



Adult Day Service Facility Plan Review

The intent of this application is to provide information in addition to the plans regarding the operational procedures of the facility.

The North Carolina Rules Governing the Sanitation of Adult Day Service Facilities (15A NCAC 18A .3300) require that plans be submitted for approval prior to construction, renovation, modification, change of ownership of such facilities by the local Health Department. Plans must be submitted with the necessary paperwork (see checklist below) to the Richmond County Health Department.

Submittal Checklist:

- _____ Plans drawn to scale and specifications for new adult day service facilities shall be submitted to the Richmond County Health Department for review and approval prior to initiating construction.
- _____ Completed Application

1. Establishment Name: _____
2. Owner of Facility: _____
3. Supervising Agency (if applicable): _____
4. Supervising Agency contact number: _____
5. Contact Person Information: _____
6. Facility address: _____
7. Phone (day): _____ Phone (other): _____
8. Proposed Opening Date: _____
9. **License Number (if applicable)** Maximum Capacity: _____
10. What dates/times someone will be onsite at the facility? _____
11. Sewage Disposal: Municipal Septic system
12. Water Supply: Municipal Private well

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

Signature of Applicant: _____ Date: _____