

## COMMON PRACTICE AND PROCEDURE FOR ISSUING PHARMACY PERMITS

### PLEASE READ THOROUGHLY BEFORE COMPLETING THE APPLICATION.

**Application Fee for Pharmacy is \$500.00**

**THE BOARD ONLY ACCEPTS VISA, MASTERCARD, AMERICAN EXPRESS and DISCOVER.**

**Fees are non-refundable and processed when the application is submitted online.**

**The Pharmacist Manager is required to submit the online application.**

**A valid email address is required for the Pharmacist Manager and the facility.**

By North Carolina General Statute G.S. 90-85.21 and 90-85.21A, all places where drugs are dispensed must obtain a permit from the Board of Pharmacy. Permits are issued to the pharmacist manager whom the Board holds responsible for the operation of the pharmacy in conformance with all laws and regulations after the permit is issued. Transfer of Ownership and Reregistration information for existing permits is located on the bottom of the last page; you should follow these instructions below for all original permits.

**STEP 1 –Application Submission Procedures** - Navigate to the Licensure Gateway, click on FACILITY MANAGEMENT, and then click on NEW PHARMACY -**complete the application, upload the required documentation including the credit card payment:** (*To view an example of the pharmacy application, please [click here.](#)*) Make sure to thoroughly review the application, for accuracy, prior to submission.

Please note: Once the application has been started, it needs to be completed in one sitting. Since you will not be able to save the application, be sure all the documents are readily available to upload. All uploads must be less than 8MB. Once the application has been submitted, the checklist items will remain “incomplete” until Board staff reviews and completes.

- **Photographs as instructed below:**

1. Photograph(s) of the actual existing exterior of the building in which the pharmacy will be or is currently located, including identifiable parts of adjacent building(s), if any, signage of the Pharmacy if available.
2. Interior photograph(s) of the prescription area of the pharmacy as viewed by a customer/inspector. Photograph(s) should include the dispensing, processing, and storage areas of the pharmacy.
3. Photograph(s) of and/or assurance that all required equipment is or will be present before the pharmacy is opened. It should include equipment in the pharmacy adequate to meet the pharmaceutical care needs of the patient as well as the pharmacy's services that are pharmacy is providing.
4. Photograph(s) of the compounding area with adequate equipment present (if compounding this is required).
5. Architect plans or sketches acceptable in addition to but not in place of (not substituted) required photographs. **Note:**

Renovating and/or building – if the renovations or build out is not complete you can upload a couple of photographs as it appears now along with your build out sketches or blueprints. Chain pharmacies can send interior pictures of what the pharmacy normally appears to look like (from a pre-existing location), make sure to note this on your upload.

- **Corporate Chart-** include the ownership of the business, including tiers of ownership if applicable.
- **Proof of Occupancy** of the Addressed Facility. Acceptable items would be a Lease/Rental Agreement, Deed or Deed of Trust, Building Permit, Business license or Certificate of Occupancy certificate. If uploading a lease agreement, the entire lease is not required, just the address page and signature page.
- **Completed Label, not a blank label.** Label should be an example of what is placed on a patient's bottle with all the required label information. Dispensing pharmacist's initials *only* are NOT acceptable. See FAQ- Pharmacist FAQ on Board's website: Prescription Labeling for required information- [http://www.ncbop.org/faqs/Pharmacist/faq\\_PrescriptionLabelling.htm](http://www.ncbop.org/faqs/Pharmacist/faq_PrescriptionLabelling.htm)
- **Secretary of State or Registered Agent Information:** I am registered with the Secretary of State, I have attached the appropriate documentation or I have a Registered Agent and I have provided their contact information.
- **Disciplinary Question:** If yes, please provide the Board with appropriate documentation, including but not limited to the charging document, consent order and any disposition of the charge.

**Other items of note:**

- **If a Limited-Service permit is requested, an attachment in writing is required to be uploaded.** See application for detailed information. There is not a separate application for Limited Service, a section on the application is tailored for a limited-service request.
- **The EIN number (Federal Tax ID) and the NABP Business e-profile number are required.** Please visit NABP ([www.nabp.pharmacy](http://www.nabp.pharmacy)) to create a business e-profile. The DEA number is not required on the application and may be provided after the permit is received.

Once the fee has been paid and the application has been submitted, the Pharmacist-Manager will receive an automated email with the application confirmation number. This number will be used to log in and check the status of the application.

## STEP 2 - PENDING APPLICATION REMINDERS/PROCEDURES

- Allow up to 6 weeks for review of an application. Once your application is submitted:
- **Email is the primary source of communication.** A valid email address for the Pharmacist Manager and the Pharmacy should be listed on the application. If additional information is requested or if application is incomplete, expect a longer review time. Incomplete applications should allow up to six weeks once required documentation is uploaded and considered complete. **This is an estimated time.**
- **You should have received an email notification informing you of your confirmation number.** You can log in with your confirmation to monitor the status of your application. If additional information is required, you will be notified by email as an action needed on the application. Once the additional items are uploaded the application will continue to go through the review process. Make sure to reference your confirmation information when contacting the Board for inquiries on a submitted application.
- Individuals who sign as pharmacist managers are indicating their intent to remain in the position for the foreseeable future as expressed in Certificate B of the application and the Board will rely on this representation in processing the application. (See specifically G. S. 90-85.38(a) (1) and (b).) **The pharmacist manager is the point of contact for the Board and the individual held responsible for the permit.**
- **!! If there is a correction or change need to the application, please email the Board....** You need to email the Board with an explanation of the change and make sure to include your confirmation number. Some changes may require a new application being submitted. A change in pharmacist managers between submission and the office review can produce an indefinite delay in issuance of a permit number or the applicant pharmacy to reapply with fee. Email notifications should be sent to the email address listed at the bottom of the page.

## STEP 3 –PERMIT ISSUANCE INFORMATION

- **Once the pending application is approved, an approval email will be sent to the PM instructing them to log in to view the PM Education Video.** You must click the link in the email to access the video, at the end of the video the PM will be required to attest that they have completed this process.
- **The Educational video consists of Informative information on NC Laws and Rules, Procedures, and related material concerning permits.** The review shall include, but not be limited to, the items specified in Board regulation 46 .1601 or .1607, as applicable, proper pharmacist coverage and security.
- **Once the Educational video has been reviewed and attested to, the permit number will be emailed to the Pharmacist-Manager. Once the permit number is issued this will be your new log-in information to access your profile.**
- **Permit certificates can be printed directly from the Board's website with the new permit number that was issued.**
- **!! If the permit has not been issued within six (6) months of the receipt of the application, the application will be deemed void and a new application must be completed. PLEASE NOTE: It is Board policy that fees are non-refundable.**
- **Resource Materials for New Permits is a useful resource that should be reviewed:**  
<http://www.ncbop.org/resourcesfornewpermitholders.htm>

## ADDITIONAL INFORMATION

- **If the dispensing of controlled substances is anticipated, a DEA Registration is also necessary.** Applications for DEA Registration are available from their Regional Office in Atlanta: 75 Spring Street, Suite 800, Atlanta, GA 30303, (888) 219-8689, Fax # (404) 893-7095, or you can apply/renew online at <http://www.dea diversion.usdoj.gov/>. Make sure to log in to add your DEA number once obtained under Pharmacy Services on your profile page.
- **To obtain a NCPDP number, contact National Council for Prescription Drug Programs, 9240 E. Raintree Drive, Scottsdale, AZ 85260. Phone 480-477-1000, Fax 480-767-1042. <https://ncpdp.org/>**
- **Once the permit is obtained keep your information updated with the Board by logging in under the permit profile at the gateway portal. Make sure to reference your permit number when contacting the Board for any inquiries, updates or changes to the permit. FAQs - [Click here for FAQs concerning Pharmacy Applications and Accessing/Updating Information for Existing Pharmacy Permits](#)**
- **!! Renewal information: Permits expire 12/31 of each calendar year.** Permits are required to be renewed online through the Board's website. The renewal period starts November 1st of each calendar year, and the renewal fee is \$200.00. Make sure your email addresses are correct for notifications.
- **!! NEW PERMIT IS REQUIRED for a Change of Majority Control of Ownership or Relocation of the facility in advance of the change.** Rule .1603 states that a new permit is required for a new location, change to a different or successor business entity, or a change of majority control. **This change can be accomplished administratively in the Board office with a submission of an application and required fee. Make sure to visit that procedure information if a change of location or ownership is taking place.**

**Review the following instructions:**

**[Notice Concerning Transfer of Ownership Applications](#)**

**[Transfer of ownership information/instructions](#)**

**RE-REGISTRATION: CHANGE OF ADDRESS OR PERCENTAGE OF OWNERSHIP CHANGE WITHIN AN EXISTING GROUP OF STAKEHOLDERS:**

Re-registration is required when there is a change of location or a percentage of ownership change within an existing group of stakeholders. Permit numbers remain the same, however, the permit is reregistered to the permit holder.

**[Address change information/instructions](#)**

**[Percentage of ownership change within an existing group of stakeholders - information/instructions](#)**

Email- Wendy Watson, Permitting Specialist if I need clarification or have additional questions: [wwatson@ncbop.org](mailto:wwatson@ncbop.org)