

**HARNETT COUNTY PLAN REVIEW APPLICATION COVER LETTER  
LODGING ESTABLISHMENTS**

**Review for Compliance with NC Rules Governing the Sanitation of Lodging Establishments (15A NCAC 18A .1800) and Rules Governing the Sanitation of Bed and Breakfast Homes (15A NCAC 18A .2200) and Rules Governing the Sanitation of Bed and Breakfast Inns (15A NCAC 18A .3000)**

All items are to be submitted through the Central Permitting Office at 108 East Front St., Lillington, NC 27546 or by mail at PO Box 65, Lillington, NC 27546. You may contact the Central Permitting Office at 910-893-7525, Ext. 2. However, please contact our office with questions regarding the contents of this application.

If you have question, contact one of the following Food and Lodging staff listed below at 910-893-7547:

Gale Violette Greene, RS  
Food and Lodging Program Specialist

Jamie Turlington, RS  
Environmental Health Specialist

Cindy Pierce, RS  
Environmental Health Specialist

Plans which are submitted for lodging establishments (hotels and motels) require plan review to assure compliance with the North Carolina *Rules Governing the Sanitation of Lodging Establishments* (15A NCAC 18A .1800), which is necessary to obtain an operations permit once construction is approved.

Plans must be submitted with the following supporting documentation:

- \_\_\_\_\_ Plans must include drawing showing the placement of equipment in the facility, including any storage, laundry, continental breakfast areas\*, trash can wash facilities, along with general plumbing, electrical, and mechanical and lighting drawings.
- \_\_\_\_\_ Plans must include a room finish schedule.
- \_\_\_\_\_ Plans must include a site plan locating exterior equipment such as dumpsters or compactors, pools and indicating the proposed connections to approved sewer and water connections.
- \_\_\_\_\_ Plans must be submitted separately for swimming pools.
- \_\_\_\_\_ A completed Lodging Application must be submitted with this paperwork.

\*Continental breakfast is limited to the serving of bakery items, whole fruit, beverages and packaged items in single service wrappers. Lodging establishments that provide only continental breakfasts do not require permitting as foodservice establishments and do not need to complete a separate Food Service Establishment Plan Review Application. Establishments preparing potentially hazardous foods must submit a separate application and have approval before construction/renovation.

**HARNETT COUNTY APPLICATION FOR LODGING ESTABLISHMENTS**

(Includes Hotels, Motels, Bed and Breakfast Homes and Inns)

\* This application will be reviewed using 15A NCAC 18A .2200 "Rules Governing the Sanitation of Bed and Breakfast Homes"; 15A NCAC 18A .3000 "Rules Governing the Sanitation of Bed and Breakfast Inns"; or 15A NCAC 18A .1800 "Rules Governing the Sanitation of Lodging Establishments", whichever is applicable.

Owner:Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

Applicant: Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

Property Address: \_\_\_\_\_  
Number of rooms: \_\_\_\_\_  
\*Will there be a swimming pool installed? \_\_\_\_\_  
\*Will a continental breakfast be offered? \_\_\_\_\_  
Please list foods to be served: \_\_\_\_\_

Water supply: \_\_\_\_\_ Wastewater type: \_\_\_\_\_  
Number of ice machines: \_\_\_\_ (Submit specification sheets on the ice machines)  
Type of sanitizer/disinfectant used in rooms/bathrooms: \_\_\_\_\_  
Type of sanitizer/disinfectant used for laundry: \_\_\_\_\_  
Describe procedures: \_\_\_\_\_

Are test strips available to test sanitizer/disinfectant? \_\_\_\_\_  
Size of water heater: \_\_\_\_\_  
Temperature of hot water in rooms: \_\_\_\_\_ °F

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

\*A separate plan review application is required for pools and food establishments. Plan review and approval is required before construction. Applications and information may be obtained at the Harnett County Health Department, Environmental Health Section or by calling 910-893-7547.

All items are to be submitted through the Central Permitting Office at 108 East Front St., Lillington, NC 27546 or by mail at PO Box 65, Lillington, NC 27546. You may contact the Central Permitting Office at 910-893-7525, Ext. 2. However, please contact our office with questions regarding the contents of this application.