20. Dressing rooms, locker area, employee rest area, and/or coat rack as required.
21. Completed checklist.
22. Site plan (plot plan)

Cold Storage

Method used to determine cold storage requirements: _____

Cubic feet of reach-in cold storage

Reach-in refrigerator storage: _____ ft

Reach-in freezer storage: _____ ft

Number of reach-in refrigerators: _____

Number of reach-in freezers: _____

Cubic-feet of walk-in cold storage:

Walk-in refrigerator storage: _____ ft

Walk-in freezer storage: _____ ft

Number of walk-in refrigerators: _____

Number of walk-in freezers: _____

Hot Holding

List foods that will be held hot:

_____

_____

_____

Cold Holding

List foods that will be held cold:

_____

_____

_____

Cooling

Indicate by checking the appropriate boxes how cooked food will be cooled to 450F (70C) within 6 hours.

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

If Other is checked indicate type of food:

_____

Thawing

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 F (21C)	☐	☐	☐	☐
Cooked Frozen	☐	☐	☐	☐
Microwave	☐	☐	☐	☐

If Other is checked indicate type of food:

_____

Food Handling Procedures

Explain the following with as much detail as possible. Provide descriptions of the specific areas of the kitchen and corresponding items on the plan where food will be handled.

Explain the handling procedures 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**

Ready-to-Eat Food Handling

(edible without additional preparation necessary, e.g., salads, cold sandwiches, raw molluscan shellfish)

_____

_____

Produce Handling

Will produce be washed or rinsed prior to use? ☐Yes ☐No

Is there an approved location used for washing or rinsing produce? ☐Yes ☐No

Will it be used for other operations? ☐Yes ☐No

Please indicate location of produce washing equipment and describe the procedures. Include time of day and frequency for washing or rinsing the produce at this location:

_____

_____

Poultry Handling

Will poultry be washed or rinsed prior to use? ☐Yes ☐No

Is there an approved location used for washing or rinsing poultry? ☐Yes ☐No

Will it be used for other operations? ☐Yes ☐No

Please indicate location of poultry washing equipment and describe the procedures. Include time of day and frequency for washing or rinsing the poultry at this location:

_____

_____

Meat Handling

Will pork and red meats be washed or rinsed prior to use? ☐Yes ☐No

Is there an approved location used for washing or rinsing pork and red meats? ☐Yes ☐No

Will it be used for other operations? ☐Yes ☐No

Please indicate location of meat washing equipment and describe the procedures. Include time of day and frequency for washing or rinsing the meat at this location:

_____

_____

Seafood Handling

Will seafood be washed or rinsed prior to use? ☐Yes ☐No

Is there an approved location used for washing or rinsing seafood? ☐Yes ☐No

Will it be used for other operations? ☐Yes ☐No

Please indicate location of seafood washing equipment and describe the procedures. Include time of day and frequency for washing or rinsing the seafood at this location:

_____

_____

Dry Storage

Provide information on the frequency of deliveries and the expected gross volume that is to be delivered each time:

_____

_____

_____

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

_____

_____

_____

Finish Schedule

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

Area	Floor	Base	Walls	Ceiling
Kitchen				
Bar				
Food Storage				
Dry Storage				
Toilet Rooms				
Dressing Rooms				
Garbage and Refuse Storage				
Service Sink (mop/trash can wash)				
Other				
Other				

Water Supply and Sewage

Water supply: ☐ Municipal ☐ Well

Sewer: ☐ Municipal ☐ Septic

Ice: ☐ Made on premises ☐ Purchased

Water Heater

Tank Type

Manufacturer: _____ Model: _____

Storage Capacity: _____ gallons

Electric Water Heater: _____ kilowatts (kW) Gas Water Heater: _____ BTUs

Water heater recovery rate (gallons per hour at 80F/90F temperature rise): _____ GPH
(See Water Heater Calculator on the Plan Review Unit website to calculate recovery rate needed)

Tankless

Manufacturer: _____ Model: _____

Quantity of tankless water heaters: _____

Check the appropriate box indicating equipment drains:

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

Warewashing Equipment

Manual Warewashing (must be 3-compartment sink)

Size of sink compartments: Length _____ in Width _____ in Depth _____ in

What type of sanitizer will be used? ☐ Chlorine ☐ Iodine ☐ Qaternary Ammonium ☐ Hot Water

Other (specify): _____

Mechanical Warewashing

Warewashing machine manufacturer: _____ Model: _____

Type of sanitization: ☐ Hot water (180 F) ☐ Chemical

General

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:

_____

_____

_____

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

_____

_____

_____

Square feet of air drying space: _____ ft

Handwashing

Number of handwashing sinks: _____

Locations:

_____

_____

Employee Accommodations

Location for storing employees' personal items:

_____

_____

Refuse and Recyclables

Will refuse be stored inside? ☐ No ☐ Yes, at _____

Provision for refuse disposal: ☐ Dumpster ☐ Compactor

Provision for cleaning dumpster/compactor: ☐ On-site ☐ Off-site cleaning

Off-site cleaning contractor: _____

Describe location for storage of recyclables (cooking grease, cardboard, glass, etc.):

_____

_____

_____

Service Sink

Location and size of service (mop) sink/can _____

wash: Is a separate mop storage area provided? ☐ No ☐ Yes, at _____

Insect and Rodent Control

How is protection provided on all outside doors? ☐ Self-closing door ☐ Fly fan ☐ Screen door

How is protection provided on windows? ☐ Self-closing ☐ Fly fan ☐ Screening

Linen

Indicate location of clean and dirty linen storage:

_____

_____

_____

Poisonous or Toxic Materials

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

_____

_____

_____

_____