



OPENING A FOOD SERVICE FACILITY IN TRANSYLVANIA COUNTY

FOOD SERVICE FACILITIES must meet septic, water, and food service rules. On-site septic system rules (1900) are online at http://www.deh.enr.state.nc.us/osww_new/new1//images/Rules/1900RulesAugust2007.pdf. Large septic systems must undergo state review and approval. Further information about this procedure is provided on-line at: http://www.deh.enr.state.nc.us/osww_new/new1//largewwsys.htm. Any questions about this process should be directed to Jim Boyer, Environmental Health Supervisor, at 884-3139. Water supply rules (1700) and food service rules (2600) are available at the following website: <http://www.deh.enr.state.nc.us/rules.htm>. Guidelines for construction are available at http://www.deh.enr.state.nc.us/food/PlanReview/FOOD_ESTABLISHMENT_GUIDELINES-2002.pdf. Any questions about these rules should be directed to Patricia Hawkins at 884-3139.

EXISTING FOOD SERVICE FACILITIES that change owners or operators must be evaluated by the Health Department for permitting prior to reopening. NC does not "grandfather" law or rule violations. Existing facilities that keep the same operation once sold may be eligible for a transitional permit valid for 180 days to allow continued, seamless change of ownership.

OTHER AGENCIES: Some food service businesses may also fall under **NC Department of Agriculture** regulation, such as soft-serve machines, bakeries, retail sales of packaged goods, and wholesalers. Please contact the Raleigh office at 919-733-7366.

Chain or franchised food service and lodging facilities must undergo plan review by the state office of the **Environmental Health Services Section**, Department of Environment and Natural Resources. Visit the following website for an application and more information: <http://www.deh.enr.state.nc.us/PlanRev/plan2.htm>. Or, contact the state plan review engineer, Kevin Dodge, at Kevin.dodge@dhhs.nc.gov or 919-715-8307.

The **Building Permitting and Enforcement Office** at 884-3209 (<http://www.transylvaniacounty.org/permitting.htm>) covers handicap accessibility, ventilation system specifications, and trade permits (plumbing, general contractor, electrical, etc.). More information about required fire safety equipment can be obtained by contacting the county **Fire Marshall**, Gerald Grose at 884-3108. You may also want to contact the **Planning & Economic Development Office** (884-3205) to determine any requirements for your operation. Their office offers a brochure "Resource Guide to Starting a Business" with extensive information on starting any business in Transylvania County. (Website: <http://econdev.transylvaniacounty.org/index.asp>)

Food service facilities located inside the city of Brevard must contact the **Brevard City Planning** office at 883-8580.

GENERAL PROCESS: The general process for a new food service business (new construction or renovation of existing construction) is outlined below. All fee information and forms for the Department of Public Health, Environmental Health Section may be found on-line at <http://health.transylvaniacounty.org/Environmental%20Health/ehmain.htm>.

1. On-site well and septic: Applications are accepted at the Department of Public Health, Environmental Health Section, from 8:30 a.m. until 12 noon and from 1 to 5 p.m., Monday through Friday; except for state holidays. To apply for either a septic permit or well permit, you must bring a plat of the property showing property lines and dimensions, the name of the present and previous owners of the property, the location, and the PIN (tax id) number.
 - a. To apply for a new septic system or addition to an existing septic system, complete the on-line application and bring the required documentation to the Department of Public Health. A fee is charged based on overall size of the system. If you have any questions about this process, call Judy Ratkowski at 884-3139 x243.
 - b. Request an evaluation of an existing water supply well for food service use by calling Patricia Hawkins, 884-3139 x242. Food service facility wells must meet all rule requirements for well construction and food service use (food service well requirements are stricter than residential well requirements).
 - c. To apply for a new well, complete the on-line application and bring the required documentation to the Department of Public Health. Call Judy Ratkowski at 884-3139 x243 with any questions.
2. Once water and sewer have been approved, plans must be submitted for the food service facility to both the Building Permitting and Enforcement (BP&E) Office and the Department of Public Health. Please contact the BP&E office at 884-3209 for further information on materials that must be submitted and required fees. You must submit a completed Food Service Application to the Department of Public Health, including a floor plan, a finish schedule, equipment list, menu, and a \$250 fee. If you provided 4 copies of your plans to the Building Permitting Office, you do not need to submit an additional floor plan with your Department of Public Health application.
4. After plan reviews have been completed, the Department of Public Health will issue an approval letter. The Building Permitting Office will issue any necessary building permits.
5. After construction is complete, Building Permitting issues a Certificate of Occupancy. The Department of Public Health must visit the site to confirm that construction is complete and according to plans, to verify equipment operation and issue a permit. A fee for this permit is billed by the state office (Department of Health & Human Services), currently \$75 per year.