



Health & Community Services
San Juan County

P.O. Box 607 ♦ 145 Rhone, Friday Harbor, WA 98250
Phone: (360) 378-4474 Fax: (360) 378-7036

FOOD ESTABLISHMENT PERMIT APPLICATION
FOR NEW, REMODEL OR CHANGE OF OWNERSHIP

Office Use Only
Plan Review Fee: _____ Date: _____ Receipt #: _____
Food Establishment Permit Fee: _____ Date: _____ Receipt #: _____
Establishment Type: _____ Risk Category: _____

For NEW food establishments & REMODELS of existing establishments: Complete this page and submit all items on the checklist that appears on the next page, including the plan review fee listed on the fee schedule. THE APPLICATION MUST BE APPROVED, IN WRITING, BEFORE BEGINNING CONSTRUCTION.

For CHANGE OF OWNERSHIP: Complete this page, submit a copy of the Menu and Method of Preparation Chart, and submit the appropriate fee. New owners must possess a valid Food Worker Card, and ensure all employees have valid Food Worker Cards and timely renewals.

I. APPLICATION TYPE

[] New Operation [] Remodel of Existing FSE [] Ownership Change [] Other: _____
Project Scope/Brief Description of Proposal: _____

II. MAILING INFORMATION

Name of Establishment: _____ Island: _____
Establishment Site Address: _____
Owner's Name: _____ Telephone: _____
Mailing Address: _____ City: _____ State: _____ Zip: _____
Manager's Name(s): _____ Establishment Telephone: _____

III. ESTABLISHMENT INFORMATION

Number of Seats: _____ Smoke Free Establishment (Yes/No): _____
Months of Operation: (circle all that apply): Jan Feb Mar Apr May June July Aug Sept Oct Nov Dec
Days of Operation (circle all that apply): M Tu W Th F Sat Sun Hours: _____ to _____
Water Supply (circle one): Water System (specify name/ID#): _____ Other (describe)
Sewage Disposal (circle one): Sewer System (name): _____ Onsite Septic Other (describe)

The undersigned does hereby make application to operate a food establishment in compliance with the Rules and Regulations of both Washington State and the San Juan County Board of Health.
Applicant's Signature: _____ Date: _____



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**PROCEDURES & CHECKLIST FOR BUILDING A NEW FOOD ESTABLISHMENT
OR REMODELING AN EXISTING FOOD ESTABLISHMENT**

This packet will help guide you through the steps to build a new food establishment or remodel an existing establishment. This packet is intended as a guide only and may not answer all of your questions. If you have questions about this packet or any of the requirements, please contact our department at (360) 378-4474.

Complete and return the following to the health department:

- The **application packet**. (Keep a copy for your records)
- The **Plan Review Fee** (see fee schedule or contact our department).
- A copy of the proposed **menu**.
- The enclosed **method of food preparation chart** showing how menu items are prepared.
- A **list of equipment**, which includes all **refrigeration, cooking equipment, food warmers, sinks, ice machines, display cases, espresso machines, etc.** Please include the make and model numbers, if known. If you have not purchased the equipment, indicate whether you intend to buy commercial or residential style equipment.
- A **floor plan** drawn to scale (see example) which includes:
 - a **site plan** outlining the seating, restroom, and food preparation areas;
 - detailed **kitchen drawings** showing the equipment layout and location of work tables and counters;
 - a **finish schedule** for the floors, walls, and ceilings;
 - the location of all **plumbing fixtures**; and
 - the location of the **ventilation system**.

Once this information has been reviewed, you will receive written notice of either plan approval or changes required for Health Department approval. **IMPORTANT!! CHANGES TO YOUR PLANS MAY BE REQUIRED. DO NOT PROCEED WITH CONSTRUCTION UNTIL APPROVAL HAS BEEN GRANTED.**

Your project may also require approval from other agencies, for example:

- The Town or county building department may require permits for plumbing, electrical, mechanical, structural, ADA compliance or other work;
- The state revenue department for business registration;
- The state liquor board or gambling commission and;
- The sewer system (if applicable), to determine requirements (grease trap sizing, connection items, etc) for your food establishment.

Prior to opening your food service, you will have to complete these additional steps:

- Call our office to schedule an inspection at least two working days prior to opening.
- Pay the annual Food Establishment Permit fee.
- Contact the appropriate building department for a **Certificate of Occupancy**.
- Obtain valid Food Handler Cards for all employees, as required.

Plan Details

1. Sinks

- A) A three (3) compartment sink, with a drain board for soiled utensils ahead of the first compartment and a drain board for clean utensils after the 3rd compartment. The size of the 3-compartment sink must be large enough to accommodate immersion of the largest utensil/equipment used in the establishment. Indicate the size of the sink compartments in the application. In addition, (but not instead), a commercial dishwasher may be installed, which meets the current Food Code requirement for providing chemical or temperature sanitizing in the rinse cycle. Provide make and model of dishwasher on the application. Manual dishwashing sinks and commercial dishwashers must both have indirect waste drain lines.
- B) Handsinks are required in all food preparation areas. Handsinks must be conveniently located in each area where food is handled and/or prepped, and must remain accessible at all times. This may require more than one handsink per food establishment. Handsinks must be equipped with mixing faucets, handsoap and paper towels, and a waste receptacle.
- C) Hot water to all handsinks cannot exceed 120° Fahrenheit at the tap. You may need to install a tempering valve or a separate hot water heater to the handsink or boost water at other points, such as the dishwasher.
- D) Sufficient food preparation sinks are required if raw fruits and vegetables are washed or if meats are rinsed or thawed under running water. To prevent cross contamination, these processes require separate food prep sinks. The food preparation sink(s) must have an indirect waste drain line.
- E) A separate utility sink (mop sink) is required.
- F) Liquor service bars and taverns must have a 4-compartment sink plus a separate handsink. An approved glass washing machine with a pre-rinse sink may be substituted for the 4-compartment sink. The four-compartment sink provides separate areas for washing, rinsing, sanitizing dishes, glasses, and utensils; and a sink for disposal of liquid waste water.
- G) Provide a separate plumbing diagram that shows floor drains, (required in areas where floors are subject to wetting), grease trap (if required), and all sinks. Indicate which sinks are indirectly drained into a hub drain or floor sink.

2. Restrooms/Plumbing

- A) Employee restrooms are required. In addition, convenient public restrooms are required with on-premises consumption of food and beverages. Employees may use the same restrooms provided to the public. If the same restroom is to be used by both employees & the general public, access must not be through the kitchen, food preparation or storage areas.

Plan Details Continued:

- B) Every plumbing fixture and all sanitary drainage from a food service establishment must be connected to either a public sewer or an approved on-site sewage disposal system.
- C) An approved grease trap may be required for all food service establishments. Applicants must contact the sewer utility or septic system designer to determine if a grease trap is required. If required, indicate the location and size of the grease trap on the plumbing diagram.

3. Equipment

- A) Provide approved refrigeration and freezer units (walk-in coolers, reach-in refrigerators, sandwich prep refrigerators, refrigerated display cases, freezers, etc.). Make and model of all units (catalogue cuts) must be included. The number and capacity of units required will depend upon the menu and food preparation. An American National Standards Institute (ANSI) -accredited certification program must certify all units.
- B) Provide details of all cooking line equipment (deep fryers, stoves, grills, ovens, woks, steamers, etc.).
- C) Provide location of all equipment (steam tables, refrigeration units, etc.) in food service areas on floor plan.
- D) Show detail work areas (worktables, stationary cutting blocks, counters, etc.).
- E) Indicate storage areas, shelves and cabinets.
- F) Indicate self-service areas with sneeze guards (buffet lines, salad bars, self-service beverage, etc.).

4. Finishes

- A) Specify the finish of the floors, walls and ceilings in all areas. Floors, walls and ceilings must be smooth and easily cleanable, and impervious to water (anti-slip floor coverings or applications may be used for safety reasons).
- B) The junction of the floor and wall must be coved. Floor wall junctions must have a coved base.
- C) All wood services (doors, trim, shelves, cabinets, etc.) must be sealed.
- D) No exposed plumbing or wiring is allowed.
- E) All equipment and cabinetry must be flushed mounted to counters, walls or floors, or be raised/located to allow for cleaning underneath.

Plan Details Continued:

5. Ventilation/Miscellaneous

- A) Show mechanical exhaust ventilation systems. Contact the local building department for specifications.
- B) All light fixtures must be shielded or covered to prevent a broken light bulb from contaminating unwrapped food.
- C) Show employee locker areas or employee dressing rooms.
- D) Describe any steps taken to control & minimize the presence of insects and rodents.
- E) Requirements exist for backflow prevention devices if using a carbonator or hose bib. Please inquire for details. (5.203.14-15).

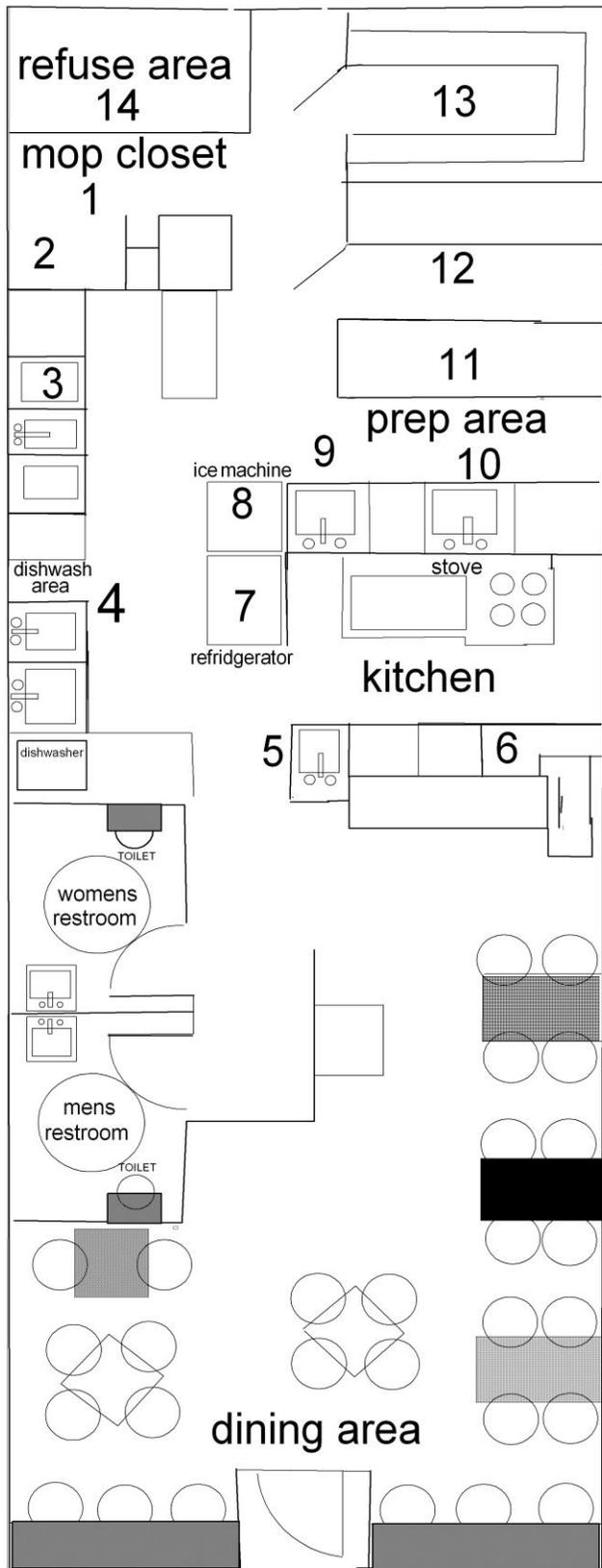
6. Additional Requirements for Mobile Food Establishments only:

Please contact our department if there are questions about whether this section applies to your Food Establishment Permit Application. Mobile Food Units must note information in Chapter 9 of the Food Code Working Document.

- A. Location of commissary or servicing area: (A) Describe activities performed for the food establishment at this location.
- B. Include floor plan or diagram indicating relevant features
- C. What is the primary function of the place used as commissary or servicing area?
- D. Include location of any additional storage of food, equipment or supplies used in the food establishment.
- E. Describe “where” and “when” the mobile establishment will operate. You must update this information if changes are made.
- F. Identify location of restroom available for employees. It must be within 200 feet of a location used for more than one hour. It must have hot and cold running water, handsoap and paper towels for handwashing after using the toilet.
- G. Identify water source and onboard plumbing specifications.
- H. Identify source of ice and method of storage on mobile unit.
- I. Identify sewage and wastewater plumbing specifications and disposal method or location.
- J. Describe cleaning schedule.
- K. Identify business name posted on the mobile unit.

Sample Floor Plan, Equipment Schedule & Finish Schedule

This plan meant to illustrate health department requirements only



Equipment Schedule	
Number	Item
1	Mop Sink
2	Hot Water Heater
3	3-Compartment Pot & Pan Wash Sink w/drainboards
4	Dishwasher with two compartment Pre-Wash Sink and drainboard
5	Hand Sink
6	Sandwich Preparation Refrigerator
7	Reach-In Refrigerator
8	Ice Machine
9	Hand Sink
10	Food Preparation Sink
11	Stainless Steel Work Counter
12	Walk-In Refrigerator
13	Walk-In Freezer
14	Garbage Area

Finish Schedule	
Location	Material
Floor:	
Kitchen	Vinyl Comp. – Tile w/Base Coving
Restroom	Vinyl Comp. – Tile w/Base Coving
Dining	Low Pile Carpet
Garbage	Sealed Concrete
Wall:	
Kitchen	Gypsum Board w/Enamel Paint
Cook Line	Stainless Steel
Dishwash	Gypsum Green Board w/FRP ¹ Board
Restroom	Gypsum Board w/FRP Board or Equal
Dining	Gypsum Board w/Enamel Paint
Ceiling:	
Kitchen	Gypsum Board w/Enamel Paint
Dining	Suspended w/Acoustical Tile
Restroom	Suspended w/Acoustical Tile
Misc.	
Counters	Stainless Steel & Formica®
Shelving	Stainless Steel
Cabinetry	Sealed Wood

¹FRP – Fiberglass Reinforced Plastic

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