



**New Hanover County**  
**Health Department**  
**Environmental Health Services**  
**230 Government Center Dr., Suite 140**  
**Wilmington, NC 28401-4946**



Telephone (910) 798-6667, Fax (910) 798-7815

SR # _____
EV# _____
Paid <input type="checkbox"/> \$ _____

**Child Care/Adult Day/School Building Application**

Type of Construction:       NEW       EXISTING       REMODEL

Was the building built prior to 1978? Yes  No

If yes, a lead investigation must be conducted before plans will be reviewed.

Type of Establishment:       Child Care Center - Hours of operation: \_\_\_\_\_  
 Adult Day Care  
 School Building

Name of Establishment \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Establishment Phone \_\_\_\_\_ Email \_\_\_\_\_

Applicant's Name \_\_\_\_\_ Applicant's Title \_\_\_\_\_

(Owner, Manager, Architect)

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Owner of the Establishment (if different from applicant) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Contractor name & contact number \_\_\_\_\_

Projected Start Date of Project: \_\_\_\_\_ Projected Opening 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.**

Print Name \_\_\_\_\_ Signature \_\_\_\_\_

*"Healthy People, Safe Environment, Strong Community"*



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**THE FOLLOWING ITEMS MUST BE SUBMITTED TO BEGIN PLAN REVIEW**

- Completed Application
- Copy of signed lease agreement or bill of sale
- Copies of all menus or list source of food
- Proof of water supply (well permit or bill)
- Proof of sewage disposal (septic permit or bill)
- Site plan showing specific location of the property and playground
- Floor plan drawn to scale (minimum 1/4" = 1') of establishment with **all** equipment rooms, bathrooms, diaper changing and infant feeding stations, ice machines, hand washing sinks, washer and dryers, showers, cubbies/lockers, locked storage areas, mixing sink for chemicals, employee bathrooms, chemical storage area, cleaning cart storage areas and location for cleaning the carts, storage areas for toiletries, paper products, furniture, potty chairs, cribs & mats, can wash/mop basin, sick child area, and etc.
- Equipment specification sheets for **all** food service equipment (refrigeration, sinks, hot water heaters, etc).
- Plumbing Plan (show floor drains, floor sink, water heater)  
**Hot and cold water is required at all points of use in adult day and child care centers. Adult Day (90°F-120°F) Child Care Centers (80°F-110°F)**
- A dumpster contract
- Diagram showing the age and number of children for each class room

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**NC DHHS Plan Review Guidelines:**

<http://www.deh.enr.state.nc.us/food/planreview/docs/FoodEstablishmentGuidelines-2002.pdf>

**NC DHHS Child Care Center Rules:**

<http://ehs.ncpublichealth.com/docs/rules/2800-RuleBookFINAL-7-25-12.pdf>

**NC DHHS Adult Day Service Rules:**

<http://ehs.ncpublichealth.com/docs/rules/3300-RuleBookFINAL-7-24-12.pdf>

**NC DHHS Sanitation of Public, Private and Religious School Rules:**

<http://ehs.ncpublichealth.com/docs/rules/2400-RuleBookFINAL-7-24-12.pdf>

Will multi-use plates, silverware, cups or sippy cups be provided? Yes  No  If yes, where will they be stored and how will they be washed and sanitized? \_\_\_\_\_

\_\_\_\_\_

Will foodservice occur in the classrooms? Yes  No

How will milk bottles be heated and in what areas? \_\_\_\_\_

\_\_\_\_\_

How will toys, equipment and furniture be cleaned and sanitized? \_\_\_\_\_

\_\_\_\_\_

Will there be any wood used in the playground area? Yes  No

Will linens be washed on-site? Yes  No  If off-site linen service is used, provide specific details on where linens will be washed and how they will be transported.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will live animals be kept on premises? Yes  No

*Can wash must be large enough to accommodate the cleaning of all trash cans. Minimum 3x3 curb floor sink sloped to drain, hot and cold mixing water with backflow prevention, 4' curb, backsplash and impervious surface.*

**Finish Schedule:**

**Applicants must fill in materials (i.e. quarry tile, 6" plastic cove molding, carpeting, etc.)**

	Floors	Walls	Ceilings
Bathrooms			
Classrooms			
Diaper Changing Areas			
Food Service Areas			
Hallways			
Infant Feeding Areas			

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Laundry			
Stairs			

**Completed by:** \_\_\_\_\_ **Date** \_\_\_\_\_