



Check List for requirements, guidance, fees and payment options

Foodservice Plan Review Application Checklist:

The following documents must be included in your application submittal (PDF files are preferred)

- **All drawings and properly prepared plans must be drawn to scale. Any hand drawn documents submitted must be drawn to scale. Plans not drawn to scale will not be accepted**
 - Floor Plans, drawn to scale, showing the placement of each piece of food service equipment, storage areas, and trash can wash facilities.
 - Plumbing plans must be drawn to scale, showing the layout of floor drains, water heater locations, fixtures attached to the water heater etc.
 - Electrical plans will show the location of all lighting and electrical outlets in the kitchen area for the equipment.
 - Site plan locating exterior equipment, such as dumpsters and walk-ins.
- Proposed menu, include any consumer advisories.
- Equipment manufacturer specification sheets required for **ALL** equipment used for food preparation, storage, cooking, hot and cold storage
 - All equipment must be certified to meet ANSI standards.
- Email all documents to Food@dconc.gov for initial admin review
- Full Plan Review fees of \$250 will be invoiced when application is deemed complete

Full Foodservice Submittal and Fee Guidance:

- Email all documents to Food@dconc.gov for initial admin review.
- Plan Review Fee will be invoiced after Application is deemed complete.
 - Food Service Plan Review fees of \$250 will be invoiced Application Is deemed complete
 - Transitional Plan Review to be determined.

— **Our preferred payment method is by online credit card.**

- Effective January 1, 2022, Environmental Health Services application fees are nonrefundable.
- Check made payable to *DCoDPH EH*
Durham County Public Health
Attn: Environmental Health
414 E Main St
Durham NC 27701

— **In person payments stop at 4 pm**, All Major Credit Cards accepted, Check, money order, or Exact Cash

Please contact Environmental Health Plan Review for assistance:

- food@dconc.gov
- Ph:919-560-7800, Fax (919)-560-7830
- Office hours are Monday through Friday 8:30 am to 5:00 pm.

Useful information & websites:

- **NC Food Code:** [FDA Food Code 2017.pdf \(ncdhhs.gov\)](https://www.ncdhhs.gov/foodcode)





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- **NC .2600 Food Rules:** [Sanitation-of-FoodEstablishments-15ANCAC18A-2600.pdf \(ncdhhs.gov\)](#)
- **Water Heater Sizing Calculator:** <http://www.deh.enr.state.nc.us/food/planreview/app.htm>

