

**APPLICATION FOR A FOOD ESTABLISHMENT PERMIT
AND PRE-OPENING CHECK LIST**

Please submit this application for a Food Establishment Permit at least 30 calendar days before the date planned for opening, per "North Carolina Food Code Manual", section 8-302.11.

Please complete the following:

Name of Establishment: _____

Permittee: _____

Location Address: _____

City: _____ Zip Code: _____

Manager/Person in Charge: _____

Billing Name: _____

Billing Address: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____

Phone: _____

Wastewater System: Municipal/Community On-Site System

Water Supply: Municipal/Community On-Site System

PROJECTED OPENING DATE: _____

Prior to obtaining a permit, all construction must be completed and all construction materials removed from the premises.

When scheduling the pre-opening inspection, contact our office at least 3 days prior to target opening date. To schedule an inspection, contact the Orange County Environmental Health Department at 919-245-2360.

Please use the following pre-opening check list to assure readiness for a Food Establishment Permit.

PRE-OPENING CHECK LIST

____ Materials to be provided by Orange County Health Department:

____ Employee Health and Personal Hygiene Handbook & Agreement Contract sample

____ Date Marking Guidelines

____ Labeling Flow Chart

____ Hand-wash Signs

____ No smoking decals

____ Certified Food Protection Manager Certification (effective Jan. 1, 2014 with 210 days after issuance of the permit to comply) # _____

____ Submit a copy of the final menu

____ Risk category assignment: _____

____ Consumer advisory if required in place according to Food Code 3-603.11

____ Variances for specialized processing methods, HACCP plan required? Food Code 3-502.11

____ Time as a public health control use written procedures in place according to Food Code 3-501.18

____ All refrigerators and freezers must be powered up to check temperatures

____ The water heater shall be powered up so that point of use temperature can be checked

____ Lighting Requirements: All light fixtures and light bulbs must be operational to check light levels

____ Bulbs shielded or shatterproof

____ 10 foot candles 30 inches above floor: walk-in, dry food storage

____ 20 foot candles: consumer self-service, reach-in, hand-washing, ware-washing, equipment and utensil storage, toilet rooms

____ 50 foot candles: food preparation areas where employees are working with food or utensils such as knives, slicers, grinders, saws

____ Hand-wash lavatories:

____ conveniently located

____ hand cleaning liquid, powder or bar soap

____ hand-wash signs posted

- _____ continuous towel system, disposable paper towels, heated-air hand drying device or air-knife system
- _____ waste receptacle (cover required in toilet rooms used by females)
- _____ Toxic substance storage area identified. Dedicated storage space must be provided for the storage of cleaning and sanitizing chemicals, cleaning supplies such as mops, buckets, spray bottles. This space must be segregated from food and dry goods.
- _____ Water supply, sewage and wastewater system approved
 - _____ Water from a nonpublic water system must be sampled annually, most recent sample report retained on file
- _____ Thermometers provided
 - _____ Metal stem-type thermometer range of 0-220 degrees F
 - _____ Permanently affixed temperature measuring device installed in refrigerators in the warmest part of the unit
- _____ Exterior doors self-closing and tight fitted
- _____ Wiping clothes and Sanitizer Buckets available
- _____ Signs posted instructing consumers to use clean tableware when returning to self-service bars and buffet
- _____ Single use gloves, deli tissue, spatulas, tongs or dispensing equipment provided (No bare hand contact with ready to eat foods)
- _____ Equipment Approved
 - _____ Food and non-food contact surfaces approved, cleanable & clean, properly designed, constructed
 - _____ Fixed equipment sealed to the floor or at least 6 inch clearance between floor and equipment
 - _____ Fixed equipment spaced to allow cleaning along sides of the equipment
 - _____ Fixed counter mounted equipment at least 4 inch clearance between table and equipment
- _____ Food shields, display cases provides protection of food items at customer self-serve bars
- _____ Free standing storage shelving constructed so that the bottom shelf is elevated at least 6 inches above floor
- _____ Floors, walls and ceiling smooth, durable, easily cleanable and clean
 - _____ Nonabsorbent for areas subject to moisture

- Utility service lines and pipes may not be unnecessarily exposed
- Utility service lines and pipes do not obstruct cleaning of floors, walls or ceilings
- Floor and wall junctures covered
- Floor drains with covers, graded to drain
- Concrete, porous blocks, bricks finished and sealed, nonabsorbent, easily cleanable
- Ware-washing facilities operating properly
 - Readable data plate affixed to machine
 - Temperature measuring device
 - Surface temperature of 160 degrees if sanitizing by heat
 - Dishwasher sanitizing
 - Test strips provided
 - 3-vat sink
- Adequate air drying space available
- Hot and cold water available, adequate pressure 100 degrees hot water at hand-wash sinks (for at least 15 seconds)
- Proper backflow devices installed
- Toilet facilities
 - Properly constructed, supplied and cleaned
 - Conveniently located and accessible to employees during all hours of operation
 - Toilet tissue provided at each toilet
 - Self closing doors
 - Ceiling tiles non-absorbent where subjected to moisture
- Garbage and refuse disposal containers approved for solid waste, cardboard and waste cooking oil (on site or contract approved)
 - Storage area for refuse container nonabsorbent material such as concrete, asphalt smooth, durable and sloped to drain
 - Receptacles leak-proof, rodent-resistant, nonabsorbent
 - Tight fitting lids, doors, covers
 - Drain plugs in place

_____ Space provided for employee storage, clothing and other possessions

_____ Mop/service sink provided

_____ Storage area for mops to air dry

_____ Grease trap available, located to be easily accessible for cleaning (Letter from OWASA or Town of Hillsborough)