



## RICHMOND COUNTY HEALTH DEPARTMENT

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North Carolina  
Public Health

### **LIMITED FOOD SERVICE ESTABLISHMENT PERMIT APPLICATION**

The intent of this application is to provide information in addition to the plans regarding the operational procedures of the facility.

The Governing the Sanitation of Food Service Establishments (15A NCAC 18A .2600) require that plans be submitted for approval prior to construction. Plans must be submitted with the necessary paperwork (see checklist below) to the Richmond County Health Department

This Limited Food Service Establishment (LFSE) permit application must be submitted no later than 30 days prior to construction or commencing operation. All LFSE permits shall expire on December 31<sup>st</sup> of each year.

#### **Submittal Checklist:**

- \_\_\_\_\_ Provide a complete set of plans drawn to scale showing the placement of storage areas, food service areas, and equipment.
- \_\_\_\_\_ A completed copy of this LFSE Plan Review Application

1. Limited Food Service Establishment Name: \_\_\_\_\_
2. Owners Name: \_\_\_\_\_
3. Applicants Name: \_\_\_\_\_
4. Applicants Address: \_\_\_\_\_  
Address City State Zip
5. Name of Amateur Athletic Organization: \_\_\_\_\_
6. Applicants Telephone: \_\_\_\_\_  
8AM – 5 PM Night/Other
7. Applicants Email: \_\_\_\_\_
8. Dates of Operation: \_\_\_\_\_
9. As of September 1, 2012, the permit holder shall require all food service employees to comply with an approved Employee Health Policy. Do you have an approved Employee Health Policy?  Yes  No

10. Has/have the designated Person in Charge of the LFSE completed an ANSI-accredited, certified food protection managers' course?

Yes  No

11. All food and beverages must be prepared on-site or in a locally approved in-state kitchen (not a domestic kitchen). Provide the name and address of the advance preparation facility and the dates and times it will be used. Also provide the name and phone number of the person authorizing your use of the facility.

Facility name: \_\_\_\_\_

Address: \_\_\_\_\_

Date and time of advance preparation: \_\_\_\_\_

Authorizing agent and phone number: \_\_\_\_\_

12. Describe equipment to be used at the event for:

(a.) Cold holding \_\_\_\_\_

(b.) Hot holding \_\_\_\_\_

(c.) Cooking \_\_\_\_\_

13. How will you dispose of wastewater: \_\_\_\_\_

14. Water source:  On-site municipal supply  On-site well  Other \_\_\_\_\_

15. Means for handwashing:  Plumbed sink  Gravity flow  Other \_\_\_\_\_

16. Means of garbage disposal:  Cans collected on-site  Dumpster  Other \_\_\_\_\_

17. Toilet facilities:  Chemical toilet  Public building  Other \_\_\_\_\_

Statement From Applicant: I certify the information in this application is complete and accurate. I understand the RCHD (Richmond County Health Department) does not provide verbal approval of plans or for deviation from approved plans, and that any deviation from the plans and procedures in this application without prior written permission from the RCHD may nullify final approval and result in my not obtaining a permit, or having the permit suspended or revoked after it is issued.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Requirements for Limited Food Service Establishments (.2645) can be found at <https://ehs.ncpublichealth.com/rules.htm>***



## **CHECKLIST FOR LFSE: (Please Keep This Page)**

- Hand sink (for employees only) with soap and paper towels.
- Sanitizer and correct test strips.
- Metal stem thermometer (must be capable of reading temperatures on tip of thermometer).
- Two compartment sink with drain boards, or countertop space to air dry utensils.
- Adequate refrigeration with thermometers.
- Food purchased in ready to cook form.
- Gloves for preparing/serving food.
- 70% alcohol swabs (to clean thermometers)
- Floors, walls, ceilings - smooth, easy to clean, and non absorbent.
- Single service articles only (eating and drinking).
- Toilet facilities for employees with covered trash cans.
- Hair restraints required, No jewelry on arms or hands, No artificial fingernails.
- Employee Health Policy (enclosed is a copy).
- Overhead protection provided if cooking outside.