

## CHILDCARE FACILITY PLAN REVIEW APPLICATION

\_\_\_\_\_NEW                      \_\_\_\_\_REMODEL                      \_\_\_\_\_CONVERSION

Name of proposed facility: \_\_\_\_\_

Address of proposed facility: \_\_\_\_\_

Owner of proposed facility: \_\_\_\_\_

Contact person if different from owner: \_\_\_\_\_

Mailing address of owner: \_\_\_\_\_

Mailing address of contact person: \_\_\_\_\_

Home phone number: \_\_\_\_\_ Business phone number: \_\_\_\_\_

### **COMPLETE PLANS AND SPECIFICATIONS MUST BE SUBMITTED WITH THIS APPLICATION.**

Number of children to be licensed for: \_\_\_\_\_ Ages: \_\_\_\_\_

Hours of operation: \_\_\_\_\_

#### **SEWAGE DISPOSAL:**

1. Is building connected to municipal sewer? Yes( ) No( )

If no, has private disposal system been approved? Yes( ) No( ) Pending( )

#### **WATER SUPPLY:**

2. Is the water supply Private( ) Municipal ( )

If the supply is other than municipal, it will be required to be registered with the Public Water Supply Branch, Groundwater section. Phone 252-946-6481

**FOOD SERVICE:**

3. What type of meal service will be provided?  
Preparation and cooking on site ( )  
Catered in meals with only serving on site ( )  
Bag lunches brought in from home ( )
4. What types of snacks will be prepared/served at the facility? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. If meals are prepared at the facility, will raw meats such as chicken, fish, beef, and Pork be used? Yes ( ) No ( )
6. Eating utensils will be Single Service ( ) Multi-use ( )  
Multi-use utensils will require approved facilities for washing, rinsing, and Sanitizing. How will this be accomplished? Describe your procedures for Washing, rinsing, and sanitizing. \_\_\_\_\_  
\_\_\_\_\_
7. List and describe all kitchen equipment:  
\_\_\_\_\_  
\_\_\_\_\_
8. Will any frying be done at the facility? Yes ( ) No ( )
9. Will food be prepared or stored in the infant/toddler rooms? Yes( ) No( )

**BUILDING AND OPERATIONS**

10. Will the center have laundry facilities? Yes ( ) No ( )  
Where will these be located? \_\_\_\_\_
11. How will crib/mat/cot linen be provided, handled, and stored? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
12. Where and how will mats/cots be stored and labeled? \_\_\_\_\_  
\_\_\_\_\_
13. Describe any proposed cubbies, cubicles, lockers, etc. that will be used for the Storage of children's personal items and their location in the facility. Describe Labeling procedure. \_\_\_\_\_  
\_\_\_\_\_

14. Describe the storage arrangements for personal items belonging to staff.  
\_\_\_\_\_
15. Where and how will medications be stored? \_\_\_\_\_  
\_\_\_\_\_
16. Where and how will cleaning supplies and other chemicals be stored? \_\_\_\_\_  
\_\_\_\_\_
17. Where will sick children be kept so that they are near bathroom facilities, away from other children, but still watched by staff? \_\_\_\_\_  
\_\_\_\_\_
18. Diaper changing stations and bathrooms must be conveniently located. Are these Clearly indicated on the plan? Yes ( ) No ( )
19. Describe floor, wall, and ceiling finishes. \_\_\_\_\_  
\_\_\_\_\_
20. Lighting must be at least 50 footcandles at work surfaces with shielded bulbs. What kind of fixtures will be used?  
\_\_\_\_\_
21. Describe method of solid waste disposal and location of the can wash. \_\_\_\_\_  
\_\_\_\_\_
22. Will there be water play activities or a swimming pool at the facility?  
Yes ( ) No ( )  
Describe:  
\_\_\_\_\_

**SWIMMING POOLS MUST BE PERMITTED SEPARATELY UNDER  
RULES GOVERNING PUBLIC SWIMMING POOLS 15A NCAC 18A .2500**



Statement: I hereby certify that the above information is correct, and I fully understand that any deviation from the above without prior approval from local Health Department may nullify approval.

Signature(s) \_\_\_\_\_  
(owner or responsible representative)

Date \_\_\_\_\_

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Approval of these plans and specifications by this Health Department does not indicate Compliance with any other code, law or regulation that may be required—federal, state, or local. It further does not constitute endorsement or acceptance of the completed facility (structure or equipment). A pre-licensing inspection of the facility with equipment and furniture in place will be necessary to determine if it complies with local and state laws governing childcare facilities.

Please download a copy of the current childcare rules and become familiar with them.

<http://ehs.ncpublichealth.com/rules.htm>

**15A NCAC 18A .2800**