



**Rowan County Health Department – Environmental Health Division**  
**402 N Main Street, Suite 106 – Salisbury, NC 28144-4341**  
**CHILD CARE PLAN REVIEW APPLICATION**

The purpose of this application is to provide information in addition to plans regarding the operational procedures of the facility.

The North Carolina Rules Governing the Sanitation of Child Care Centers (15A NCAC 18A .2800) Require that plans be submitted for approval prior to construction/renovation/modification/change of ownership of such facilities by the local Health Department (Rowan County Environmental Health Division). Plans must be submitted with the necessary paperwork (see list below) to Rowan County Environmental Health Department.

**If the child care center is on a septic or well, approval must be granted from an onsite waste water inspector from Environmental Health prior to submission of this application. Child care centers built before 1978 may require a lead hazard investigation.**

### **Submittal Checklist:**

- Provide a complete set of floor plans drawn to scale (1/4" = 1') showing the placement of storage areas, food service areas, diaper changing areas, trash can wash facilities, along with general plumbing, electrical, mechanical, lighting drawings and finish schedules.
- On the plans, identify each child care classroom by age group(s).
- An exterior site plan identifying exterior equipment such as dumpsters and playgrounds, and indicating the proposed connections to approved sewer and potable water.
- A completed copy of this Child Care Center Plan Review Application.
- Proposed menu. Indicate if foods will be fried or cooked on a range top and produces its own oil. Examples: hamburger, bacon, sausage, scrambled eggs. If using a caterer they must be a permitted facility. Provide their permit for verification.
- Results for lead testing in drinking water

**Type of Construction:**

New  Remodel  Reopening of a closed child care center

Change of ownership  Change in age group

Name of Establishment: \_\_\_\_\_

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

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

Phone (if available): \_\_\_\_\_

Owner: \_\_\_\_\_

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

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

Telephone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Applicant Name and Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Projected start date of construction: \_\_\_\_\_

I certify that information in the application is correct, and I understand that any deviation without prior approval from this Health Regulatory Office may nullify plan approval.

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

PLEASE ANSWER THE FOLLOWING QUESTIONS

Hours of operation (hours/day): \_\_\_\_\_

How many children will you be trying to be licensed for? \_\_\_\_\_

What age groups? \_\_\_\_\_

Is this center located in a residence? Yes \_\_\_\_\_ No \_\_\_\_\_

What year was the structure built? \_\_\_\_\_

If the structure was built prior to 1978, then a lead hazard investigation will be completed by the Health Department.

Lead hazard investigation required? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you contacted the state licensing agent? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please list his/her name: \_\_\_\_\_

Water supply: Municipal \_\_\_\_\_ Well \_\_\_\_\_

Waste water disposal: Municipal \_\_\_\_\_ Septic System \_\_\_\_\_

PLEASE ANSWER THE FOLLOWING IN EACH CATEGORY

**Main Food Service**

How will meals be provided?

Prepped and cooked on site

Catered from a permitted Food Establishment or approved Child Care Center

Other (parents, etc..)

Where will children eat meals? (family style in classroom, dining area, etc...)

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Will dishes, trays, silverware, etc.. be used or single-service disposable?

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Is the following provided in the kitchen?

Separate handwash lavatory

At least a 2-compartment sink with drain boards or adequate counter space

Refrigeration equipment?

Cooking equipment?

Food preparation countertop

A separate lockable closet or cabinet for hazardous chemicals (also includes aerosol cooking spray)

How will the kitchen be inaccessible to children? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **Infant/Toddler Food Service**

Will bottles be stored, prepared, warmed, served out of the kitchen? Yes \_\_\_\_ No \_\_\_\_ N/A \_\_\_\_

Will the facility provide formula or parents? Facility \_\_\_\_ Parents \_\_\_\_

Will bottles be stored, warmed, served in infant classrooms? Yes \_\_\_\_ No \_\_\_\_ N/A \_\_\_\_

Will parents or facility prepare the bottles? Facility \_\_\_\_ Parents \_\_\_\_

1. Does the infant room have countertop space for warming bottles? Yes \_\_\_\_ No \_\_\_\_
2. What method will be used to warm bottles? \_\_\_\_\_  
\_\_\_\_\_
3. Is there a refrigerator for bottle storage? Yes \_\_\_\_ No \_\_\_\_
4. Is there a separate hand wash lavatory used exclusively for bottle/food preparation hand washing? Yes \_\_\_\_ No \_\_\_\_

### **Diapering**

Will the child care center be caring for children with diapering needs? Yes \_\_\_\_ No \_\_\_\_

1. Do the infant, toddler, and two-year old rooms all have diapering stations? Yes \_\_\_\_ No \_\_\_\_  
If diapering stations are not in each room, please explain: \_\_\_\_\_  
\_\_\_\_\_
2. Can the caregiver view other children while changing diapers? Yes \_\_\_\_ No \_\_\_\_
3. Where and how will soapy water and disinfectant be stored (at least 5' from the floor)?  
\_\_\_\_\_
4. Where will diaper creams, powders, etc. be stored out of reach of children (At least 5' from the floor)?  
\_\_\_\_\_
5. Is there a separate hand wash lavatory used exclusively for diaper hand washing?  
Yes \_\_\_\_ No \_\_\_\_

### **Storage**

Will each child have their own storage space? Yes \_\_\_\_ No \_\_\_\_

Are coat hooks at least 12 inches apart? (Double hooks may not be used for two children)  
Yes \_\_\_\_ No \_\_\_\_

Where will medicines (both refrigerated and non-refrigerated) be stored and locked (if necessary)? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What kind of locks will be used for storage (combination, magnetic, or key) ? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How will non-aerosol sanitizing, disinfecting, detergent solutions, hand sanitizers, and hand lotions be kept out of reach of children (at least 5' from the floor)? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How will personal belongings (purses, keys, employee items) be inaccessible to children? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Where will all corrosive agents, pesticides, bleaches, detergents, cleansers, polishes, any product which is under pressure in an aerosol dispenser, and any substance with may be hazardous to a child if ingested, inhaled, or handled be stored and locked? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **Beds, Cribs, Cots, Mats, and Linens**

Is the child care center an after school program only and bedding will not be provided?  
Yes \_\_\_\_ No \_\_\_\_

1. Will cribs have the capability of being spaced 18 inches apart while in use? (if not, crib dividers and partitions are acceptable) Yes \_\_\_\_ No \_\_\_\_
2. How and where will cots and/or mats be stored? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Where will crib, cot, and mat sheets be washed and stored? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **Designated Sick Area**

Where is the designated sick area with cot/mat/vomitus receptacle? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **Cleaning/Sanitizing**

Where will toys in classrooms with children in diapers and high chair feeding trays be washed and sanitized? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Where is the can wash facility (mop sink) for cleaning trash cans, dumping mop water, etc. (Not required for establishments with a planned occupancy of less than 13 children). \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is the water at the can wash facility at least 80° F? Yes \_\_\_\_ No \_\_\_\_

### **Additional Hand Wash Lavatory Information**

Does each toilet area have a conveniently located non-food service related hand wash lavatory? Yes \_\_\_\_ No \_\_\_\_

What types of faucets are at hand wash lavatories? (Please note that metering type are not allowed unless they can retain warm water for at least 20 seconds at the first pressing.) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How will water be maintained 80° F- 110° F for lavatories accessible to children (this could also mean staff restrooms)? \_\_\_\_\_

### **Hot Water Supply**

Please relay the following to your plumber and engineer:

The water temperature at the kitchen dish sink and the clothes washing machine will need to be a minimum of 120° Farenheit, and all other plumbing fixtures accessible to children must be maintained 80-110° Fahrenheit. The department has found that using two water heaters is the best option. Provide water heater(s) specifications. (Please note if you are using two water heaters and which one is for the kitchen/laundry and which one will be for classrooms.)

Water Heater #1 Information:

Storage tank size/BTU/kW: \_\_\_\_\_

GPH Recovery: \_\_\_\_\_

Type of fixtures served: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Water Heater #2 Information:

Storage tank size/BTU/kW: \_\_\_\_\_

GPH Recovery: \_\_\_\_\_

Type of fixtures served: \_\_\_\_\_

### **Lighting**

Do all light fixtures have shatterproof or shielded bulbs? Yes \_\_\_\_ No \_\_\_\_

Will a minimum of 10 foot-candles of power be provided at all work surfaces (including food preparation, utensil washing, diaper changing, children's work tables, desks, easels, etc.)?

Yes \_\_\_\_ No \_\_\_\_

Will a minimum of 10 foot-candles of power/lighting be provided in all other areas, including storage? Yes \_\_\_\_ No \_\_\_\_

### **Finishes**

Please describe the finishes/construction materials in the following areas. All must be smooth and easily cleanable.

Diaper changing counters and backsplashes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Food service counters and backsplash in infant room: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Floors around food service counters in infant and toddler room: \_\_\_\_\_  
\_\_\_\_\_

Cabinetry: \_\_\_\_\_

Kitchen floor and cove molding: \_\_\_\_\_  
\_\_\_\_\_

Kitchen walls: \_\_\_\_\_  
\_\_\_\_\_

Kitchen and toilet room ceilings: \_\_\_\_\_

(Note: kitchen and toilet room ceiling may be acoustical ceiling tiles providing adequate ventilation is provided to keep moisture down)

### **Outdoor Premises**

Please describe the playground area (type of playground equipment, type of fence, water activities, etc.) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is there a can wash facility outside? Yes \_\_\_\_ No \_\_\_\_

If yes, and the water is greater than 110° Fahrenheit, is there a fence around it and locked so not accessible? Yes  No

Is the HVAC, mechanical equipment, etc. locked with a fence around it and not accessible to children? Yes  No

Please note that decks, fences, railings, playground equipment and other products constructed or installed after September 1, 2006 shall not be made from chromated copper arsenate (CCA) pressure-treated wood.

### **Food Storage**

Cubic-Feet of cold storage

Reach-in refrigerator storage:  ft Number of refrigerators:

Reach-in Freezer storage:  ft Number of freezers:

Type of refrigeration:  Commercial  Residential

Make and Model if Commercial:

Please note when domestic refrigeration equipment is used, except in child care centers licensed for fewer than 13 children and located in a residence, the following provisions apply:

1. Except for thawing under refrigerated conditions, potentially hazardous food shall not be prepared prior to the day that such foods are served.
2. Potentially hazardous foods that have been heated shall not be reheated or placed in refrigeration to be used in whole or in part on another day
3. Salads containing potentially hazardous food shall not be prepared on site. Prohibited salads include chicken, egg, tuna, crab and other salads containing meat.

**For licensed child care within a public school, please answer/complete the items below:**

- Designate the areas that will be licensed for the child care on the plan.
- Designate the areas that will be “approved” for the child care plan.
- Indicate outdoor play area that is approved for use
- What year was the building built?
- Will snacks be provided? Yes  No  (Keep in mind, unless there is an approved food preparation area any snacks provided will need to be proportioned packages OR proportion in an approved kitchen at the facility)
- If snacks are provided, by whom and where will the snacks be eaten?

Allow at least 3 weeks from the time of the plan submittal for the plan to be reviewed. Do not begin construction until plans have been approved. If you have any questions, please call Brittney Curry 704-216-8532 [Brittney.curry@RowanCountyNC.gov](mailto:Brittney.curry@RowanCountyNC.gov).

\*Please Note that franchised or chain facility applications will be reviewed by the State, pursuant to 15A NCAC 18A .2802(a)- thus waiting and approval times are not controlled by Rowan County.

Keep in mind when making plans for a child care center, you will also need to contact the following:

Planning/Zoning (written approval is required) Contact Person \_\_\_\_\_

Building Inspections Contact Person: \_\_\_\_\_

Fire Marshall Contact Person \_\_\_\_\_

I have submitted plans/application to the Departments listed.

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

Owner(s) or responsible representative(s) \_\_\_\_\_

Date \_\_\_\_\_

\*Well water supplies serving child care centers are often considered public water supplies. Public water supplies must meet location, construction and sampling requirements specified in the Rules Governing Public Water Systems. Contact the Public Water Supply Section at 704-663-1699.

.2800 Rules for sanitation of child care centers: <https://ehs.ncpublichealth.com/rules.htm>

NC DHHS Dic. Of Child Development and Early Education: <https://www.ncchildcare.nc.gov>