



**Skagit County Public Health**  
**Environmental Health**  
**Food & Living Environment**  
**Food Establishment Permit Application**

<i>Office Use Only</i>	
Est. ID: _____	INV#: _____
RCVD Date: _____	By: _____ \$ _____
<i>EH Use Only</i>	
<input type="checkbox"/> PWS ID: _____	Grp: <input type="checkbox"/> A <input type="checkbox"/> B
<input type="checkbox"/> Additional areas, #: _____	

Fill out the application completely and submit with required attachments. See reverse for instructions and definitions.

**Applications submitted without required documents may be rejected or assessed a late fee.**

<b>Payment</b>	<input type="checkbox"/> Cash	<input type="checkbox"/> Check	<input type="checkbox"/> Money Order	<input type="checkbox"/> Card
	Cardholder Name & Phone _____			

**NOTE:** A 3% processing fee may be assessed on credit/debit transactions.

<b>Establishment</b>	Establishment Name			
	Street Address			
	City, State, Zip			
	Mailing Address			
	City, State, Zip			
	Phone		Email	
	Manager Name		Title	

<b>Ownership</b>	Owner Name			UBI	
	Phone			Email	
	Type	<input type="checkbox"/> Association	<input type="checkbox"/> Partnership	<input type="checkbox"/> Individual	<input type="checkbox"/> Corporation

<b>Hours</b>	<input type="checkbox"/> Year-Round	<input type="checkbox"/> Seasonal	Season Open Date			Season Close Date			
			Mon	Tues	Weds	Thurs	Fri	Sat	Sun
	Open								
	Close								

<b>Septic</b>	<input type="checkbox"/> N/A	Date Last Inspection		<input type="checkbox"/> Shared system, name:	
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<b>Attachments</b>	<b>All Permits</b>		<input type="checkbox"/> <b>Catering</b>	<input type="checkbox"/> <b>Mobile Units</b>
	<input type="checkbox"/> Menu	<input type="checkbox"/> Name, title, and address of all owners and/or officers	<input type="checkbox"/> Commissary Agreement	<input type="checkbox"/> Restroom Agreement
	<input type="checkbox"/> Floor plan		<input type="checkbox"/> Catering menu	<input type="checkbox"/> Commissary Agreement/Waiver
			<input type="checkbox"/> List of catering equipment	<input type="checkbox"/> Plate #: _____
		<input type="checkbox"/> Written plan of operation	<input type="checkbox"/> Copy of L & I tag	
			<input type="checkbox"/> List of service locations/route	

By signing this application, I attest that this application is complete and accurate. I agree to comply with the requirements of WAC 246-215 and SCC 12.36 and will permit the health officer or their agent to access the food establishment and review records and other information as required. I understand that permits are not transferrable between people or establishments and that all changes in operations must be approved in advance.

<b>Signature</b>		<b>Date</b>	
<b>Print Name</b>		<b>Title</b>	

## Skagit County Public Health – Food Establishment Permit Application

### Instructions

All food establishment permits must submit a renewal application annually with the appropriate fee and all required supporting documents. Complete applications are due before the expiration date of your current permit. Late or incomplete applications may be assessed a **\$50.00** late fee.

**All food establishments MUST submit the following with their renewal application:**

- Menu
- Floor plan
- Name, title, and address of all owner/officers

**Establishments using shared bathrooms** must submit an updated restroom agreement every year.

**Catering establishments must also submit:**

- Commissary agreement
- Catering menu
- List of equipment and vehicles used for catering events
- Written plan of operation describing how food is prepared, transported, and served at catering events

**Mobile food units must also submit:**

- Restroom agreements for each service location where you are parked for 1 or more hours
- Commissary agreement
  - Establishments approved for a commissary waiver at time of plan review must submit an updated waiver form instead
- Current vehicle registration (pushcarts exempt)
- Copy of L&I tag (pushcarts exempt)
- List of service locations/route

**Out-of-County operators:**

- If your business and/or commissary is based outside of Skagit County, include:
  - Current local health department permit
  - Most recent inspection

### Definitions

**Uniform Business Identifier (UBI):** A nine-digit number that registers you with several state agencies and allows you to do business in Washington State.

- You may apply for a UBI by submitting a Business License Application through the Washington Department of Revenue at <https://dor.wa.gov/open-business>.

**Catering operation:** a person or business who contracts with a client to prepare a specific menu and amount of FOOD in an APPROVED FOOD ESTABLISHMENT for service to the client's guests or customers at a different location.

- Catering does not include “to-go” or “delivery” food service where the food establishment relinquishes prepared food to the client and does not prepare, serve, or otherwise handle food outside the approved food establishment.

**Mobile food unit:** a readily moveable food establishment. This may include a food truck, trailer, push cart, or other portable unit.

**Commissary:** an APPROVED FOOD ESTABLISHMENT where FOOD is stored, prepared, portioned, or PACKAGED for service elsewhere.