



Rowan County Health Department - Environmental Health Division  
402 N Main Street, Suite 106 - Salisbury, NC 28144-4341

## **Check Sheet for Opening of a New Facility**

Food, Lodging, and Institution Division

Area	What do you need?	Have you completed?
Sewer/Septic	Is the location is on city sewer or a septic system?  Note: If location is on septic prior approval from Environmental Health Onsite Division is required.	___ city sewer ___ septic system
Water Source	Is the location on city water? Is there a well onsite?	___ city water ___ well
Utilities/Power Source	Does the facility have permanent power/utilities? Are they currently on?	Y / N
Planning/Zoning	Have you received Planning and Zoning approval?	Y / N
Building Inspection	Have you received Building Inspection approval?	Y / N
Fire Marshall	Have you received Fire Marshall approval?	Y / N
Food, Lodging, Institution Application	Do you have a fully completed application with all required check sheets (found on the application) completed with application fee paid (if applicable)?	Application: Y / N  Fee paid: Y / N / Not Applicable
Floor Plans	Have you provided the required floor plans drawn to scale (1/4" = 1 ft) for review and approval?	Y / N
Menu (Restaurants and Childcare)	Have you provided menus for review and approval?	Y / N
*Mobile Food Units and Push Carts	Will you operate in Rowan County? Note: If no, a permit cannot be issued. A schedule must be submitted with location and times of operation.	Y / N

All of the above are **required** to open a new facility. If you have answered no to any of these questions please be sure to go back and complete the requirement before submitting applications.

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

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