



Residential Care Facility Plan Review Application

The application may be submitted online via Open Gov Portal: https://chathamcountync.viewpointcloud.com/

The Chatham County Health Department is responsible for the annual sanitation inspection of establishments meeting the statutory definition of Residential Care Facility (RCF) as defined in the NC Rules Governing The Sanitation Of Residential Care Facilities, 15A NCAC 18A, Section .1600. These rules define a RCF to be one that has a current license from the NC Department of Health & Human Services (DHHS), provides room or board for 12 or fewer residents, and which is receiving an annual inspection under the above rules.

Facility Name: _____

1.Address:

Phone:

Email:

2.Contact Person Information:

Name:

Phone:

Cell:

Email:

3.What time/dates are staff at the facility:

Maximum Number of Residents:

Max Number of Staff:

4. Type of License: [] Adult Care Home, [] Family Care Home, [] Mental Health, [] Maternity Home, [] Other _____

5. This request is for a: [] New facility [] Facility re-licensing

6. Sewage Disposal: [] Municipal [] Septic system

7. Water Supply: [] Municipal [] Private well

6. Supervising Agency (if applicable): _____

7. Supervising Agency contact number: _____

8. Owner of Facility: _____

9. Comments: _____

Signature of Applicant: _____ Date _____

Name of Applicant (PRINT): _____ Applicant Phone Number: _____

**Once the application has been processed, the assigned inspector will contact applicant to schedule an inspection.

For questions contact Lisa Morgan 919-545-8309 or lisa.morgan@chathamcountync.gov