



Jackson County Department of Public Health Environmental Health Section
538 Scotts Creek Road, Suite 100 Sylva, NC 28779
Phone: 828-587-8250 or -8253 Fax: 828-587-1207

WHEN DO I NEED TO GET A PLAN REVIEW?

You should seek a plan review prior to the construction and operation of any **new** or **remodeled** establishment, per the North Carolina Administrative Code and the North Carolina 2009 Food Code. Know that construction shall not be started until the plans and specifications have been approved by the local health department.

WHAT ESTABLISHMENTS REQUIRE A PLAN REVIEW?

- Food service establishments
- Child care centers
- Pools
- Residential care*
- Hospitals, Nursing Homes, Adult Care Homes, & Other Institutions
- Camps
- Adult Day
- Lodging (Ex. Hotel, Motel, B&Bs)
- Local confinement

**Plan review must be approved by the Health Department as well as your licensing agency*

GENERAL PLAN REVIEW PROCESS

1. Well & Septic Approval: If your establishment has onsite well and septic, these must be approved first. Visit <http://health.jacksonnc.org/application> or call 828-587-8250 or -8253 for more information.
2. Packet Completion: Once water and sewer have been approved, the plan review packet must be completed. To learn what is required in the plan review packet, call 828-587-8250 or -8253.
3. Packet and Fee Submission: The completed packet and fee should be submitted to Jackson County Environmental Health. Submissions are accepted Monday-Friday from 8 AM-5 PM.
4. Review: After submission, a staff member will review the information. Once the review is complete, Jackson County Environmental Health will issue an approval or denial letter. This process will take no longer than 30 days upon packet submittal.

More information (ex. fees, forms) can found at <http://health.jacksonnc.org/environmental-health/>. Click on the type of establishment for which you are seeking a plan review to learn more information.

STEPS AFTER A PLAN REVIEW

Contact Jackson County Permitting & Code Enforcement to learn what is required to obtain a Commercial Building Permit.



Jackson County Permitting & Code Enforcement www.jacksonnc.org/permitting-code-enforcement
Sylva: 401 Grindstaff Cove Rd, Suite 145 / Phone: 828-586-7560 or -8253 Fax: 828-586-7563
Cashiers: 357 Frank Allen Rd / Phone: 828-745-6850 Fax: 828-745-6867

COMMERCIAL BUILDING PERMIT INFO

Please notice that the issuance of a Building Permit from our office **does not** exempt you from additional permitting that may be required from outside agencies.

Per NC Administrative Code & Policies, Chapter 1, Section 101, 101.3 Scope.

101.3.1 Requirements of other state agencies, occupational licensing boards or commissions. The North Carolina State Building Codes do not include all additional requirements for buildings and structures that may be imposed by other state agencies, occupational licensing boards or commissions. It shall be the responsibility of a permit holder, design professional, contractor or occupational license holder to determine whether any additional requirements exist.

Commentary: Many State agencies, occupational licensing boards or commissions have specific design and construction requirements that are not incorporated into the North Carolina State Building Codes and are not enforced by code enforcement officials. Permit holders, design professionals, contractors or occupational license holders should consult with any relevant boards or agencies to determine whether there are any additional construction and design requirements for their projects.

Be aware that additional review is required for a restaurant and it is in your best interest to have your plan approved by any outside agencies before you start construction.

This information is intended as a guide only in obtaining services in Jackson County. Codes are subject to change; County Departments should be contacted directly for current requirements. Updated 8/2018