



Environmental Health Division

Basic Requirements for Food Service Establishments

This document is not intended to be a complete listing of all food service establishment requirements. Specific questions can be directed to the Environmental Health Division of the Durham County Health Department.

Permits

A permit to operate is issued to the owner of the establishment once all construction requirements have been satisfied. The first grading inspection will occur within four weeks of an establishment's opening and the first grade card will be posted at that time.

Inspections

Once permitted the establishment is inspected on a regular basis determined by the risk categorization determined through the plan review process. Regular inspections and visits are not announced or scheduled. Compliance or educational visits will be scheduled on an as needed basis.

Existing establishments

Permits are not transferable. If an establishment is sold, the new owner must obtain a new permit prior to opening. Any non-compliant items must be corrected, repaired or replaced before a new permit can be issued. Under limited circumstances a transitional permit may be issued that remains valid for a maximum of 180 days. This is not intended to be a complete listing of all requirements. If you have any questions, please contact the Environmental Health Division of the Durham County Health Department.

Plan review submittal

The plan review submittal must include the following a set of plans drawn to a minimum scale of 1/4" to one foot, including a site plan, menu, equipment layout, equipment schedule, finish schedule for all floors, walls and ceilings, plumbing and electrical diagrams, hot water heater specifications and cut sheets on the dishwashing machine prior to obtaining a building permit. Fees associated with plan review must be paid prior to the plan review being completed. A plan submittal guide is available from the division upon request.

Water and sewer

Site should be selected where municipal water and sewer are available, if possible. When considering a site without access to municipal water and / or sewer the site must be evaluated by this office for the well and / or septic system before drawing plans.



Equipment requirements

All equipment must be commercial quality and ANSI(American National Standards Institute)/National Sanitation Foundation (NSF) listed or equivalent. Installation must comply with ANSI/NSF standards. Water heaters, hoods, microwaves, toasters and mixers are exempt from ANSI/NSF standards. No other domestic (home-style) equipment is allowed, including crock pots and freezers.

Sink requirements

Separate sinks are required for utensil washing, hand washing, and bar glass washing. In addition a separate sink may be required for each of the following; vegetable, raw meat, poultry, and seafood preparation, if these foods are washed or thawed in a sink prior to cooking and depending on volume and frequency. All establishments must have a utensil washing sink and at least one hand washing sink. The size and layout of the kitchen will determine how many hand washing sinks are required. The type of service and the menu will determine the other sink requirements. Sinks must comply with ANSI/NSF standards, including one-piece construction with splash back protection. Sink vats must have rounded corners. The standard utensil washing sink has three compartments, with each compartment measuring at least 18 inches wide by 21 inches front to back by 14 inches deep.

This may not be adequate for larger facilities. The utensil washing sink bowls must be large enough to submerge the largest pot, utensil, or pan to be washed, excluding pans used for baked goods only. A minimum 24 inches of drain board space is required on each end of the sink. Installation must comply with the NC State plumbing code.

Service Sink

A service sink (also called can wash or mop sink) is required for washing out garbage cans, cleaning mop heads, drawing and disposing of mop water. The can wash pad should measure 3 feet by 3 feet, slope to drain and have a 4 inch curb. The can wash must be equipped with a combination faucet. The drain must be connected to the sanitary sewer.

Sneeze guards

Sneeze guards are required to protect open food and ice adjacent to customer areas from contamination. Sneeze guards are required for cafeteria style and self-serve counters. No open displays of food are allowed. Installation must comply with ANSI/NSF standards.

Toilets

Toilets must comply with the N.C. state building code as to the number of fixtures and handicap requirements. Doors must be self-closing. Any establishment that seats customers (including picnic tables on the grounds) must provide a minimum of two public toilets.



Ventilation

All ventilation, including hoods, must comply with current N. C. Building code requirements. Contact the mechanical inspector at (919) - 560-4144 for more information.

Lighting

Lighting at all work surfaces must be a minimum of 50 foot candles; service counters, inside equipment, hand washing and toilet areas must have at least 20 foot candles of light and all other areas must have a minimum of 10 foot candles 30 inches above the floor.

Grease traps

Grease traps must comply with the plumbing code. Contact the plumbing inspector regarding grease trap and toilet requirements (919)-560-4144.

Finishes

Floors, walls, baseboards, and ceilings in food preparation, and dish washing areas must be of approved materials, smooth, non-absorbent and washable. Floors and walls in toilets must also meet these requirements. Walls should be finished in a light color. Fiberglass Reinforced Panel (FRP) is recommended as a wall covering in food preparation and dish washing areas.

North Carolina food service rules are available from:

<http://ehs.ncpublichealth.com/rules.htm>

Food Service Establishment plan review guides can be found:

<https://ehs.dph.ncdhhs.gov/faf/food/planreview/app.htm>

PLAN REVIEW CHECKLIST

1. The plans should be a minimum of 11 X 14 inches with the layout of the floor plan accurately drawn to a minimum scale of 1/4 inches = 1 foot. Adobe PDF plans are preferred and should be emailed to food@dconc.gov

2. **The plans and specifications should include:**
 - (a) Location of all food service equipment with each piece of equipment clearly labeled with its common name.
 - (b) Refrigeration and hot-holding equipment for potentially hazardous food (PHF) clearly designated.
 - (c) Separate food preparation sinks, when menu dictates, labeled and located to prevent cross-contamination of raw and ready to eat foods.
 - (d) Hand washing facilities designated for food preparation areas, dish washing area and toilet facilities.
 - (e) Auxiliary areas such as storage rooms, garbage rooms, toilets, basements and/or cellars used for storage or food preparation.
 - (f) Finish schedule for each room, including floors, walls, ceilings and coved juncture bases.
 - (g) Plumbing schedule including:
 1. floor drains/floor sinks
 2. waste supply lines
 3. waste water lines
 4. hot water generating equipment
 5. water heater manufacturer, model, and recovery rate
 6. grease trap and/or grease interceptor location
 - (h) Electrical layout and location of electrical panels.
 - (i) Site plan including:
 1. dumpster pad location
 2. grease storage container location
 3. entrances and exits
 4. loading and unloading areas
 - (j) Ventilation schedule for each room.
 - (k) Cabinets/shelves for storing toxic chemicals.
 - (l) Employee dressing room or locker area.

3. **Information accompanying the plans should include:**
 - (a) proposed menu
 - (b) manufacturer specification sheets for each piece of equipment
 - (c) completed Food Establishment Plan Review Application (Basic or Educational version)

4. **Lighting Requirements:**
 - (a) food contact and food preparation areas = 50 foot-candles (540 lux)
 - (b) Utensil washing, handwashing, customer self service areas, reach in and under counter refrigeration units, equipment and utensil storage areas, and in toilet rooms = 20 foot-candles (215 lux)(lighting in utensil washing area and on food contact surfaces measured at 30 inches above the floor and/or at the work levels)
 - (c) Walk in units, dry storage, and all other areas = 10 foot-candles (110 lux)

5. All food service/kitchen equipment should be NSF International (NSF) listed, Underwriters Laboratories Inc. (UL) classified for sanitation, or if not NSF or UL listed/classified, be constructed to meet NSF/ANSI standards.

6. Facilities shall be provided for the washing and storage of all garbage cans and mops. The cleaning facility shall include a combination faucet, hot and cold water, a threaded nozzle and a curbed impervious pad. The minimum recommended size is 36 x 36 inches, with walls that are easily cleanable and non-absorbent.

7. All items in rooms where food or single-service items are stored shall be at least 12 inches above the floor when placed on stationary storage units or at least 6 inches above the floor when placed on portable storage units, or otherwise arranged to permit thorough cleaning.



**DURHAM
COUNTY**

MINORITY AND WOMEN BUSINESS ENTERPRISES PROGRAM

A new M/WBE Ordinance was adopted by Durham County in January 2008

- ❖ Establishes a plan of action to help ensure that the County's Purchasing practices provide for participation and equal opportunities for businesses owned and controlled by minorities and women.

Local Preferences

- ❖ Local governments have no statutory authority to establish preferences of any kind and are bound by the "lowest responsive and responsible bidder" standard when awarding contracts that are subject to the bidding requirements.

Bidders List

- ❖ Durham County Purchasing Division maintains a bidder's list of all categories of supplies and services procured by the County. To be added to the County's bidder's list, send an email request to purchasinggroup@dconc.gov and identify the supplies and/or services that your business provides.

Keep connected with Durham County's M/WBE Program, learn about upcoming projects, and more about doing business with the County

- ❖ MWBE Program website: www.dcpurchasinggroup.com
- ❖ Follow us on Facebook- Durham County MWBE Program

