

# Application for a School/Athletic Program Limited Food Service Establishment "Concession Stand" Permit and Pre-opening Checklist

Name of School, if applicable: \_\_\_\_\_

Name of Concession stand: \_\_\_\_\_

Address for Concession stand: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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

Concession stand is owned by: \_\_\_\_\_

Concession stand is operated by: \_\_\_\_\_

Concession Stand Type: \_\_\_\_\_

## **FOOD INFO:**

Check all processes that apply:

Cooking    Cooling    Reheating    Hot Hold    Cold Hold    Freezing    Thawing    Partial Cooking

Any raw meats prepared? \_\_\_\_\_

Cooking food outside? \_\_\_\_\_

If yes, include sketch of  
outdoor cooking layout

Menu: \_\_\_\_\_

Wastewater System: \_\_\_\_\_

Water Supply: \_\_\_\_\_

PROJECTED OPENING DATE: \_\_\_\_\_

## **Two options for application submission:**

1. Submit all concession stand applications operating during the school year at the beginning of each school year. Food permits are valid for one year.
2. Submit concession stand application 30 days prior to concession stand operation.  
NOTE- Per 15ANCAC .2658 as referenced in Section 8-302.11 of the NC FOOD CODE Manual, all concession stand applications must be submitted at least 30 days prior to operation.

**Submit an application and a floor plan along with \$75 permit fee for each concession stand.**

Applications can be uploaded to Open Gov or delivered to the Environmental Health office located at 80 East Street  
Pittsboro, NC 27312

**I attest to the accuracy of the information provided in this information.**

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

# Limited Food Service Establishment Pre-opening Checklist

The following pre-opening checklist is provided to assist with compliance to obtain a Food Establishment Permit:

- Certified Food Protection Manager (Applicant is allowed 210 days from date permit is issued to comply with rule requirement, per 15A NCAC 18A .2659)
- Submit copy of the menu - if all foods are not listed in application.
- \*Consumer advisory (NC Food Code Manual, Section 3-603.11)
- \*Variance and/or HACCP plan for specialized processing methods (NC Food Code Manual, Section 3-502.11)
- \*Written procedures for time as a public health control (TPHC)(NC Food Code Manual, Section 3-501.18) Your assigned inspector will have a blank TPCH template, if needed.
- \*Standard operating procedures (NC Food Code Manual, Paragraph 8-201.12(E))
- All refrigerators and freezers must be operating to verify temperatures
- Thermometers provided
- Water heater operating
- Ware washing facilities properly operating
- Sanitizing solution and test strips supplied
- Lighting meets requirements
- Bulbs shielded or shatterproof
- Handwashing sinks conveniently located and supplied with soap, towels, and handwashing sign
- Concession stand and bathrooms must be clean and working order.
- The concession stand must be set up and all equipment working during the inspection appointment.

**\*\*Once the application is submitted, the assigned inspector will contact the applicant to set up inspection for permit issuance appointment.**



To view the Concession  
Stand Food Safety  
Video