

## BURKE COUNTY ENVIRONMENTAL HEALTH

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# INFORMATION & PROCEDURE: FOOD SERVICE ESTABLISHMENT PLAN REVIEW

## INTRODUCTION

Congratulations on your decision to create a new food service establishment in Burke County. Your business plan obviously entails complying with the policies and procedures applicable to the laws and rules in NC related to all food service establishments.

This “*Information & Procedure: Food Service Establishment Plan Review*” is meant to help guide you through the process of obtaining a permit allowing you to operate as a food service establishment in North Carolina and Burke County. The specific rule you are complying with by going through this process is 15A NCAC 18A .2602 (a). This process is divided into two (2) basic steps and both are mandated by NC law and rule.

1. The first step is called a *Plan Review* and is considered a *Plan Review Process*.
2. The second step is *Receiving a Permit* to operate a food service establishment in North Carolina and is considered the *Permitting Process*.

## (1.) PLAN REVIEW - PLAN REVIEW PROCESS

- A. Complete the “*Food Service Establishment Plan Review Application*”
- B. Prepare and submit the menu for your establishment inclusive of all food and beverage you are intending to serve, prepare and/or provide to the public.
- C. Complete and submit the floor plan, to scale (1/4” = 1’), which shows the entire facility and locations of all equipment, tables, counters, sinks, storage facilities, bathrooms, etc.
- D. Make copies of **all** equipment specification sheets for all the equipment you intend to have in your establishment for the purpose of storing, handling, preparing and serving of food or drink and submit them.

- E. When you submit the requested information/documents listed above you will need to pay a \$250.00 plan review fee.

## (2.) RECEIVING A PERMIT - PERMITTING PROCESS

- A. Upon completion of all construction to your food service establishment you need to request a scheduled visit with the specialist in order to receive a permit to operate. Under normal circumstances, it takes **approximately two weeks** for the Environmental Health Specialist to complete the application part of your plan review process. The specialist will inform you at the time of your request any additional requirements that need to be complied with in order to properly evaluate and permit the establishment for compliance.
- B. After you request a permit to operate, the specialist will visit your establishment, with you present and conduct a full inspection of the establishment. You will need to be in 100% full compliance with all the rules in 15A NCAC 18A .2600 and any conditions that might have been imposed through the planning process.
- C. After a full permit to operate is issued to the appropriate person or persons or agency or corporation, the specialist will conduct the establishment's first unannounced inspection within 30 days of the date on the full permit

## CONCLUSION

If you have any questions regarding the procedures given in this or any document you receive, please contact any one of the Burke County Environmental Health Specialists; Mr. Tim Hilton, R.S., Ms. Robin Roper, R.S., or Ms. Anna Watkins. R.S. The best times to call or visit with them are from 8:00 to 8:30 AM and 1:00 to 1:30 PM. These individuals specialize in food, lodging and institution environmental health, have all attended special classes in plan review and have many years of experience. Written correspondence can be hand delivered to our office or sent to the address or fax number on the letterhead of this document.

Below is a list of agencies / businesses you may need to contact. The list should not be construed as all-inclusive. There may be other agencies / businesses with requirements that apply to your food service establishment.

1. *Burke County Planning Department:* 439-4362
2. *Morganton Planning Department:* 438-5266
3. *Burke County Building Department:* 438-5420
4. *Morganton Building Department:* 438-5266
5. *Environmental Health office:* 764-9240 (Tim, Robin, or Anna)

To assist you in the process the following **CHECK LIST** should be helpful for you. As with the other list, this list should not be construed as all-inclusive.

\_\_\_\_\_ Name of Specialist working with you: \_\_\_\_\_

\_\_\_\_\_ Receive, complete, photocopy and submit: “*Food Establishment Plan Review Application*”

\_\_\_\_\_ Submit: Proposed menu items. (Including seasonal variations in the menu)

\_\_\_\_\_ Submit: An establishment / facility plan drawn to scale and showing the location of equipment, plumbing, electrical service and mechanical ventilation, including location of all electrical panels.

\_\_\_\_\_ Photocopy and submit: Manufacturer specification sheets for each piece of equipment shown on your plans.

\_\_\_\_\_ Pay and retain the receipt for a plan review fee of \$250.00 made payable to Burke County.

\_\_\_\_\_ Received and retained Plan Review Letter from Environmental Health (within 2 weeks of submitting your application).

\_\_\_\_\_ Made copies of all construction documents and/or contracts and/or food plans for Environmental Health Specialist’s file:

\_\_\_ Building Inspection “Certificate of Occupancy”;

\_\_\_ Septic system Operation Permit, if applicable;

\_\_\_ State well approval, if applicable;

\_\_\_ Contract with exterminator;

\_\_\_ Building rental or lease contract, if applicable;

\_\_\_ Revised / updated menu, if applicable;

\_\_\_ Contract for solid waste removal;

\_\_\_ HACCP plan(s), if applicable; and

\_\_\_ Time in lieu of temperature documentation, if applicable.