

Inspections, Statistics, and Fees: How to Use the Code and Inspection Sheet

**ID NUMBERS
and
STATUS CODES**

ID Number:
03 001 01 1234
↑ ↑ ↑ ↑
region county type number

***I* - OPEN STATUS CODE**

- **I** – New permit or license (not transitional permit)
- Issued and establishment opened for business or a license from another agency has been issued.
- “**I**” used first time reported to Raleigh.

T- OPEN STATUS CODE

- **T** -Transitional Permit issued and establishment open for business.
- Does not count as an inspection for types 01 – 30. Used only 1 time.
- First inspection submitted after a “T” code will have status code **U**.
- When full permit is written **K** status is used to report. IF establishment does not qualify for full permit after appropriate time **F** status is used

L Open

- Used for only for types 42 or 48
- Used when ownership changes but superior rating not rated

K -OPEN STATUS CODE

- **K** - Transitional permit becomes full permit.
- Used only 1 x – currently cannot report inspection at time full permit issued*.
- Will go from K to either A, B, C, D, E, G, or H.

A Open Status Code

- Used to indicate that a facility is open
- If in status A the system requires an inspection

U

- Operating under Transitional Permit
- Original status code must be T
- Inspection required (system views same as A status code)
- Stays as U status until goes to K or F

B- CLOSED STATUS CODE

- **B-** Permit or license valid but establishment not open for business at a particular time of year (seasonal).
- Has valid permit or license – should be verified that establishment not operating and reported.
- Can go to status code: A, B, C, D, H, G, E, or J

C- CLOSED STATUS CODE

- **C** Permit or license valid but establishment not open for unknown reasons. Cannot be determined why the establishment is closed. Has valid permit or license – should be verified that establishment not operating and reported.
- Can go to status code: A, B, C, D, H, G, E, or J

D -CLOSED STATUS CODE

- **D** – Permit suspended and establishment closed for nonpayment of fees. Permit suspended and an inspection must not be made until the permit is reinstated.
- Assigned by Raleigh only.

E - CLOSED STATUS CODE

- **E** - Permit suspended and establishment closed for rule or law violations.
- Used by Local Health Department when permit is suspended.

F - CLOSED STATUS CODE

- **F** – Transitional Permit expired and establishment closed due to noncompliance of conditions on transitional permit.
- If a permit is issued later, an “**T**” code must be used and a new ID number assigned.

G - CLOSED STATUS CODE

- **G** – Permit revoked and establishment closed.
- Use written guidelines to revoke permit.
- Once place in “**G**” status, can never re-open *without a new* permit and a **new** ID number.

H - CLOSED STATUS CODE

- **H** – Permit invalid due to sale of business OR establishment has been upgraded from food stand to restaurant or if the license or permit issued from another agency has become invalid.
- Reported only one time.
- Once place in **H** can never come out of this status
- Must not be reported as **J** after a year has elapsed.

J - CLOSED STATUS CODE

- **J** – Permit expired because establishment has not been in operation for one year in accordance with GS 130A-248(b1)
- Once place in **J** can never come out of this status.

Z - CLOSED STATUS CODE

- **Z** – Administrative error. No inspection required. Account should never have been assigned this ID number.
- ID number cannot be used again.
- Status code assigned by Raleigh

**M - MAINTENANCE STATUS
CODE**

- **M**- Mail returned. Inspection still due. Request for correct address has been sent to county.
- On-line counties correct address in computer system. Notify Raleigh.
- Status code assigned by Raleigh

**S - MAINTENANCE STATUS
CODE**

- **S** – Services for the Blind
- Exempt from ISF fee
- Inspection required
- Status code assigned by Raleigh.

W MAINTENANCE - County

- Intent to suspend issued for rule violation
- Requires inspection OR documentation of visit
- System still requires inspection

**X - MAINTENANCE STATUS
CODE**

- **X** – Administrative stop clock for billing
- Inspection still due
- Status code assigned by Raleigh
