PLAN REVIEW APPROVAL PROCESS FOR A FOOD SERVICE

Whenever you create a new retail food service, remodel an existing food establishment, or significantly change the menu at an existing or recently closed food service establishment there is a 6-part process you must go through. **If you are only preparing food for wholesale, you may not need a plan review or food service permit from our department (contact the Washington State Department of Agriculture or the U.S. Department of Agriculture about their approval requirements).** A mobile food establishment requires a different application.

1. Contact respective jurisdiction (city or county building departments) for zoning or other permit approval.
2. Complete and submit the plan review application with the plan review fee payment and all required supplemental documentation. **See the “Checklist” for the plan review paperwork that must be submitted before the construction or remodel project begins.** Review will not begin until all required documents are received. **Reviews may take 2-3 weeks for approval.**
3. After our department has provided written approval of the project, construct or remodel the food service establishment, including any modifications required in the approval letter. The approval will be valid for two years after issuance.
4. Complete the Skagit County Food Service Application and pay the annual permit fee. This must be done in order to schedule the pre-opening inspection.
5. Obtain approval of the construction or remodel project from our department during a pre-opening inspection. It is important to schedule the pre-opening inspection two weeks in advance of the requested date of the inspection. Make sure that you obtain any other necessary approvals of the facilities (building official, fire marshal, etc.).
6. Open the food service establishment and begin service. The first routine unannounced inspection by our department will occur within 45 days of opening. The operating permit will be mailed.

Plan Review Fees

<table>
<thead>
<tr>
<th>New Construction or Major* Remodel</th>
<th>Any Facility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Simple Food Service</td>
<td>$300</td>
</tr>
<tr>
<td>Examples: Category 1 Small Food, Food Cart, Meat/Seafood Market, Packaged Food Store</td>
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</tr>
<tr>
<td>Complex Food Service</td>
<td>$500</td>
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<tr>
<td>Examples: Small (categories 2 and 3), Large, Extra Large Restaurant, Supermarket, School Cafeteria, Mobile, Commissary Kitchen, Catering Operation</td>
<td></td>
</tr>
<tr>
<td>Additional Permit within Complex Facility</td>
<td>$ 50</td>
</tr>
<tr>
<td>Additional for Review - Individual Water</td>
<td>$50</td>
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<tr>
<td>Additional for Review – On-Site Septic</td>
<td>$50</td>
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</tbody>
</table>

*Major remodel includes moving or adding plumbing fixtures, cooking or cold holding equipment, e.g.

**AN ADDITIONAL HOURLY CHARGE MAY APPLY**

*After you have submitted a complete plan review packet and paid the plan review fee allow at least two weeks for a response by the plans examiner. When construction is complete you must schedule and complete a pre-opening inspection prior to operation.*
The following items are the minimum requirements for all stationary (not mobile) retail food service establishments in Skagit County. A complete description of the retail food service facility and equipment requirements can be found in the Washington Administrative Code (WAC) 246-215 and Skagit County Code 12.36. See [www.skagitcounty.net](http://www.skagitcounty.net) or [http://www.doh.wa.gov/CommunityandEnvironment/Food/FoodWorkerandIndustry/FoodSafetyRules.aspx](http://www.doh.wa.gov/CommunityandEnvironment/Food/FoodWorkerandIndustry/FoodSafetyRules.aspx)

Skagit County Public Health Department

FOOD SERVICE

MINIMUM FACILITY AND EQUIPMENT REQUIREMENTS

The facility must have:

- Hard line plumbing to an approved public drinking water system (confirm public water system approval with the Public Health Department)
- Hard line plumbing to a public sewer OR septic system approved to handle waste from food service (confirm septic system approval with the Public Health Department)
- Hot and cold running water to provide water at least 100 degrees F to the:
  - Hand washing sink in each food preparation area and restroom (hand washing sinks cannot be used for anything except washing hands)
  - Three-compartment dishwashing sink – adequate in size to immerse the largest cooking tool and with adequate drain boards on both sides
- Air gaps (backflow prevention) between the water supply inlets (faucets) and the flood level rim of the plumbing fixtures (sinks) that are at least twice the diameter of the water supply inlets and not less than one inch
- Single use towel dispensers (or hot air hand dryers) and liquid soap dispensers provided at all hand washing sinks
- Four-inch mop-board at all floor/wall junctures in food preparation, dishwashing, and food storage areas
- Restrooms for staff (and public if seating is provided) with hand wash sinks
- Food equipment that is certified or classified for sanitation by an American National Standards Institute (ANSI)-accredited certification program (such as NSF) and that is adequate for the intended use. Home style refrigeration or other equipment is not allowed under most circumstances
- Walls, floors, ceilings, partitions in food preparation and food storage areas durable, lightly colored, smooth, non-absorbent, accessible for cleaning, and easily cleanable
- Food contact surfaces of utensils and equipment are durable, non-toxic, and corrosion resistant
- Lighting that is adequate and has shatter proof covers in all food preparation and storage areas
- Storage adequate and appropriate for all food service operations, including food storage, employee personal belongings, cleaning supplies, garbage
- Screens on windows, entrances, exits, and any other openings sufficient to exclude flies, rodents, and other pests
- Durable, easily cleanable, leak proof covered garbage containers adequate for facility
- Mop sink or curved cleaning facility for rinsing mops and floor mats, and disposing mop water.

There may be other facility or equipment requirements depending on the menu or type of food services provided, such as:

- Refrigeration adequate for cooling of cooked foods for later service
- Raw meat food preparation areas and equipment (separate knives, sinks and cutting boards) to prevent cross contamination with other foods
- Food preparation sink for thawing or rinsing raw meat or fish. This sink cannot be used for any other purpose.
- Food preparation sink(s) for washing fruits and vegetables, rapidly cooling hot foods in ice water, and thawing non-meat food products under cold running water (raw meat and produce sinks must be separate)
- Well-maintained in-ground grease interceptor on waste water line from warewash sinks, floor drains and dishwashers. The specific requirements depend on building permit jurisdiction.
- Sneeze guard if a salad bar or a self-service buffet table is provided.
Food Service name ____________________________________________

Food Service address ____________________________________________ City/Zip _______________ Parcel# ________

Applicant name ____________________________________________ Applicant phone ______________________________

Applicant mailing address (include city, zip) ________________________________ __________________________________________

Applicant email: ______________________________ Applicant role: (contractor, operator, etc.) ______________________________

Owner name ____________________________________________ Owner phone ______________________________

Water Source ____________________________________________ Wastewater: Public Sewer □ On-Site Septic □

► What is the expected date of opening? ______________________________

► This is a (Check one):

□ New food service establishment (either a new building or a remodel of an existing building that was not previously a food service establishment)

□ Remodel of an existing food service establishment (changes made to equipment, kitchen design, etc.)

□ Significant menu change to an existing food service establishment

□ Re-opening of an existing establishment that has been closed for at least 6 months

☆ What is the name of the previous establishment? ______________________________

☆ When did it close? ______________________________

► Estimated total number of meals to be served daily: ____________ Total customer seats: ____________

(Include bar and outside seating)

► What are the planned activities in the food service establishment? (Please check all that apply):

□ REFRIGERATE COMMERCIALLY PACKAGED FOODS

□ REFRIGERATE FOODS PREPARED IN FACILITY

□ CLEAN AND CUT PRODUCE and/or THAW FOODS UNDER RUNNING WATER

□ HANDLE COOKED MEATS and/or MAKE SANDWICHES

□ HANDLE and/or COOK RAW MEATS

□ SMOKE OR CURE MEATS OR SEAFOOD AS A METHOD OF PRESERVATION

□ STORE LIVMOLLUSCAN SHELLFISH IN A TANK

□ COOK OR REHEAT POTENTIALLY HAZARDOUS FOODS

□ HOT HOLD FOODS

□ GRILL OR DEEP FRY FOODS

□ COOL POTENTIALLY HAZARDOUS FOODS

□ PRESERVE FOODS USING A REDUCED OXYGEN PACKAGING METHOD, I.E: VACUUM SEALING, SOUS VIDE, COOK CHILL, ETC

□ PROVIDE SALAD BAR OR HOT FOOD BUFFET

□ SERVE AS INCUBATOR OR COMMISSARY KITCHEN ONLY – no retail sales from this location

□ PROVIDE CUSTOMER SEATING - HOW MANY SEATS? ____________ BAR/COCKTAIL LOUNGE? ____________

□ CATER/ SERVE AT LOCATION OTHER THAN MAIN KITCHEN (does not include drop-off delivery)

□ PRODUCE FOOD FOR WHOLESALE TO OTHER ESTABLISHMENTS (WSDA requirements must be met)
► All plan review applicants must describe in detail the food service provided at this facility. Use additional paper as necessary.

________________________________________________________________________________________________________________________________________________________
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► Note any equipment change, remodel plans or menu changes. Be specific.

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________________________________________________________________________________________________________________________________________________________

* INCLUDE MENU AND KITCHEN FLOOR PLAN WITH APPLICATION

► Applicant’s Signature:
The information is provided in this application is accurate and complete. I agree to comply with Washington State and Skagit County Public Health Department regulations regarding the above-named facility:

________________________________________________________________________________________________________________________________________________________
Signature                                                                                                                  Date
=================================================================================================================================================

Page 2 of 2: Application
The Skagit County Public Health Department will begin the plan review within 14 days of receiving all of the following items. If you have any questions, please call the food service plans examiner at the Public Health Department (360-336-9474). Refer to the “Washington State Retail Food Code Working Document” for details on code requirements.

1. **Application** for a Skagit County Public Health Department Plan Review  
   ___ Complete in full  
   ___ Pay appropriate plan review fee (the fee is not refundable)

2. **Menu**  
   ___ List all food to be served (include routine menu and catering menu if applicable)

3. **Water supply**  
   ___ Provide name of the approved public water system that will serve the facility  
   Name of the public water system: ____________________

4. **Waste water disposal method**  
   ___ Document facility hard plumbed to sanitary sewer  
   ___ Document facility served by on-site septic system approved to handle facility waste water (contact Health Department for approval)

5. **Site Plan**: drawn neatly and to scale  
   ___ Show the building in relation to streets, sidewalks, and parking; show the locations of any activities outside of the food service, such as garbage storage, outdoor seating, and outdoor grilling

6. **Facility floor plan**: drawn neatly and to scale  
   ___ The following items must be indicated on the facility floor plan and labeled (e.g. “hand washing sink”, “food preparation table”, “steam table”, “cooling refrigerator”, “grill”)  
   a. Sinks  
   b. Equipment (hot holding, refrigeration, cooking, mixing, cutting, ice makers, carbonated beverage machines, etc.)  
   c. Plumbing (grease trap, indirect drainage, backflow prevention devices, etc.)  
   d. Food preparation areas (cutting blocks, tables, etc.)  
   e. Restrooms (both customer and employee)  
   f. Food and equipment storage areas  
   g. Chemical storage areas  
   h. Self-service areas (buffet line, salad bars, etc.)  
   i. Seating area: Indicate total number of customer seats:  
      Indoors: _______  
      Outdoors: _______  
   7. Include on the plans the statement “PLAN CHANGES REQUIRE SKAGIT COUNTY PUBLIC HEALTH APPROVAL”

7. **Written agreements**  
   ___ If other facilities that are owned or managed by another person or business will be used by this food service operation (restroom, commissary kitchen, etc.), then copies of the written agreements to use the facilities must be provided.

Check with the following agencies and possibly others for their requirements. Include documentation with application:  
___ Skagit County Planning and Development Services OR the city building department  
   • Zoning approval  
   • Building, plumbing, electrical, and ventilation systems approval  
___ Department of Labor and Industries  
   • Electrical system approval  
   • Worker safety requirements (eye wash, slip hazard control, etc.)  
___ City or County Fire Marshal  
   • Ventilation system, fire suppression systems, and emergency egress approval  
___ Washington State Liquor Control Board  
   • Liquor license  
___ City Clerk or the Washington State Department of Licensing for business license