



WAKE COUNTY ENVIRONMENTAL SERVICES

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Plan Review & Recreational Sanitation Section
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Food Service Establishment Plan Review Application **Shared Kitchen – Primary Permitted Facility**

The intent of this application is to provide information in addition to the plans regarding the operational procedures of the food establishment. ***North Carolina Food Code Manual and North Carolina Rules Governing the Sanitation of Food Service Establishments (15A NCAC 18A .2600)*** require that plans be submitted for approval prior to construction / renovation / modification / change of ownership of such facilities by the local Health Department (Wake County Environmental Services).

Definitions and Requirements:

- ***Primary Permitted Facility*** – Base establishment, owners plan to rent out/share time and space to other permittees to use the facility. A valid permit from Wake County Environmental Services is required. There is a \$250 new Primary Permitted Facility fee for a review of a facility to be used as a primary permitted facility for the first time, whether new construction or an already open and operating kitchen. Once a review is completed and approved for the primary permitted facility to be a shared kitchen, no fee or review of the primary permitted facility is required for future secondary permits. The statuses of primary and secondary permits are linked to the status of the other. Permit actions may include suspension or revocation of either permit which may impact the other business. Transitional permits cannot be issued to Shared Kitchens. Primary Permitted Facility will be listed as a Risk Category 4, Primary facility must be approved before any secondary permits can be issued. Transitional Permits cannot be issued to Primary Permitted Facility.
 - Certified Food Protection Manger Certification (effective Jan 1, 2014 with 210 days after issuance of the permit to comply) ANSI Certification # _____. Certified Person in Charge (PIC) must be onsite during all hours of operation of the primary permitted facility.
 - Must update accurate online calendars of all permittees in facility. Calendars must be available to WCES at all times. Location of online calendar _____. How will WCES staff have access to this calendar? _____
 - Ensuring each employee of all primary and secondary permitted facilities has signed the employee health policy.
 - Standard operating procedures (SOP) for facilities, equipment and management policies.
- ***Secondary Permitted Facility*** –Secondary permit are issued to entities to operate within a primary permitted facility. They are permitted and operate separately from other permittees. A \$250 review fee and completed application are required. The statuses of primary and secondary permits are linked to the status of the other. Permit actions may include suspension or revocation of either permit which may impact the other business.

Open and Operating Facilities:

Plans and paperwork for facilities that are currently open and operating kitchens that are seeking to be a Primary Permit holder for Secondary Permitted Facilities are to be submitted directly to Wake County Environmental Services.

New Construction Projects:

Plans and paperwork (see checklist below) for any new construction projects must be submitted to the local municipality of Wake County that will issue building permits for the project (Raleigh, Cary, Apex, Holly Springs, Fuquay-Varina, Morrisville, Garner, Wake Forest, Wendell, Knightdale, Rolesville, and Zebulon). Projects located in unincorporated areas of Wake County must be submitted to the Wake County Inspections/Plans/Permits Department.

Submittal Checklist:

_____ Plans drawn to scale showing:

- The placement of each piece of food service equipment. Plan shall include any new pieces of equipment being added for additional permittees. Plans should indicate which areas will be used by Primary Permittee and any Secondary Permittees.
- Finish schedule
- Plumbing including floor sinks/drains, make/model of water heater and trash can wash facilities.
- Labeled separated areas for permit holders for storage (refrigerated, dry goods, freezer, etc.).

_____ Manufacturer specification sheets for each piece of new equipment

_____ Completed Primary Food Service Plan Review Application

_____ Proposed or existing menu for Primary Permitted Facility. Include any consumer advisories required on menus.

_____ A copy of the Employee Health Policy for Primary Facility. Example can be found at:

http://www.wakegov.com/food/healthinspections/resources/Pages/employee_health.aspx

_____ \$250 Plan Review Fee

If you have questions, contact one of the Plan Review staff listed below:

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Food Service Establishment Plan Review Application

Type of Construction: NEW _____ REMODEL _____ EXISTING FACILITY _____

Name of Primary Permitted Facility: _____

Name of Cooperation, LLC, etc. of Primary Permitted Facility: _____

Physical Address of Primary Permitted Facility: _____

City: _____ Zip Code: _____ County: _____

Phone (if available): _____ - _____ - _____ Fax: _____ - _____ - _____

Owner or Owner's Representative: _____

Address: _____

City & State: _____ Zip Code: _____

Telephone _____ - _____ - _____ Fax: _____ - _____ - _____

E-mail Address: _____

Applicant: _____

Address: _____

City & State : _____ Zip Code: _____

Telephone: _____ - _____ - _____ Fax: _____ - _____ - _____

E-mail Address: _____

Title (owner, manager, architect, etc.) _____

Projected start date of construction: _____ Projected completion date: _____

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

Signature: _____ **Date:** _____
(Owner or Responsible Representative)

Separation of Time or Space:

Permitted entities must be separated by time (operate at different times of day) or space (separate prep tables, prep sinks, refrigeration space, utensil washing time) when preparing, cooking, etc.

Secondary permit holders shall register in Wake County's Shared Use Kitchens Database to document work hours and contact names.

Work Pod/Space required equipment per vendor (either by time or space separation)

- Hand sink
- Prep sink
- Prep table
- Refrigerator to work out of during preparation
- Bulk dry goods storage and walk-in cold hold storage shall be designated with effective vertical separation, each tenant's stock being secured.
- Two to three vendors may be permitted to share a 3 comp sink and/or dish machine with SOPs in place to properly clean and sanitize in and out between use. SOP must be submitted along with this document.
- An oven may be used by only 1 tenant at a time. Signup sheet may be required.
- Stove top range can be separate by burners and used by multiple vendors at the same time.

Can more than one permitted entity work at the same time?

_____ No, just one permitted entity at a time.

_____ Yes, facility is large enough and set up to accommodate separate prep areas for each permittee.

Hours of Total Operation for Primary Permitted Facility Only:

Sun_____ Mon_____ Tue_____ Wed_____ Thu_____ Fri_____ Sat_____

Hours of Operation for Any Secondary Permittees:

Name of Permit holder	Sun	Mon	Tues	Wed	Thurs	Fri	Sat

Will the Primary Permitted Facility prepare and serve food as well?

_____ Yes. Answer any food preparation question about primary kitchen.

_____ No, commissary kitchen only. Answer questions about food preparation that facility may be used for.

COLD STORAGE

How much refrigeration will be needed inside facility for the Primary Permitted Facility Operation? How was this amount determined? Will new units be added or will existing refrigeration/walk-in coolers be used?

Cubic-feet of reach-in cold storage:
Reach-in refrigerator storage: _____ ft³
Reach-in freezer storage: _____ ft³

Cubic-feet of walk-in cold storage:
Walk-in refrigerator storage: _____ ft³
Walk-in freezer storage: _____ ft³

Number of reach-in refrigerators: _____
Number of reach-in freezers: _____

How will refrigerated and frozen food from one entity be separate from another. Locked cages, separate locked refrigerators, or other secured methods are required.

How will food preparation areas be separated if space is shared at the same time? For example separate prep tables, separate rooms?

Indicate any **specialized processes** that will take place by the Primary Permitted Facility. Specialized processes that will be done by any Secondary Permit holders must be submitted separately with the Secondary Permit hold Plan Review Application. *Specialized process may need a state or local approved variance or HACCAP plan.*

___ Curing ___ Acidification (sushi, etc) ___ Smoking
___ Reduced Oxygen Packaging (eg: vacuum packaging, sous vide, cook-chill, etc.)

Explain checked processes: _____

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

☐ Nursing Home ☐ Child Care Center ☐ Health Care Facility
☐ Assisted Living Center
☐ School with pre-school aged children or an immuno-compromised population

Will under cooked or raw beef (hamburgers, steak), eggs (sunny side up, poached), fish, sushi, lamb, milk, pork, poultry or shellfish (steamed or raw) be served?

☐ Yes ☐ No

If yes, attach menu with the Consumer Advisory be posted to this application.

HOT HOLDING List food that will be held hot:

COLD HOLDING List food that will be held cold:

COOLING

Cooling includes cooking and cooling of items, and cooling of items from room temperature once items are prepared (sliced tomatoes, tuna salad, etc.) Indicate by checking the appropriate boxes how cooked food will be cooled to 41⁰F (7⁰C) within 6 hours. Indicate type of food cooled and location within facility cooling will occur: _____

Cooling Process	Meat	Seafood	Poultry	Other
Shallow Pans				
Ice Baths				
Rapid Chill				

THAWING

Indicate by checking the appropriate boxes how food in each category will be thawed.

Indicate type of food thawing and location within facility thawing will occur: _____

Thawing Process	Meat	Seafood	Poultry	Other
Refrigeration				
Running Water less than 70 ⁰ F (21 ⁰ C)				
Cooked Frozen				
Microwave				

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 review process.

Explain the **handling procedures** for the following categories of food. Describe the process from receiving to ready-to-eat form. Answers must indicate how preparation will be separated from other permittees:

- How the food will arrive (frozen, fresh, packaged, etc.)
- Where the food will be stored
- Where (prep table, 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

1. READY-TO-EAT FOOD HANDLING (Edible without additional preparation necessary)

2. PRODUCE HANDLING

3. POULTRY HANDLING

4. MEAT HANDLING

5. SEAFOOD HANDLING

6. SUSHI PREPARATION

DRY STORAGE

How will dry storage be separated? Locked cages, separate locked rooms, etc. The food must be separated and kept secured between uses of permittees.

How will product be delivered to facility? Who will be there to accept the delivery? PIC from the primary permitted facility can accept deliveries for all permittees with SOPs in place for accepting deliveries.

Will Primary Kitchen Permit holder accept deliveries for other permittees?

Provide information on the frequency and time of deliveries.

Square feet of dry storage shelf space: _____ft²

Where will dry goods be stored? _____

Identify area on plans where catering equipment (cambros, steam tables, etc) will be stored if applicable.

DISHWASHING FACILITIES

a. Hand Dishwashing

1. Describe how 3 compartment utensil sinks will be shared?
 - A. If sharing kitchen at the same time, how will sinks be cleaned and sanitized between uses of each permit holder? Attach SOPs to this application.

- B. If using kitchen at different times, how will sinks be cleaned and sanitized between uses of each permit holder? Attach SOPs to this application.

2. What type of sanitizer will be used?

Chlorine: ____ Iodine: ____ Quaternary Ammonium: ____ Hot Water: ____

Other (specify): ____

b. Mechanical Dishwashing

1. Will a Dishmachine be used? Yes____ No____

Dishmachine manufacturer and model:_____

2. Who is responsible for dishmachine maintenance? Attached SOPs to this application.

3. Describe how clean side drain board at dish machine must be cleaned and sanitized before and after each permittee uses the machine.

c. General

1. Describe how cooking equipment, cutting boards, slicers, counter tops and other food contact surfaces that cannot be submerged in sinks or put through a dishwasher will be cleaned and sanitized. Who is responsible for cleaning these items when multiple operators are in kitchen?

2. Describe location and type (drainboards, wall-mounted or overhead shelves, stationary or portable racks) of air drying space. How will this space be shared?:

Square feet of air drying space: _____ft²

EMPLOYEE AREA

Indicate location for storing employees' personal items:

GARBAGE AND REFUSE

1. Will refuse be stored inside? Yes _____ No _____
If yes, where _____

2. Provision for garbage disposal: Dumpster _____ Compactor _____
Who is responsible for dumpster contract and cleaning? _____
3. Provision for cleaning dumpster/compactor: On-site _____ Off-site _____
If off-site cleaning, provide name of cleaning contractor: _____

4. Describe location for storage of recyclables: (cooking grease, cardboard, glass, etc.)

CLEANING FACILITIES

1. Location and size of can wash/mop storage area: _____

2. Location of chemical storage: _____

3. Location of insecticide/rodenticide storage: _____

4. Location of clean linen storage: _____

5. Location of dirty linen storage: _____