

## 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://ehs.ncpublichealth.com/oswp/resources.htm> . Large septic systems must undergo state review and approval. Further information about this procedure is provided on-line at: <http://ehs.ncpublichealth.com/oswp/lips.htm> . Any questions about this process should be directed to Neill Cagle, Environmental Health Supervisor, at 828-884-1758. Water supply rules (1700) and food service rules (2600) are available at the following website: <http://ehs.ncpublichealth.com/rules.htm> . Guidelines for construction are available at <http://ehs.ncpublichealth.com/faf/food/planreview/docs/plan-review-for-food-establishments-guide-2016-final.pdf> Any questions about these rules should be directed to Gabby Tucker at 828-884-1761 or [gabby.tucker@transylvaniacounty.org](mailto:gabby.tucker@transylvaniacounty.org)

**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/menu 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 are regulated by the **NC Department of Agriculture** regulation, such as bakeries, ice cream parlors, 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 Section**, Department of Health and Human Services. Visit the following website for an application and more information: <https://ehs.dph.ncdhhs.gov/faf/food/planreview/index.htm> or call (919) 707-5864.

The **Building and Permitting** office at 828-884-3209 (<http://www.transylvaniacounty.org/departments/building-permitting-and-enforcement> ) 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 Marshal**, Scott Justus at 828-884-3108. You may also want to contact the **Planning & Economic Development Office** (828-884-3205) to determine any requirements for your operation. (Website: <http://www.transylvaniacounty.org/departments/planning-and-community-development> )

Food service facilities located inside the city of Brevard must contact the **Brevard City Planning** office at <http://www.cityofbrevard.com/154/Permits> or 828-883-8580.

**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 Transylvania Public Health, Environmental Health Section may be found on-line at <http://transylvaniahealth.org/environment/> .

1. If your facility has on-site well and septic, these must be approved first (fees are charged for these services):
  - a. Applications are accepted at Transylvania 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. You may also call 828-884-3139 or visit our website, <http://transylvaniahealth.org/environment/> for additional information.
  - b. Modifications to an existing well may be required to meet rule and law.
  - c. You may request an evaluation and sampling of an existing water supply well for food service use by calling Gabby Tucker, at 828-884-1761 or [gabby.tucker@transylvaniacounty.org](mailto:gabby.tucker@transylvaniacounty.org).
2. Submit plans to the Health Department: Once water and sewer have been approved, plans must be submitted for the food service facility to Transylvania Public Health ([gabby.tucker@transylvaniacounty.org](mailto:gabby.tucker@transylvaniacounty.org) or address or fax number above). Plans must include a floor plan to scale, a finish schedule, equipment list, menu, and a \$250 fee. An application for plan review is available at our website or office. Once the review is completed, we will issue an approval or denial letter.
3. After your plans have been approved, you must submit the approved plans to the Transylvania Building and Permitting Office (<http://www.transylvaniacounty.org/departments/building-permitting-and-enforcement>, 828-884-3209 or office at 106 East Morgan Street, Brevard). Please contact their office for further information on materials for submittal and required fees.
4. After construction is complete, Building and Permitting will issue a Certificate of Occupancy. Transylvania Public Health must visit the site to confirm that construction is complete and according to plans, to verify equipment operation, and issue a food service facility permit. A fee for this permit is billed by the state office (Department of Health & Human Services, Environmental Health Section, Inspections, Statistics & Fees), currently \$120 per year per fiscal year (FY is Jul 1 to the following Jun 30), usually sent within 30 days of permit issuance. If not paid promptly, additional fees and closing of your facility may result.
5. For EXISTING establishments that are sold, a permit application is required; a plan review may also be required. If eligible, a 180-day transitional permit may be issued for minor construction or equipment violations to give time for correction. However, during that time, any non-compliant items will be marked as violations and points deducted on routine inspections, reducing the sanitation grade card score. Before expiration, you must meet all requirements for a non-expiring permit.