



Pamlico County Health Department

Food Service Establishment Plan Review Application

Proposed Name of Establishment: _____
 Address: _____ Phone: _____
 Owner's Name: _____ Phone: _____
 Mailing Address: _____
 Contact Name: _____ Phone: _____

Type of Service:	
Restaurant with seating _____ How Many? _____	Take-Out only _____ Limited Food Stand _____ Catering _____
Push Cart/Mobile Food Unit _____	Name of associated food service facility _____
Days/Hours of Operation: _____	
Number of Employees per shift: _____	Single Use Utensils (paper products) _____
OR	
Is this a chain or franchise? Yes No	Multi Use Utensils (dishes) _____
<small>(if yes, submit plans to Roger Fortman, DEH, 1630 Mail Service Center, Raleigh, NC 27699-1630)</small>	

Building Information: New _____ Existing _____ Proposed Construction/Remodel Date _____
 Proposed Opening Date _____
Water Supply: City/Municipal _____ Well _____ Other (Explain) _____
Sewage Disposal: City/Municipal _____ Septic System _____ Other (Explain) _____

Please submit this application with the following items to Environmental Health, Pamlico County Health Department, PO Box 306, Bayboro, NC 28515. Call (252) 745-5634 for more information.

1. Proposed Menu
2. Site plans & equipment layout (drawn to scale, recommend 1/4" = 1')
3. Equipment specifications (make, model, spec sheets)
4. Plumbing and Lighting layouts
5. Well &/or septic system information, if applicable.

I (we) understand that written approval of plans must be obtained prior to construction.

X _____ Date _____

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

P.O. Box 306* 203 North Street* Bayboro, NC 28515
 Phone: 252-745-5634* Fax: 252-745-3096* email address: vanessa.hackney@ncmail.net

Dedicated to Making Pamlico County a Safer Community to Live, Work, and Play

An Equal Opportunity Affirmative Action Employer

Plan Review Information for (Establishment Name): _____
Prepared By: _____ Date: _____

Food Handling & Storage

Will the establishment: Wash Shellfish _____ Wash Vegetables _____
Slice Deli Meats _____ Wash Raw Chicken _____

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.

Frozen foods will be thawed: In Refrigerator _____ In Microwave _____
Under cold, running water _____

Comments: _____

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

Comments: _____

Personnel

Please explain the employee handwashing policy: _____

What type of hair restraints will be used? _____

Please explain the employee break and smoking policy: _____

Will disposable gloves/tissue paper/utensils be used to avoid direct hand contact with food? **Yes** **No** *If no, explain: _____

Please explain the restriction policy for food workers who are sick or have cuts & lesions: _____

Will the managers and workers be attending ServSafe or any other approved food safety education training courses? **Yes** **No**

Cleaning & Sanitizing

How will cooking equipment, cutting boards, counter tops and other food contact surfaces that do not fit in sinks or dish machines be cleaned and sanitized? _____

What chemical sanitizer will be used? _____ Strength? _____

How will the concentration of the chemical sanitizer be tested? _____

If there is an existing hot water heater, what is the capacity? _____ Gallons

Total _____ BTU(gas) or Total _____ Watts (electric)

Ice Handling

Ice Supply: Bags _____ Ice Machine _____ Other _____

Will ice machine be cleaned on a monthly basis, or more often if needed? **Yes** **No**

Storage

Give storage locations for all that apply:

Dry storage _____

Utensils/dishes _____

Paper products _____

Beer/liquor _____

Chemicals/cleaners _____

Employees' personal items _____

Other _____

Refuse Disposal

The establishment will have the following: Dumpster* _____ **Grease Bins _____

Trash Cans with Lids _____ Other _____

*A copy of the dumpster cleaning contracts required for your file.

**A contract for routine grease pickup must be maintained.

Pest Control

What precautions will be taken to prevent vermin infestation?

Self-closing doors &/or windows _____ Caulking cracks & crevices _____

Pest control Contract with licensed company _____ Fly fans _____

Pest monitoring devices (glueboards/traps) _____

Keeping food covered or in closed containers _____

Routine cleaning of non-food contact surfaces _____

Finishing Materials

Proposed Materials for:	Floors	Walls	Ceilings
Kitchen	_____	_____	_____
Food Storage	_____	_____	_____
Non-food Storage	_____	_____	_____
Restrooms	_____	_____	_____

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