

Process for Child Day Care Plan Review and Facility Approval

Purpose:

Union County Environmental Health is required to conduct a plan review of new child care centers and modifications or renovations to existing child care centers in accordance with the Rules Governing The Sanitation Of Child Care Centers, 15A NCAC 18A .2800.

- I. Business/Owner submits Child Day Care Plan Review Application
 - a) Items required to be submitted with an application:
 1. A completed application
 2. Plans, drawn to scale, showing floor plan lay-out of facility
 3. Specifications of kitchen/plumbing/lighting/playground equipment
 - b) If facility will not be served by public sewer:
 1. Existing system proposed to be used, then an application and fee for an inspection of existing system will be required
 2. Application and fee for a soil evaluation will be required for a new septic system
 - c) If facility will not be served by public water:
 1. Existing well proposed to be used, then an application and fee for water samples and well inspection will be required
 2. Application for well permit will be required for a new well
- II. Environmental Health Specialist reviews application and other required information
 - a) Environmentalist contacts owner/applicant/contact person for any clarifications or additional information required for plan review by phone/email/letter
 - b) Once plans have been approved by Union County Environmental Health, approval is forwarded to the associated agencies (for example: Union County Building Code Enforcement or other authorized agency in a municipality)
- III. A pre-opening inspection of facility is performed to confirm all sanitation requirements are in compliance. Once the facility has scored a Superior classification with no critical violations on their Sanitation Standards Evaluation Form, then an inspection report is released to the owner/operator of the facility once all the following approvals have been issued:
 - a) Certificate of Completion for a well or a clearance letter for water quality has been issued (if required). Confirmation of service if on public water
 - b) Operation permit for a septic system or an approval of the inspection of an existing system has been issued (if required). Confirmation of service if on public sewer
 - c) Building and Fire code approvals from the appropriate municipalities