



PLAN REVIEW APPROVAL PROCESS FOR A RETAIL FOOD ESTABLISHMENT

Whenever you create a new retail food establishment, 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. Review will not begin until all required documents are received. Allow 30 days for review.**
3. After our department has provided written/e-mail 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. **Plan review communication will occur via e-mail unless this is not an option for the applicant.**
4. **For remodel or new construction:** When food establishment 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 establishment 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 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 are assessed per Schedule of Charges for categories below

- **New Permit Holder for a FOOD ESTABLISHMENT previously approved by Skagit County Public Health**
- **Remodel or significant menu change at an existing establishment**
- **New construction of FOOD ESTABLISHMENT**

ADDITIONAL HOURLY CHARGES MAY APPLY IF YOUR PLAN REVIEW EXCEEDS TIME COVERED BY SET FEE

☆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 Public Health
MINIMUM FOOD ESTABLISHMENT FACILITY AND EQUIPMENT REQUIREMENTS

The following items are minimum requirements for all retail stationary food establishments in Skagit County. A complete description of the retail food establishment 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, indirectly drained
- 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
- Designated space to store equipment/utensils/dishes waiting to be washed/rinsed/sanitized
- Designated space for equipment/utensils/dishes to air dry after sanitizing
- Single use towel dispensers and liquid soap dispensers provided at all hand washing sinks
- Four-inch mop-board or sealed impermeable junctions at all floor/wall interfaces in food preparation, dishwashing, and food storage areas
- Restrooms for staff (and public if seating is provided) with flush toilets and 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
- 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

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

- Refrigeration adequate for cooling of hot foods for later service
- Raw meat food preparation areas and equipment (designated surface, separate knives, sinks and cutting boards) to prevent cross contamination with other foods
- Produce preparation areas and equipment, designated and separate from any raw meat preparation area and equipment
- 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.



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

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

- New construction of retail food establishment Fee - \$500.00
 Remodel or significant menu change Fee - \$300.00
 Change in permit holder/operator of existing retail food establishment Fee - \$200.00

TOTAL DUE.\$ _____

I will pay by cash check credit card person and number to call for credit card information:

Plan Review Application - Stationary Food Establishment

Food Establishment name: _____ Parcel# _____

Food Establishment address: _____ City: _____ Zip: _____

Applicant name: _____ Applicant phone: _____

Applicant mailing address (include city, zip) _____

Applicant email: _____ Applicant role: (contractor, operator, etc.) _____

Owner name: _____ Owner phone: _____

Public Water Source: _____ PWSID: _____

Wastewater: Public Sewer On-Site Septic – date of last inspection: _____

► 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: _____

► Describe the general type of food service planned. Examples:
Full service sit down restaurant serving Asian fusion style food, fast food restaurant focused on fried chicken with drive thru and seating, convenience store with fried food offered from hot cases, etc.

► CHECK ALL ACTIVITIES BELOW THAT ARE PLANNED TO OCCUR IN THE FOOD ESTABLISHMENT

ALL GREY HIGHLIGHTED ACTIVITIES CHECKED BELOW REQUIRE SUPPLEMENTAL PLAN(S) AS INDICATED.

PHF/TCS means potentially hazardous/time temperature control for safety foods

- REFRIGERATE COMMERCIALY PACKAGED FOODS – Total cubic feet of functional refrigeration space: _____
- REFRIGERATE FOODS PREPARED IN FACILITY
- WASH PRODUCE
- CUT PRODUCE
- THAW OR WASH RAW MEAT OR RAW SEAFOOD IN A SINK
 - Requires designated indirectly drained meat prep sink (separate from produce prep sink) labeled on plans.
- CUT OR PORTION RAW MEAT (INCLUDING POULTRY) OR SEAFOOD
 - Requires designated raw meat/seafood preparation area labeled on plans. This area cannot be used for produce or ready to eat food preparation.
- COOK MEAT, SEAFOOD, OR EGGS FROM RAW
- SERVE MEAT, SEAFOOD, OR EGGS UNDERCOOKED AS PART OF MENU OR ON CUSTOMER REQUEST
- COOK VEGETABLES OR STARCHES INCLUDING SOUPS, STEWS, SAUCES, PASTA, RICE ETC
- COOL HOT PHF/TCS COOKED IN ESTABLISHMENT (COOLING TO 41 OR BELOW FOR LATER USE)
 - Requires written plan for cooling and documentation of adequate refrigeration space on plans.
- REHEAT COMMERCIALY PACKAGED, PRE-COOKED, PHF/TCS (SUCH AS HOT DOGS, CANNED CHILI)
- REHEAT PHF/TCS COOKED AND COOLED IN ESTABLISHMENT
 - Requires written plan for reheating that documents reheating method to bring food to 165 within 2 hours and method used to assure food is only reheated once.
- HOT HOLD PHF/TCS
- USE GRIDDLE, GRILL, STOVE TOP, OR DEEP FRYERS TO COOK OR HEAT FOODS WITH OIL OR FATS
- PROVIDE SALAD BAR OR COLD FOOD BUFFET
- PROVIDE HOT FOOD BUFFET
- LEASE OR RENT OUT SPACE TO OTHER OPERATORS AS COMMISSARY KITCHEN – no retail sales from this location
 - Requires written plan for leasing kitchen space to other food service operators and sample lease agreement.
- CATER/SERVE AT LOCATION OTHER THAN MAIN ESTABLISHMENT (does not include drop-off delivery)
 - Requires catering menu, written plan, and equipment schedule sufficient to describe safe preparation, transportation, and service of food at catering locations. See supplemental catering form.
- SMOKE OR CURE MEATS OR SEAFOOD AS A METHOD OF PRESERVATION (SPECIAL PROCESS)
 - Requires Hazard Analysis and Critical Control Point Plan and may require variance from code.
- PACKAGE FOODS IN ESTABLISHMENT USING CANNING, VACUUM SEAL, COOK-CHILL, SOUS-VIDE OR OTHER REDUCED OXYGEN METHOD (SPECIAL PROCESS)
 - Requires Hazard Analysis and Critical Control Point Plan and may require variance from code.
- FERMENT FOODS OR LIQUIDS (SPECIAL PROCESS)
 - Requires Hazard Analysis and Critical Control Point Plan and may require variance from code.
- STORE LIVE MOLLUSCAN SHELLFISH IN A TANK (SPECIAL PROCESS)
 - Requires Hazard Analysis and Critical Control Point Plan and may require variance from code.
- PROVIDE CUSTOMER SEATING - HOW MANY SEATS? _____ BAR/COCKTAIL LOUNGE? _____ OUTSIDE? _____
- PRODUCE FOOD FOR WHOLESALE TO OTHER ESTABLISHMENTS (WSDA/USDA requirements must be met)

Equipment Schedule

Complete all information below for all food contact equipment (such as food processors, blenders, espresso machines etc), cooking equipment, sinks, and refrigerators. **Label each item by number on the floor plan.** If this information is incorporated in the floor plan you do not need to duplicate below. Use additional pages as necessary.

Item #	Equipment Name	Make and Model	NSF or ANSI approved For food service?
1.			
2.			
3.			
4.			
5.			
6.			
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9.			
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25.			
26.			

Finish Schedule

Complete all information below for all kitchen and other food preparation area surface finishes for food preparations counters or tables, floors, walls, ceilings. Describe backsplash finishes extending 2' from rim surface behind all sinks and food preparation counters. Add rows as needed. If this information is provided in plans you do not need to duplicate below.

Location #	Specific location – describe in detail (ex: Kitchen floor, scullery walls)	Finish material (ex: FRP, quarry tile, stainless steel etc.)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

SUBMIT ONE PAPER COPY AND ONE ELECTRONIC COPY OF ALL PLAN DOCUMENTS LISTED BELOW.

If you are unable to submit an electronic copy paper only will be accepted.

- Menu**
- Site plan** showing 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
- Facility floor plan** drawn neatly and to scale with all information below clearly labeled on plans.
 - Sinks (hand wash, produce prep, meat prep, 3 compartment dish sink, dishwasher, utility or floor sink)
 - Equipment (hot holding, refrigeration, cooking, mixing, cutting, ice makers, beverage machines, etc.)
 - Plumbing (grease trap, indirect drainage, floor drains, backflow prevention devices, , etc.)
 - Food preparation areas, labeled for type of preparation (produce, raw meat, cooked meat, sandwich, etc.)
 - Restrooms showing all plumbing features (both customer and employee)
 - Food and equipment storage areas
 - Chemical storage areas
 - Self-service areas (buffet line, salad bars, etc.)
 - Seating area
- Additional written plans as required by Activity Checklist**
- Lease agreement** when Permit Holder/Business Owner will be different from physical property owner

Applicant Signature

*Include on the plans the statement **“PLAN CHANGES REQUIRE SKAGIT COUNTY PUBLIC HEALTH APPROVAL”***
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 establishment:

Signature

Date