

HARNETT COUNTY PLAN REVIEW APPLICATION COVER LETTER FOOD SERVICE ESTABLISHMENTS

Unless directed otherwise, all items are to be submitted through the Central Permitting Office at 420 McKinney Pkwy., Lillington, NC 27546 or by mail to PO Box 65, Lillington, NC 27546. You may contact the Central Permitting Office at 910-893-7525, Ext. 2. However, please contact our office with questions regarding the contents of this application.

Plans are reviewed using North Carolina's 15A NCAC 18A .2600 *Rules Governing the Food Protection and Sanitation of Food Establishments* and the *NC Food Code Manual*. To view these rules, go to <https://ehs.dph.ncdhhs.gov/rules.htm>. Plans must be submitted for approval **prior to** construction, renovation, or modification of such facilities.

**Franchised, chain, and prototyped facilities are required to submit a separate application and plans to the Department of Public Health, Environmental Health Section Plan Review Unit at 5605 Six Forks Rd., Raleigh, NC 27609.*

If you have questions, contact a Registered Environmental Health Specialist at 910-893-7547:

Plans must be submitted with the following supporting documentation:

- _____ A complete set of plans drawn to scale showing the placement of each piece of food service equipment, storage areas, trash can wash facilities, etc. along with general plumbing, electrical, mechanical, and lighting drawings
- _____ Plans must include a site plan locating exterior equipment such as dumpsters or walk-in coolers
- _____ A complete equipment list and corresponding manufacturer specification sheets
- _____ A proposed menu
- _____ A completed Food Service Plan Review Application
- _____ \$250 Plan Review Fee

2024

Food Service Plan Review Application

Type of plan: New X Remodel _____
Name of Establishment: Cozy Corner Cafe (?)
Physical Address: 691 Seminole Rd
City: Broadway State: NC Zip: 27505
Phone (if available): _____ Fax: _____
Email: _____

Applicant(s): Wendy Parker
Address: 544 McNeill Mill Rd
City: Broadway State: NC Zip: 27505
Phone: 919-896-2629 Fax: _____
Email: wendytrhodes17@gmail.com

Owner (if different from Applicant): _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Fax: _____
Email: _____

I certify that the information in this application is correct, and I understand that any deviation without prior approval from this Department may nullify plan approval.

Signature: Wendy Parker Date: 2-11-25
(Applicant or Responsible Representative)

Hours of Operation:

Mon 5:30-3:00 Tues 5:30-3:00 Wed 5:30-3:00 Thurs 5:30-3:00 Fri 5:30-3:00 Sat 5:30-3:00 Sun Closed

Number of Seats: 20

Facility total square feet: 1550

Projected start date: May 1st 2025

Type of Food Service:

- Restaurant
- Food Stand
- Drink Stand
- Commissary
- Meat Market
- Other (explain): _____

Check all that apply

- Sit down meals
- Take-out meals
- Catering

Utensils:

Multi-use (reusable): _____ Single-use (disposable): X

Food delivery schedule (per week): 1x a wk

Indicate any **specialized process** that will take place:

- Curing Acidification (sushi, etc.) Smoking
- Reduced Oxygen Packaging (e.g. vacuum packaging, sous vide, cook-chill, etc.)

Has the process been approved by the Variance Committee of the DPH Food Protection Branch? _____

Indicate any of the following **highly susceptible populations** that will be catered to or served:

- Nursing/Rest Home Child Care Center Health Care Facility
- Assisted Living Center School with pre-school aged children or an immunocompromised population

Water Supply:

Type of water supply: (check one)

Foods that will be held **cold** before serving: Egg, tuna, Chicken salad, Ham, turkey,
~~meat~~ Cheese, lettuce, tomato, onions, yogurt, cream cheese
etc...

Will **time** be used as a method to control for food safety? Yes!
Will a buffet be provided? No If so, attach a list of foods that will be on the buffet.

Cooling

List foods that will be cooked and cooled for later use or added to another food as an ingredient: N/A

Describe utensils and methods used to cool foods: N/A

Dry Storage

Frequency of deliveries per week: _____ Number of dry storage shelves: _____ } not sure
Square feet shelf space: _____ ft²
Is a separate room designated for dry storage? Yes!

Food Preparation Facilities

Number of food prep sinks: 1 Are separate sinks provided for vegetables and raw meats? not having raw meat
Size of sink drain boards (inches): _____ not sure
How will sinks be sanitized after use or between meat species? Hot Soapy water / bleach

Dishwashing Facilities

Manual Dishwashing

Number of sink compartments: 3
Size of sink compartments (inches): Length _____ Width _____ Depth _____ Not sure yet

Length of drain boards (inches): Right _____ Left _____ *Not sure yet*
 Are the basins large enough to immerse your largest utensil? *Yes they will be*
 What type of sanitizer will be used?
 Chlorine Quaternary _____ Hot water (171°F) Other (specify) _____

Mechanical Dishwashing

Will a dishmachine be used? Yes _____ No
 Dishmachine manufacturer and model: _____
 Hot water sanitizing ? _____ or chemical sanitizing? _____

How will large utensils such as prep tables, dough mixing bowls, slicers, and other food contact surfaces that cannot be submerged in sinks or put through a dishwasher be cleaned and sanitized? *Cleaned with hot soapy water*

How many air drying shelves will you have? 1
 Calculate the square feet of total air drying space: *Not sure yet* ft²

Hand washing

Indicate number and locations of hand sinks in the establishment: 2 *bedroom*
+ kitchen

Employee Area

Indicate location for storing employees' personal items: _____
Under counter

Finish Schedule

*Floor, wall and ceiling finishes (vinyl tile, acoustic tile, vinyl baseboards, FRP, etc.)

AREA	FLOOR	BASE	WALLS	CEILING
Kitchen	tile	Baseboard	Block/Concrete	Ceiling tile

Bar	—	—	—	—
Food Storage	tile	Baseboard	Block/Concrete	Ceiling tile
Dry Storage	tile	Baseboard	Block/Concrete	Ceiling tile
Toilet Rooms	tile	Baseboard	Block/Concrete	Ceiling tile
Garbage & Can Wash Areas	n/a			
Other				
Other				

Garbage, Refuse and Other

Will trash be stored in the restaurant overnight? Yes _____ No X If so, how will it be stored to prevent contamination? _____

Location and size of can wash facility: ~

Are hot and cold water provided as well as a threaded nozzle? _____

Will a dumpster be provided? yes

Do you have a contract with the dumpster provider for cleaning? yes

How will used grease be handled? No used Grease

Is there a contract for grease trap cleaning? NO

Are doors self-closing? yes Fly fans provided? No

Where will chemicals be stored? IN

Where will clean linen be stored? Under Counter

Where will dirty linen be stored? In a dirty linen bag

- Non-public (well)
- Community/Municipal

Is an annual water sample required of your establishment? (check one)

- Yes
- No

Wastewater System:

Type of wastewater system: (check one)

- Public sewer
- On-site septic system

Water Heater:

Manufacturer and Model: US/Craft Master Water Heaters #E2FYORDO
45V

Storage Capacity: 40 gallons

- Electric water heater: 4500 kilowatts (kW)
- Gas water heater: _____ BTU's

Water heater recovery rate: 40/24 GPH

If tankless, _____ GPM ; Number of heaters: _____

Person in Charge (PIC) and Employee Health

Are Persons in Charge certified food protection managers who have passed a test accredited by an approved ANSI program? Not yet

Eligible Person In Charge: _____

Program _____ Cert. # _____ Exp. Date _____

For multiple shifts and/or occasions of absences, list all eligible Persons in Charge:

Eligible Person In Charge: _____

Program _____ Cert. # _____ Exp. Date _____

Eligible Person In Charge: _____

Program _____ Cert. # _____ Exp. Date _____

*Attach a copy of your establishment's Employee Health Policy

Are copies of signed Employee Health Policies on file? N/A

Food Sources

Names of food distributors:

Deliveries/wk

1. Cisco
2. Performance Food
3. UB Foods
4. _____

} Not Sure
yet until
we know how
many people

Time/Temperature Control for Food Safety

Foods that will be held **hot** before serving: None

Cream Cheese

Container

Food will be stored in the refrigerator
placed on Bagel when ordered
leftovers stored in refrigerator until
expiration date

FOOD PRODUCT

FOOD PRODUCT

***ADDITIONAL SHEETS ARE AVAILABLE

FOOD HANDLING PROCEDURES

Explain the following with as much detail as possible. Complete descriptions including specific areas of the kitchen and corresponding items on the plan where food is handled will expedite the plan review process. Incomplete descriptions may result in the application being returned.

Explain the entire food handling procedure for each food item on the proposed menu. Including:

- How the food will arrive (frozen, fresh, packaged, etc.)
- Where the food will be stored
- Where and how the food will be thawed
- Where (prep tables, sink, counter, etc.) the food will be handled (washed, cut, marinated, breaded, cooked, etc.)
- When (time of day and frequency/day) food will be handled
- Whether or not the food or any part of the food will be used as leftovers or as any ingredient in a future dish
- How the food will be cooled if applicable

FOOD PRODUCT Chicken/Tuna/Egg Salad

Stored in refrigerator
Will not have to thaw
Make sandwich on prep table
The food will be handled only when ordered
Some will be made fresh daily

FOOD PRODUCT Pastries

Fresh daily
Stored in a display cooler

FOOD PRODUCT Yogurt

Stored in refrigerator / display cooler

FOOD PRODUCT Fresh fruit

Fresh

Stored in refrigerator

Washed off in prep sink + cut on prep table
After prepping item will only be handled to
serve using a serving utensil
Continued to be refrigerated until item
get to expired date

FOOD PRODUCT Breads/Croissants/Bagels

Packaged

Stored on shelf (food)

Sandwiches will be made on prep table
Food will only be handled when order is placed

*****ADDITIONAL SHEETS ARE AVAILABLE**

SOUPS

Frozen

stored in the freezer

Thaw in refrigerator

Used for the day + discard

serve fresh according to order

FOOD PRODUCT Salad - lettuce/tomato

Fresh items

stored in refrigerator

Wash in prep sink and cut on prep table
and stored in refrigerator until needed

FOOD PRODUCT Quiche

Frozen package

stored in freezer

Thawed in refrigerator

Cut + heated when ordered

Throw away left overs

***ADDITIONAL SHEETS ARE AVAILABLE