



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

Skagit County Public Health and Community Services
 Environmental Public Health Division
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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

New Construction or Major* Remodel	Any Facility
Simple Food Service \$300 <i>Examples: Category 1 Small Food, Food Cart, Meat/Seafood Market, Packaged Food Store</i>	New operator of existing facility; OR
Complex Food Service \$500 <i>Examples: Small (categories 2 and 3), Large, Extra Large Restaurant, Supermarket, School Cafeteria, Mobile, Commissary Kitchen, Catering Operation</i>	Re-opening after closure longer than 6 months; OR
Additional Permit within Complex Facility \$ 50 Additional for Review - Individual Water \$50 Additional for Review – On-Site Septic \$50	Minor changes* to kitchen in an existing establishment; OR
<i>*Major remodel includes moving or adding plumbing fixtures, cooking or cold holding equipment, e.g.</i>	Significant menu changes at an existing establishment. \$200
	<i>* Minor changes include new surfaces, adding seating, etc.</i>

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.



Skagit County Public Health Department
FOOD SERVICE
MINIMUM FACILITY AND EQUIPMENT REQUIREMENTS

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 or <http://www.doh.wa.gov/CommunityandEnvironment/Food/FoodWorkerandIndustry/FoodSafetyRules.aspx>

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 curbed 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.



Skagit County Public Health Department

STATIONARY FOOD SERVICE PLAN REVIEW APPLICATION

If your unit is mobile, request a MOBILE plan review application

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 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
- STORE LIVE MOLLUSCAN 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)

