



FOOD FACILITIES

Frequently Asked Questions

I'm thinking of buying an existing food business. What do I need to do?

NCDEH recommends you visit our main office to review the facility's file before a purchase. A Business Advisory is required for all "Change of Ownerships". A Business Advisory is a scheduled onsite inspection with one of our Consumer Protection Specialists. Any improvement to the facility involving food areas (storage, prep, cooking) requires a Food Facility Plan Check. Lastly, an application and payment for a Certificate of Operation (Annual Permit) is required. All forms and Applications can be found on our [website](#).

How do I submit a set of plans for plan check?

Three complete sets of plans and specifications must be submitted to NCDEH along with an Agreement to Pay form. A separate building permit may also be required, check with the local municipalities Building Department.

How do I pay for my fee?

Permits may be paid by check, cash, money order or credit card in person at our CDA office located at the address at the top of this page. Additionally, you can pay online with a virtual check or credit card. Please [click here](#) to be directed to our online payment page.

When does my health permit expire?

NCDEH's permit year is from November 1 – October 31. Invoices are sent out annually at the end of September for all food facility permits. If nothing has changed, you can pay your annual permit fee online, please be sure to have your Invoice Number on hand. Visit our [Food Facilities Page](#) for more information.

May I sell food I make at home?

No home preparation or home storage of food is allowed unless you have a Cottage Food permit. Please go to our [Cottage Food Operations](#) page for more information.