



CHATHAM COUNTY PUBLIC HEALTH DEPARTMENT DIVISION OF ENVIRONMENTAL HEALTH

80 East Street, P.O. Box130
Pittsboro, NC 27312
Phone 919-542-8208

Adult Day Service Facility Plan Review Application

An **Adult Day Service Facility** means an establishment which provides an organized program of services including a meal, for adults during the day in a community group setting for which a license of certificate for payment is required from the NC Department of Health and Human Services. Adult Day Services Facilities include: adult daycares, adult health services, psychosocial rehabilitation programs and other day programs which do not provide overnight accommodations.

Any proposed Adult Day Service Facility plans must be reviewed and approved by Environmental Health office prior to proceeding with construction. To begin the plan review process, applicants must complete the application and submit the following documentation:

1. A building site plan (**drawn to 1/4"=1' or other acceptable scale**).
2. Food service equipment floor plan with equipment layout.
 - a. Equipment manufacturer's specifications sheets listing make and model numbers, applicable NSF/ANSI, and UL listings.
 - b. Menu
3. Other documentation needed: Employee health policy, Solid waste disposal company contract, Pest company contract

Submit application online via Open Gov Portal: <https://chathamcountync.viewpointcloud.com/>

Does the application include the supporting documents:

Facility floor plan	Pest contract	Business Info	Employee Health Policy	Property map
Solid Waste contract	Kitchen floor plan	Menu	Kitchen equipment spec sheets	

Type of construction: New Remodel Transitional(New Owners)

Name of Facility:

Address:

Phone:

Cell/Emergency Contact:

Property Owner:

Address:

Phone:

Email:

Cell/ Emergency Contact:

Business Owner:

Contact Person:

Address:

Phone:

Email:

Cell/Emergency Contact:

Applicant:

Title:

Cell/Emergency Contact:

General Information:

Type licensing: New adult care center Currently licensed adult care
Proposed number of adults in care: _____

Type construction: New construction Remodeling existing building
If existing, what year was the structure built? _____

Project specifics: Projected Date for Start Project Construction: _____
Projected Date for Project Completion: _____

Waste Disposal Method and Company: _____

Pest Control Company: _____

Method of Sewage Disposal:

Municipal

Sewage System

If Sewage system; attach a copy of septic approval or attach copy of state approval

Type of Water Supply:

Municipal

Well

Note: For facilities that are supported by ground water well and will serve 25 or more persons per day, approval must be obtained from the NCDENR, Division of Water Quality, Public Water Supply Branch as a community water system. For more information/approval contact Public Water Supply at 919-791-4200

Proposed Operating Schedule: Days/Wk & Operating hrs: _____

Number of restrooms proposed in facility: _____

Food Service: Meals/snacks provided: (Check all that apply)

Breakfast A.M. snack Lunch P.M. snack Dinner Evening snack

Menu: Attach a sample weekly menu of items that will be prepared or served.

Name of Food Vendor: _____

Type utensils used during service: Reusable Disposable

Location of meal preparations: Onsite kitchen Offsite

If offsite meal preparation is intended, all food must be prepared in a food service operation such as a restaurant, food stand, commissary or other approved facility.

Name of facility: _____

Note: This office requires legal documentation (Articles of Organization) of Limited Liability Company (LLC), Incorporated Business or Corporation reflecting all partner names.

I hereby 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:

(Owner or Applicant)

****Copies of the Adult Day Rules are available: <https://ehs.ncpublichealth.com/rules.htm>
For questions, contact Lisa Morgan at 919-545-8309 or lisa.morgan@chathamcountync.gov**