



Renovation Check List for requirements, guidance, fees and payment options

Application Checklist:

- Complete Signed Application
- Complete set of plans drawn to scale. Must include:
 - o Placement of each piece of food service equipment, all sinks, storage areas, and trash can wash facilities.
 - o General plumbing, and lighting drawings and room finish schedules.
 - o **A digital (adobe format) plan is preferred to a printed plan.**
- A Site Plan locating exterior equipment, such as dumpsters and walk-ins.
- Manufacturer specification sheets required for each piece of **new equipment** added to establishment.
 - o All equipment must be certified to meet ANSI standards.
- Menu note any proposed changes including consumer advisory, if needed.
- Incomplete Renovation Plan Reviews will be returned for corrections

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.
 - Renovation Plan Review fee of \$250
- **Our preferred payment method is by online credit card.**
 - o Effective January 1, 2022, Environmental Health Services application fees are nonrefundable.
 - o 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 \(ncdhhs.gov\)](#)
- **NC .2600 Food Rules:** [Sanitation-of-FoodEstablishments-15ANCAC18A-2600.pdf \(ncdhhs.gov\)](#)





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- Water Heater Sizing Calculator: <http://www.deh.enr.state.nc.us/food/planreview/app.htm>

