



HAYWOOD COUNTY HEALTH AND HUMAN SERVICES AGENCY

157 Paragon Parkway, Clyde, NC 28721-9481

Ira Dove, Agency Director

Public Health	828-452-6675	Social Services	828-452-6620
Dental Office	828-452-6701	Meals on Wheels	828-356-2442
Environmental Health	828-452-6682	Maple Leaf Adult Respite	828-456-9488

Lodging Establishment Plan Review Checklist

The intent of this application is to provide information in addition to the plans.

The ***Rules Governing the Sanitation of Lodging Establishments (15A NCAC 18A .1800)*** require that plans be submitted to the Haywood County Environmental Health Office, and approved **prior to** construction/renovation/modification/change of ownership of such facilities. The application for a permit shall be submitted **at least 30 days before the date planned for opening the lodging establishment.**

These requirements are in addition to those required by other departments, such as Building Inspections.

Submittal Checklist

___ Complete set of plans drawn to scale including guest rooms, storage areas, laundry, trash can wash facility, and food service. Plans must include general plumbing, electric, and lighting drawings, fixture schedules, and room finish schedules.

___ Plan must include a site plan locating exterior buildings or equipment such as dumpsters.

___ Complete Lodging Plan Review Application

___ Breakfast menu. If food other than *continental breakfast** is served, a Food Service Plan Review Application is also required.

**Continental Breakfast* is limited to bakery items, whole fruit, beverages, and individually packaged food (No TCS foods: see lodging application). Lodging establishments that provide only continental breakfast, as defined, do not require a Food Service Application.

If you have questions, please contact the Haywood County Environmental Health Office:
828-452-6638