

Skagit County Public Health and Community Services  
Environmental Public Health Division  
1800 Continental Place  
Mount Vernon, WA 98273  
Phone: 360-336-9474 FAX: 360-419-3408  
[www.skagitcounty.net/food](http://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 permit or apply as a new operator at an existing 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 taking over an existing facility that has been closed for more than 6 months. **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. We will use this information to contact you in a timely manner about food recalls or other food safety emergencies.)

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): \_\_\_\_\_

Open year round or  Seasonal operation Months open: \_\_\_\_\_ through \_\_\_\_\_

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

▶ If new operator, what is the name of the previous establishment? \_\_\_\_\_

➤ Date you expect to begin operation (if applicable): \_\_\_\_\_

▶ 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
- 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 Fees – Check all that apply at your facility

**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):

- |                          |                                                                       |       |
|--------------------------|-----------------------------------------------------------------------|-------|
| <input type="checkbox"/> | Category 1 ( <i>Limited, simple low-risk, i.e. bakery, espresso</i> ) | \$175 |
| <input type="checkbox"/> | Category 2 ( <i>Simple menu, same day service, no cooling</i> )       | \$200 |
| <input type="checkbox"/> | Category 3 ( <i>Complex preparation</i> )                             | \$275 |

- |                          |                                                         |       |
|--------------------------|---------------------------------------------------------|-------|
| <input type="checkbox"/> | Large Food Establishment (76 to 150 seats)              | \$325 |
| <input type="checkbox"/> | Extra Large Food Establishment (151 or more seats)      | \$350 |
| <input type="checkbox"/> | Bed & Breakfast ( <i>8 rooms or less</i> )              | \$100 |
| <input type="checkbox"/> | Catering Permit ( <i>requires approved commissary</i> ) | \$200 |

Name/Address of Commissary: \_\_\_\_\_

- |                          |                                                 |       |
|--------------------------|-------------------------------------------------|-------|
| <input type="checkbox"/> | Cocktail Lounge (only with another food permit) | \$ 50 |
| <input type="checkbox"/> | Commissary Kitchen                              | \$ 75 |
| <input type="checkbox"/> | Demonstration Kitchen                           | \$150 |
| <input type="checkbox"/> | Meat or Seafood Market                          | \$175 |

Mobile Food Unit (*requires approved commissary*)

- |                          |                                                        |       |
|--------------------------|--------------------------------------------------------|-------|
| <input type="checkbox"/> | Limited ( <i>food cart, canteen, frozen delivery</i> ) | \$150 |
| <input type="checkbox"/> | Unlimited ( <i>complex preparation</i> )               | \$225 |

Name/Address of Commissary: \_\_\_\_\_

- |                          |                                                               |       |
|--------------------------|---------------------------------------------------------------|-------|
| <input type="checkbox"/> | Multiple Event (approved facility)                            | \$150 |
| <input type="checkbox"/> | Packaged Food Permit                                          | \$100 |
| <input type="checkbox"/> | Pre-school                                                    | \$100 |
| <input type="checkbox"/> | Reduced Oxygen Packaging ( <i>under approved HACCP plan</i> ) | \$260 |
| <input type="checkbox"/> | Reduced Oxygen Packaging ( <i>limited to repackaging</i> )    | \$150 |
| <input type="checkbox"/> | School Cafeteria                                              | \$200 |
| <input type="checkbox"/> | Satellite or Seasonal School Cafeteria                        | \$100 |
| <input type="checkbox"/> | Supermarket                                                   | \$200 |
| <input type="checkbox"/> | Individual Water System                                       | \$ 70 |
| <input type="checkbox"/> | On-Site Liquid Waste Disposal                                 | \$ 70 |

**The following items are a summary of the minimum requirements for all stationary (not mobile) retail food service establishments in Skagit County.** You must be in compliance with requirements or have a waiver issued by the Health Officer. A copy of the retail food service facility and equipment requirements can be found in the Washington State Retail Food Code on the web at <http://www.doh.wa.gov/Portals/1/Documents/Pubs/332-033.pdf>

**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
- Indirect waste water plumbing to all food preparation sinks and warewash sinks.
- 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
- Durable, non-toxic, corrosion resistant food contact surfaces on utensils and equipment
- Counters, tables, shelves, drawers used for food or food contact equipment and ware storage made of or covered with durable, easily cleanable material such as stainless steel or non-porous hard plastic(not bare wood, painted wood, cardboard, nor contact paper)
- Durable, cleanable, non-absorbent, light colored walls, floors, ceilings, partitions in food preparation and food storage areas
- Adequate lighting with shatter proof covers in all food preparation and storage areas
- Screens or screen doors 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 cleaning wet floor cleaning tools and disposing mop water and similar liquid waste

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
- Food preparation sink(s) for washing produce and other food preparation activities
- Raw meat food preparation areas and equipment (separate knives, sinks and cutting boards) to prevent cross contamination with other foods
- 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.