



Check List for requirements, guidance, fees and payment options

Transitional Plan Review Application Checklist:

- All drawings and properly prepared plans 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 **NEW** 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
- Fees will be applicable if it is determined that a transitional permit cannot be issued.
 - If a fee is required, you will be contacted via email about paying the fee. Fees must be paid before your application can resume the plan review process.

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 \(ncdhhs.gov\)](#)
- **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>

General Information Transitional Foodservice Permits

- Transitional plan review completion varies seasonally and averages two weeks after completed application is processed.
- Facility must be thoroughly cleaned prior to site evaluation and walkthrough. Failure to do so may result in non-issuance of permits.
- Direct questions about transitional permit requirements to the assigned inspector.
- The transitional food service permit is issued on site after completion of walkthrough.
- The food service owner / manager must be present to sign the food service permit.
- The transitional food service permitting **evaluation** is conducted by appointment only.
- The transitional food service permitting evaluation should be scheduled **at least 10 days in advance.**
- The transitional food service permitting evaluation **does not guarantee** a permit will be issued.





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General Information Transitional Foodservice Permits, continued

- The entire site MUST have no imminent hazards during permitting **evaluation** to receive a transitional permit.
- If the facility list of repairs is too extensive or construction is needed, the facility may require full review by our Plan Review Department.

