

## STEPS TO OBTAIN A FOOD SERVICE PERMIT

1. Obtain and complete a Food Service Application form from the Henderson County Department of Public Health.
2. Pay a \$250.00 Plan Review fee to the Henderson County Department of Public Health when completed application is submitted.
3. Along with the completed application and \$250.00 Plan Review fee, please submit to the Henderson County Department of Public Health, a complete detailed drawing of the restaurant floor plan and a menu, if available. This drawing needs to be to the scale of  $\frac{1}{4}'' = 1$  foot. See the Basic Requirements For A Food Service Establishment (attached to the application) for necessary information on the plan.
4. Go to the Henderson County Building Services office at 100 N. King Street in Hendersonville, N.C.
  - a. First, go to the Central Permitting Office.
  - b. Next, go to the Zoning Office in the same building.
  - c. Next, go to the Building Inspections Office in the same building and submit a copy of the restaurant plan.
  - d. Lastly, go to the Fire Marshall's Office in the same building. The Building Services Department (i.e. Building Inspections, Fire Marshall, etc.) have jurisdiction over all hood requirements. Submit the food service plan, menu, cooking equipment/ware-washing specs and floor/wall finish schedules to them also.
5. Obtain grease trap requirements, approval and/or exemption letter from one (1) of the following agencies:
  - If on Hendersonville City sewer, contact Bill Ashbrook, Environmental Services Coordinator, 697-3057
  - If on Henderson County sewer, contact Greg Wiggins or Dean Ring, 694-6608.
  - If on privately-owned waste disposal system contact the appropriate operator.
  - If on a septic tank system, contact Henderson County Department of Public Health at 694-6060.
6. Come back to the Henderson County Department of Public Health and see Fran Berger. **Bring all the paperwork you have received from the offices above.**

David S. Edwards, R.S.  
Environmental Health Program Specialist  
Food and Lodging Program

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