



Skagit County Department of Public Health

Jennifer Johnson, Director
Howard Leibrand, M.D., Health Officer

Food Service Permit Applications

The following application is a fillable form. You may complete all fields in the form electronically or you may print the form and complete it manually. **We require an actual signature on all applications.** If you are able to sign using an electronic device please do so in the designated area, otherwise you will need to print the form to sign.

Completed and signed applications can be submitted via:

- E-mail to EH@co.skagit.wa.us
- Fax to 360-416-1501
- Mail to Environmental Public Health, 700 South 2nd Street, #301, Mount Vernon, WA 98273

You may save a copy of your completed form electronically but if you leave this website your changes within the webform will not be saved.

Please note that food service permit applications, for both temporary and annual permits, now require that the permit applicant be the food service owner or an officer of the owner. This is a requirement of Washington State Retail Food Code, Chapter 246-215-08320 (1) WAC. The food service permit will be issued to both the permit applicant (owner or officer of owner) and the manager of the day to day operations of the food service, if different from the owner.

Please make sure that you submit your application within the timeframe specified on the application to avoid a late fee. Operating a retail food service without a permit is illegal and subject to enforcement action. Incomplete applications will be returned to the applicant and not processed.

If you have questions regarding the application or the type of food service permit required for your operation please contact us by phone at 360-416-1500 or via e-mail at EH@co.skagit.wa.us .

Skagit County Department of Public Health
700 South 2nd Street, #301
Mount Vernon, WA 98273
Phone: 360-416-1500 FAX: 360-416-1501
www.skagitcounty.net/food
EH@co.skagit.wa.us



Fee: _____ Receipt #: _____
Received by: _____ Date: _____

Skagit County Environmental Public Health Division Food Service Establishment Application

The Skagit County Environmental Public Health licenses operators of food establishments, not the facility itself. To renew a current existing permit or apply as a new operator at an establishment, you must complete this application and pay the permit fee. Failure to obtain a permit prior to operation may result in a penalty fee.

STOP if you are making equipment and/or layout **changes** to your kitchen, significant menu **changes**, or you are a **new operator** at a facility. **You must first complete the PLAN REVIEW APPLICATION and receive PLAN APPROVAL prior to completing this form.**

Check here to pay your permit fee by credit card over the phone. Person and phone number to contact for credit card payment: _____

Food Service Establishment Information - Complete pages 1-3 of application

Name of Establishment: _____

Applicant name (must be owner /officer of owner): _____

Applicant's phone number: _____ (day) _____ (other)
(Your phone number, fax number and e-mail will not be distributed for commercial purposes)

Manager (responsible for daily on-site operation of FSE): _____
May list maximum of two names

WA state business license name(s)/UBI #: _____

Owner legal entity status: Association Corporation Partnership Individual

Facility address: _____ City: _____ Zip: _____

Mailing address: _____ City: _____ State: _____ Zip: _____

Facility phone number: _____ Facility fax number: _____

E-mail: _____ Website: _____

Water Source: Skagit PUD **Wastewater Disposal** On-Site septic system (OSS)
 City of Anacortes Date of last inspection: _____
 Other public water system (name): _____ Public sewer (name): _____

 Other, please explain: _____

Total seats (include bar and outside seating): _____

Mobile Establishment (truck, trailer, cart): Mobile Van License Plate# _____

- Attach Commissary agreement
- Attach daily itinerary
- Attach restroom agreement(s)

Location where unit is parked when not in use: _____

Open year round or Seasonal operation Months open: _____ through _____

Days open: Mon Tues Weds Thurs Fri Sat Sun Hours: _____ to _____

▶ Type of service: Eat-in Take out only Delivery Cater offsite
 Breakfast Lunch Dinner Other _____

▶ What are the current/planned activities in the food service establishment? (Please check/circle all that apply):

REFRIGERATE COMMERCIALY 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

UNATTENDED or NONCONTINUOUS COOKING

SPECIAL PROCESSES: SPROUTING SOUS VIDE VACUUM PACKAGE FERMENTATION

LIVE MOLLUSCAN SHELLFISH TANK

COOK OR REHEAT POTENTIALLY HAZARDOUS FOODS

HOT HOLD FOODS

GRILL OR DEEP FRY FOODS

COOL POTENTIALLY HAZARDOUS FOODS (not allowed in a mobile)

PROVIDE SALAD BAR OR HOT FOOD BUFFET

USE TIME AS A CONTROL FOR SOME POTENTIALLY HAZARDOUS FOODS (separate form required)

PRIMARILY SERVE HIGHLY SUSCEPTIBLE POPULATION (e.g. nursing home, preschool, etc.)

SERVE AS COMMISSARY OR RENTAL FACILITY ONLY (no direct retail from this location)

PRODUCE FOOD FOR WHOLESALE TO OTHER ESTABLISHMENTS (PLEASE CHECK WITH WASHINGTON STATE DEPT. OF AGRICULTURE FOR THEIR REQUIREMENTS)

*** INCLUDE CURRENT MENU AND KITCHEN FLOOR PLAN WITH APPLICATION EVERY YEAR**

I certify that the information provided is accurate and correct. I agree to comply with Washington State and Skagit County Environmental Public Health and other applicable regulations regarding the above-named facility. I agree to provide access to the facility and records as required by code.

Signature of applicant

Date

Permit Categories – Check all that apply at your facility

Fees will be assessed per permit according to the current Schedule of Charges, Skagit County Department of Public Health

**All new establishments and new operators
must have a valid operating permit before beginning operation.**

Penalty for opening prior to permit approval is double the permit fee.

Small Food Establishment (0 to 75 seats):

- Category 1 (*Limited, simple low-risk, i.e. bakery, espresso*)
- Category 2 (*Simple menu, same day service, no cooling*)
- Category 3 (*Complex preparation*)

- Large Food Establishment (76 to 150 seats)
- Extra Large Food Establishment (151 or more seats)
- Bed & Breakfast (*8 rooms or less*)
- Catering Permit (*requires approved commissary*)

Name/Address of Commissary: _____

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- Commissary Kitchen
- Demonstration Kitchen
- Meat or Seafood Market

Mobile Food Unit (*requires approved commissary*)

- Limited (*food cart, canteen, frozen delivery*)
- Unlimited (*complex preparation*)

Name/Address of Commissary: _____

- Multiple Event (*approved facility*)
- Packaged Food only
- Pre-school
- Reduced Oxygen Packaging (*under approved HACCP plan*)
- Reduced Oxygen Packaging (*limited to repackaging*)
- School Cafeteria
- Satellite or Seasonal School Cafeteria
- Supermarket
- Individual Water System
- On-Site Liquid Waste Disposal

MINIMUM FOOD ESTABLISHMENT FACILITY AND EQUIPMENT REQUIREMENTS

The following items are the minimum requirements for all 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. Where requirements for Mobile Food Service Establishments differ they follow immediately in bold.

The facility must have:

- Hard line plumbing to an approved public drinking water system (confirm public water system approval with the Public Health Department)
- **Mobiles** must have a potable water tank of sufficient size to meet the water needs during the hours of operation and a potable water hose to connect to the required approved public water system to fill the tank
- 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)
- **Mobiles** must have a waste water tank at least 15% larger than the potable water tank and an approved location where tank will be emptied to sanitary sewer.
- 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
- **Mobiles** must have access to a restroom with handwash sink within 200 feet of the mobile location
- 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
- 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 curbed cleaning facility for rinsing mops and floor mats, and disposing mop water
- **Mobiles** are not required to have a mop sink within the mobile

Other facility or equipment requirements may apply depending on the menu or type of food services provided:

- Refrigeration adequate for cooling of cooked foods for later service
- **Mobiles** are NOT allowed to cool cooked food
- 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.