



# 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](mailto:EH@co.skagit.wa.us)
- Fax to 360-416-1501
- Mail to Environmental Public Health, 700 South 2<sup>nd</sup> 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](mailto:EH@co.skagit.wa.us) .



**PLAN REVIEW APPROVAL PROCESS FOR A RETAIL FOOD SERVICE**

Whenever you create a new retail food service, OR take over, remodel or significantly change the menu at an existing 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).**

1. Contact respective jurisdiction (city or county building departments) for zoning, building, fire, 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 with plans.** Review will not begin until all required documents are received. **Allow 30 days for review.**
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. When food service construction is completed per plans; all equipment, plumbing, and finishes are installed and functioning, call 416-1500 to schedule a pre-opening inspection. Allow two weeks to schedule the inspection. Make sure that you obtain any other necessary approvals of the facilities (building official, fire marshal, L & I, etc.) PRIOR to scheduling the Health Department pre-opening inspection.
5. Obtain final approval of the food service re-opening, construction, or remodel project from our department during the pre-opening inspection. Complete the application for the annual operating permit for your establishment and pay all applicable annual permit fees.
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 – Assessed per Schedule of Charges**

New Construction or Major* Remodel	Any Facility
<p><b>Simple Food Service</b>  <i>Examples:</i> Category 1 Small Food, Satellite Kitchen, Meat/Seafood Market, Packaged Food Store</p> <p><b>Complex Food Service</b>  <i>Examples:</i> Small (Categories 2 and 3), Large, Extra Large Restaurant, Mobile, Supermarket, School Cafeteria, Commissary Kitchen, Catering Operation</p> <p><b>Additional for Review - Individual Water</b>  <b>Additional for Review – On-Site Septic</b></p>	<p><b>Change in operator or re-opening after closure;</b></p> <p><b>Minor* changes to kitchen in an existing establishment;</b></p> <p><b>Significant menu changes at an existing establishment.</b></p>
<p><i>*Major remodel includes moving or adding plumbing fixtures, cooking or cold holding equipment, or major structural changes</i></p>	<p><i>* Minor changes include adding small equipment, resurfacing, etc.</i></p>

**AN ADDITIONAL HOURLY CHARGE MAY APPLY**

**☆After you have submitted a complete plan review packet and paid the plan review fee allow 30 days for a response by the plans examiner. When construction is complete you must schedule and pass a pre-opening inspection prior to operation.**

**Skagit County Department of Public Health**  
**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. See [www.skagitcounty.net](http://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)
- **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.



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

**Plan Review - Fees Assessed per Schedule of Charges**  
 Check all that apply

- New construction or remodel simple food service
- New construction or remodel complex food service
- Minor changes to kitchen in an existing establishment
- Significant menu changes at existing establishment
- Change in operator or re-opening after closure
- Individual drinking water system review
- On-site septic system review

TOTAL DUE.\$ \_\_\_\_\_

I will pay by cash  check  credit card  (person and number to call for credit card information \_\_\_\_\_)

**Plan Review Application**

Food Service name: \_\_\_\_\_ Parcel# \_\_\_\_\_

- Stationary food service (e.g. restaurant, grocery, café)       Mobile food service (e.g. food truck, trailer, cart)

Food Service address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Mobiles Only: \_\_\_\_\_ Size of fresh water tank (g) \_\_\_\_\_ Size of waste water tank (g)

► What is the expected date of opening? \_\_\_\_\_

- Re-opening of an existing establishment under a new name  
     ☆What is the name of the previous establishment? \_\_\_\_\_  
     ☆When did it close? \_\_\_\_\_

► Estimated total number of meals to be served daily: \_\_\_\_\_

► **All plan review applicants** must describe in detail the food service provided at this facility. Use additional paper as necessary.

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

- REFRIGERATE COMMERCIALY PACKAGED FOODS
- REFRIGERATE FOODS PREPARED IN FACILITY
- CLEAN AND CUT PRODUCE and/or THAW FOODS UNDER RUNNING WATER (Not allowed in a mobile)
- HANDLE COOKED MEATS and/or MAKE SANDWICHES
- HANDLE and/or COOK RAW MEATS
- SMOKE OR CURE MEATS OR SEAFOOD AS A METHOD OF PRESERVATION (Not allowed in a mobile)
- 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 (Not allowed in a mobile)
- PRESERVE FOODS USING A REDUCED OXYGEN PACKAGING METHOD, I.E: VACUUM SEALING, SOUS VIDE ,COOK CHILL,ETC
- PROVIDE SALAD BAR OR HOT FOOD BUFFET (Not allowed in a mobile)
- SERVE AS INCUBATOR OR COMMISSARY KITCHEN ONLY – no retail sales from this location
- PROVIDE CUSTOMER SEATING - HOW MANY SEATS? \_\_\_\_\_ BAR/COCKTAIL LOUNGE? \_\_\_\_\_ OUTSIDE? \_\_\_\_\_
- CATER/SERVE AT LOCATION OTHER THAN MAIN KITCHEN (does not include drop-off delivery)
- PRODUCE FOOD FOR WHOLESALE TO OTHER ESTABLISHMENTS (WSDA/USDA requirements must be met)

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

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**\* INCLUDE ALL ITEMS REQUIRED ON CHECKLIST FOR A COMPLETE PLAN REVIEW\***

**Applicant Signature**

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Skagit County Department of Public Health**  
**CHECKLIST FOR A COMPLETE PLAN REVIEW SUBMITTAL**

The Skagit County Department of Public Health will complete the plan review within 30 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 (360-416-1500). Refer to the "Washington State Retail Food Code Working Document" for details on code requirements.

1. **Application** for a Skagit County Department of Public Health Plan Review

- Complete in full
- Pay appropriate plan review fee (the fee is not refundable)

2. **Menu**

- List all foods to be served (include routine, cocktail **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 or for **Mobiles** the sanitary sewer location of waste water disposal
- 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 (Not required for **Mobiles**)

- 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 drawn **and clearly labeled on the floor plan. Be specific on type of sinks and equipment.**
  - Sinks (handwash, produce prep, meat prep, 3 compartment dish sink, utility or floor sink)
  - Equipment (hot holding, refrigeration, cooking, mixing, cutting, ice makers, beverage machines, etc.)
  - Plumbing (grease trap, indirect drainage, backflow prevention devices, water tanks and sizes for mobiles, etc.)
  - Food preparation areas (cutting blocks, tables, etc.)
  - Restrooms (both customer and employee)
  - Food and equipment storage areas
  - Chemical storage areas
  - Self-service areas (buffet line, salad bars, etc.)
  - Seating area: Indicate total number of customer seats:           Indoors: \_\_\_\_\_           Outdoors: \_\_\_\_\_

\*Include on the plans the statement "**PLAN CHANGES REQUIRE SKAGIT COUNTY PUBLIC HEALTH APPROVAL**"\*

7. **Written agreements**

- If 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.)
  - Mobile food service approval
- City or County Fire Marshal
  - Ventilation system, fire suppression systems, and emergency egress approval
- Washington State Liquor Control Board for liquor license
- City Clerk and/or the Washington State Department of Licensing for business license