



**PLAN REVIEW APPLICATION  
FOR FOOD ESTABLISHMENTS OPERATING FROM  
A SHARED-USE KITCHEN**

Name of Shared-use Kitchen: \_\_\_\_\_

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

Applicant: \_\_\_\_\_

Business Name: \_\_\_\_\_

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

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

Telephone: \_\_\_\_\_ Emergency Phone: \_\_\_\_\_

E-mail (required): \_\_\_\_\_

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

Signature: \_\_\_\_\_  
(Owner or Responsible Representative)

Signature: \_\_\_\_\_  
(Shared Kitchen Owner)

**This application must be completed and submitted to the Orange County Environmental Health, P O Box 8181, 131 W. Margaret Lane, Hillsborough, NC 27278:**

1. Plan review fee
2. A copy of the menu, include sauces, garnish, catering, prix fixe, seasonal, etc.
3. Floor plan of Shared Kitchen with dedicated storage shown
4. Equipment Schedule of any equipment brought to Shared Kitchen

Schedule of Operation (if known):

Time of Day: \_\_\_\_\_

Dar of week: \_\_\_\_\_ Sun \_\_\_\_\_ Mon \_\_\_\_\_ Tue \_\_\_\_\_ Wed \_\_\_\_\_ Thu \_\_\_\_\_ Fri \_\_\_\_\_ Sat

Other Scheduling Information (include time keeping or reservation mode at shared kitchen):

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Type of Operation:

\_\_\_\_\_ Catering

\_\_\_\_\_ Mobile Food Unit / Pushcart

\_\_\_\_\_ Food for sale at another location (specify details)

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\_\_\_\_\_ Other (such as subscription services, specify details)

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Type of Food Service Utensils (Check all that apply):

Single-service (disposable):

\_\_\_\_\_ Plates \_\_\_\_\_ Glassware \_\_\_\_\_ Silverware

Multi-use (reusable):

\_\_\_\_\_ Plates \_\_\_\_\_ Glassware \_\_\_\_\_ Silverware

\_\_\_\_\_ Prepares Potentially Hazardous Food PHF (Time Temperature Control For Safety Food TCS)

Prepares PHF/TCS Foods by: \_\_\_ cooking \_\_\_ cooling \_\_\_ reheating \_\_\_ hot holding  
\_\_\_\_\_ cold holding \_\_\_ freezing \_\_\_ thawing \_\_\_ par cooking

Specialized Food Processes:

\_\_\_\_\_ Curing Acidification (sushi, etc.)

\_\_\_\_\_ Reduced Oxygen Packaging (eg: Vacuum)

\_\_\_\_\_ Smoking \_\_\_\_\_ Sprouting

\_\_\_\_\_ Other

\_\_\_\_\_ Prepares food for delivery to and consumption at a location off premises

\_\_\_\_\_ Prepares only non PHF/TCS foods

\_\_\_\_\_ Prepares food for a Highly Susceptible Population

Highly susceptible populations that will be catered to or served:

\_\_\_\_\_ Nursing Home \_\_\_\_\_ Child Care Center

\_\_\_\_\_ Health Care Facility

\_\_\_\_\_ Elementary School Other (please specify) \_\_\_\_\_

**Cold Storage Space (assigned):**

Reach-in refrigerator storage: \_\_\_\_\_ ft<sup>3</sup>

Walk-in refrigerator storage: \_\_\_\_\_ ft<sup>3</sup>

Reach-in freezer storage: \_\_\_\_\_ ft<sup>3</sup>

Walk-in freezer storage: \_\_\_\_\_ ft<sup>3</sup>

Frequency of deliveries and expected volume of refrigerated product at each delivery:

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**Hot Holding**

Volume and items of food that will be held hot:

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**Cold Holding**

Volume and items of food that will be held cold:

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**Cooling Processes**

Indicate by checking the appropriate boxes how cooked food will be cooled to 45<sup>0</sup>F within 6 hours.

Cooling Process	Meat	Seafood	Poultry	Other _____
Shallow Pans				
Ice Baths				
Rapid Chill				

### Thawing Processes

Indicate by checking the appropriate boxes how food in each category will be thawed.

Thawing Process	Meat	Seafood	Poultry	Other
Refrigeration				
Running Water (< 70° F)				
Cooked Frozen				
Microwave				

### Food Handling Procedures

Explain the following with as much detail as possible. Provide descriptions of the specific areas of the kitchen and equipment location where corresponding food will be handled. Shared items for daily use such as prep tables, refrigeration, handwashing sinks, warewashing facilities, can wash, ice machine, and all applicable items must be provided.

Include the handling procedures for the following categories. Describe the process from beginning to end:

- Arrival - How the food will arrive (frozen, fresh, packaged, etc.); Who will be responsible for receiving?
- Storage - Where the food will be stored? (Refer to the floor plan.)
- Preparation
  - Where food will be processed? (Refer to the floor plan.)
  - How the food will be handled (washed, cut, marinated, breaded, cooked, etc.)?
- Time of day and frequency that food will be handled (Delivery to final product)?

1. **Ready-to-eat Foods** (example, salads, fruit, cold sandwiches, sushi)

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**2. Produce**

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**3. Poultry**

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**4. Meats**

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**5. Seafood**

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## Dry Storage

Frequency of deliveries and the expected volume of dry goods at each delivery:

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Square feet of assigned dry storage shelf space: \_\_\_\_\_

Where is the assigned dry goods storage?

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## Shared-use Kitchen Requirements:

- Certified Food Protection Manger Certification
- Copy of the menu
- Consumer Advisory (if required by NC Food Code Manual 3-603.11)
- Variance for specialized processing methods, HACCP plan required? NC Food Code Manual Section 3-502.11
- Time as a public health control - written procedures in place per NC Food Code Manual Section 3-501.18
- Standard Operating Procedures (SOPs)
- Refrigerators and freezers operating to verify temperatures
- Water heater operating
- Handwashing sinks: Conveniently located; supplied with soap, towels, hand wash placard, and waste receptacle
- Warewashing facilities properly operating
- Adequate air drying space
- Toxic substance storage area identified
- Thermometers provided
- Sanitizing solution and test strips
- Lighting meets requirements
- Bulbs shielded or shatterproof

- Single-use gloves, deli tissue paper, spatulas, tongs or dispensing equipment provided (no bare hand contact with ready-to-eat foods)
- Equipment Approved (Used in accordance with the manufacturer's intended use and verified or classified for sanitation by an American National Standards Institute Meets (ANSI)- accredited certification program or meets Parts 4-1 and 4-2 of the NC Food Code Manual)
- Floors, walls and ceiling smooth, durable, easily clean able and non-absorbent for areas subject to moisture
- Proper backflow devices installed
- Toilet facilities, properly constructed, supplied and conveniently located and accessible to employees during all hours of operation
- Garbage and refuse disposal containers approved for solid waste, cardboard, and waste cooking oil (on-site or contract approval)
- Grease Trap available, located to be easily cleanable
- Mop/Service sink provided
- Space provided for employee storage, clothing and personal items

**Potential Risks Associated with shared-use kitchens: Explain in detail how these will be addressed:**

**Risk:** Cross Contamination of food contact surfaces with physical, chemical, or biological hazards.

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**Risk:** Contamination of food products either by accidental or intentional means.

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**Risk:** Increased potential for foodborne illness outbreaks due to exceeding the design characteristics of the facility.

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