



## Polk County Environmental Health

### Lodging Plan Review Application/New Permit Application

#### OWNER

Name of Facility \_\_\_\_\_  
Ownership Type:  Association  Corporation  Individual  Partnership  Other Legal Entity \_\_\_\_\_  
Physical Address of Facility \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
Mailing Address of Facility \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

#### APPLICANT

Applicant Phone # \_\_\_\_\_  
Applicant Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Signature attesting to the accuracy of this application \_\_\_\_\_

#### PERSON IN CHARGE (leave blank if new construction)

Name Title \_\_\_\_\_ Phone # \_\_\_\_\_ Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

#### FACILITY INFORMATION

Type of lodging establishment:  Hotel/Motel\*  Bed and Breakfast Home (up to 8 rooms)  Bed and Breakfast Inn (up to 12 rooms)  
\*Extended stay rooms located in the same building as daily rentals are subject to permitting and inspection.

Construction type:  New  Remodel (excluding cosmetic or non-structural changes)  Change of Ownership  
Scope of work: \_\_\_\_\_

# of guest rooms \_\_\_\_\_ # of buildings \_\_\_\_\_

Sewage Disposal:  Municipal  Septic Tank  
Water Supply:  Municipal  Well

#### Food operations (if applicable):

- prepares, or serves TCS (time/temp control for safety) foods to guest\*\*
- prepares only food that is non TCS (time/temp control for safety) to guests (*opening and plating croissants or Danishes from bulk packaging; opening bulk can fruit; baking muffins*)
- does not prepare, but serves only non TCS (time/temp control for safety) prepackaged food (*continental breakfast i.e. individual packaged muffins, cartons of milk, individual cereal packets, whole fruit*)

Bed and Breakfast Only: # of meals a day \_\_\_\_\_  
Types of meals:  Breakfast  Lunch  Dinner  
Menu(s) provided:  YES  NO

\*\*If for a hotel or motel, then a separate Food Service Establishment Plan Review Application shall be submitted. All franchised/chain food service establishments shall be reviewed by NCDHHS.

Visit <http://ehs.ncpublichealth.com/rules.htm> to view all sanitation regulations.