APPLICATION GUIDELINES
Food Service Establishments

The purpose of this form is to guide you through the steps necessary to obtain a food service establishment food permit for a new or remodeled establishment. These guidelines also apply to an establishment’s change in ownership. This is not intended to be a complete list, but one of many tools in meeting the requirements for your food establishment.

- **Do your research!**
  - Use the Retail Food Code (WAC 246-215) as a resource: [https://www.doh.wa.gov/Portals/1/Documents/Pubs/32-033.pdf](https://www.doh.wa.gov/Portals/1/Documents/Pubs/32-033.pdf)

- Submit the **Food Service Establishment Permit Application** at least three weeks before the planned opening of your establishment (WAC 246-215-08310).
  - Your plan review payment is required at the time of application submission. You will be responsible for pre-operational fees as well as your type of permit fee after you receive your plan review approval letter (see [current fee schedule](#)). Payments can be accepted online at [www.jeffersoncountypublichealth.org](http://www.jeffersoncountypublichealth.org) or by calling (360)385-9444 as well as in person at our office at 615 Sheridan Street Port Townsend, WA
  - The applications are available online at: [https://www.co.jefferson.wa.us/615/Food-Service-Info-Applications](https://www.co.jefferson.wa.us/615/Food-Service-Info-Applications).
  - Submit the completed application to the Jefferson County Environmental Public Health Department office.

- **As attachments to your application, submit the following documents:**
  - A completed **Plan Review Requirements Form**.
  - Your establishment’s floor plans, site plan, and equipment list.
  - Full food and beverage menus (with special processes/HACCP documentation if applicable).
  - Commissary Agreement, if applicable.

**Schedule a pre-operational inspection at least 3 days prior to opening.**

**Call (360) 385-9444 to schedule a pre-opening inspection.**

You may also need to check with:

<table>
<thead>
<tr>
<th>Jefferson County Community Development Services or The City of Port Townsend building department for zoning and/or building codes approval</th>
<th>Washington State electrical inspector (Department of Labor and Industries)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Washington Department of Licensing or city clerk for business license</td>
<td>Cross-connection control specialist (if connected to a public water system)</td>
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</tbody>
</table>
FOOD SERVICE ESTABLISHMENT
PLAN REVIEW APPLICATION

Please Allow Three Weeks to Review Your Application
Plan Review fee (minimum 2 hours) $113.00 per hour = $226.00 Change of ownership/ menu, $141.00.
Payment is required upfront and are non-refundable.

<table>
<thead>
<tr>
<th>Food Service Establishment Name</th>
<th>Applicant Information</th>
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<tbody>
<tr>
<td></td>
<td>□ Business Owner</td>
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<tr>
<td>Food Establishment Location:</td>
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<tr>
<td>Address City Zip Code</td>
<td>Email Phone</td>
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<tr>
<td>Mailing Address:</td>
<td>UBI Parcel Number</td>
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<td></td>
<td>Business Owner/Applicant Name</td>
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<tr>
<td>Hours of Operation:</td>
<td>Planned opening date:</td>
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<td>Days of operation:</td>
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</table>

Application Type

- □ New Facility
- □ Remodel
- □ Mobile
- □ Catering, with an existing permit
- □ Catering, Stand-Alone
- □ Change of Owner or menu

Permit Class (check one)

Category 1—Limited Risk: Food is commercially pre-packaged and may or may not be potentially hazardous (requires cold holding). Examples include pre-packaged yogurts or oatmeal and pre-packaged sandwiches/burritos heated for immediate consumption.

- □ $260.00

Category 2—Moderate Risk/ Fresh foods are handled during preparation of salad, fruit cups, sandwiches, or any other ready to eat foods. Also includes cooking raw meats and seafood, cold and hot holding but NO cooling or reheating of potentially hazardous foods.

- □ $365.00

Category 3—High Risk: Processes include all included in categories 1 & 2 in addition to cooling and reheating of potentially hazardous foods.

- □ $614.00

Other Fees—Lounge endorsement, catering endorsement, plan review fee, variance, etc...

- □ See current fee schedule

Certification and Acknowledgement

By signing this document, I certify that the information provided is true and accurate to the best of my knowledge. I understand that:

- □ Any Changes to the menu, equipment, floor plan, or services after submittal will result in postponement of my application review. Changes must be reviewed and approved by JCEPH, additional paperwork and fees may be required.

- □ Any Changes to the menu, equipment, floor plan, or services after approval must be reviewed and approved by JCEPH and additional paperwork and fees may be required.

Owner/Applicant Signature

- a) legal owner:
- b) billing contact:
- c) operator:
- d) Number of seats:

To review of your application, we need ALL of the following:

- □ Plan Review Fee
- □ Plan Review Requirements
- □ Site Plan
- □ Menu
- □ Floor Plan
- □ Equipment List
- □ Finish Schedule

Page/Sheet Number Office Use
New or Remodeled Food Service Establishment Requirements**

**Some items may not be required for limited food service establishments or beverage bars. Please consult our office for more information or consult the WA State Retail Food Code here: https://www.doh.wa.gov/Portals/1/Documents/Pubs/332-033.pdf

Drinking Water Source: Potable water must be from public system or JCEPH otherwise approved well water.

Connection to an existing approved public water system: Yes □ No □ N/A □

Name of public water system: ______________________________

Public water system I.D. number: ______________________________

Connecting to a well: Yes □ No □ N/A □

In order to use your own potable well, you must have the water system approved as a public water system from Jefferson County Environmental Public Health (JCEPH) or the Washington State Department of Health. Please contact our office to determine the approval requirements. Your water system must be approved prior to operating the food service establishment.

Sewage Disposal: Establishment must be connected to public city sewer or JCEPH approved private septic system.

Connected to public sewer: Yes □ No □ N/A □

If yes, name: ______________________________

Connecting to an on-site sewage system: Yes □ No □ N/A □

If your establishment is connecting to an on-site sewage system, a review of our records will be accomplished to ensure it was permitted and approved. Food Establishment sewage systems are required to be checked on an annual basis. The owner is required to supply the Jefferson County Environmental Public Health Department with a record of any maintenance or checks performed annually. A list of septic system pumpers is available at our office.

Grease trap installed and accessible for easy cleaning. Yes □ No □ N/A □

Sinks/Dishwashing:

Three-compartment sink installed for washing, rinsing and sanitizing equipment and utensils that is large enough for complete immersion of equipment and utensils, except fixed and excessively large equipment: Yes □ No □ N/A □

Commercial food service dishwasher installed with indicating thermometers on machine. Ware washing dishwasher must have a backflow assembly installed on the plumbing between dishwasher and sewer line: Yes □ No □ N/A □

Hot and cold running water provided to all required plumbing fixtures: Yes □ No □ N/A □
Drain boards at dishwashing equipment drain by gravity installed for both clean and soiled tableware and equipment: Yes □  No □  N/A □

If no, indicate provisions for air drying of cleaned items and placement of soiled items:

One or two-compartment sink installed for food preparation: Yes □  No □  N/A □

Separate hand washing sink installed in food preparation area: Yes □  No □  N/A □

Single-use hand towel dispenser or heated air hand dryers and liquid soap, provided at kitchen hand washing sink: Yes □  No □  N/A □
(The use of hand sanitizer or a bleach bucket is not a substitute for hand washing.)

Mop sink installed outside food preparation area: Yes □  No □  N/A □

**Equipment**

Fountain syrup dispenser system isolated from water supply with a vented dual check valve or other approved backflow prevention device (Fountain soda dispenser): Yes □  No □  N/A □

Appropriate indicating thermometers provided for all hot and cold food service equipment, food storage and food transport units: Yes □  No □  N/A □

Equipment and utensils for food service are with the current standards and listing of the National Sanitation Foundation (NSF): Yes □  No □  N/A □

If equipment and utensils are not NSF approved, please explain:

Buffet and/or salad bar commercial quality construction, equipped with sneeze guards and capable of maintaining potentially hazardous foods at 135°F or above, or 41°F or below during service: Yes □  No □  N/A □

Adequate commercial refrigeration for cooling foods, cold holding, and storage of raw and ready to eat potentially hazardous foods. Yes □  No □  N/A □

**Drains**

Salad bar indirectly drained: Yes □  No □  N/A □

*Indirect drain is a drain that has an air gap between piping segments or between the outflow pipe and floor drain to prevent backflow from occurring.

WAC 246-215 states that the air gap between the water supply inlet and flood level rim must be at least twice the diameter of the water supply inlet and not less than 1 inch.

Food preparation sinks indirectly drained: Yes □  No □  N/A □
Dishwasher/triple sink indirectly drained: Yes □ No □ N/A □

Dipper well indirectly drained: Yes □ No □ N/A □

Ice machine and ice bins indirectly drained: Yes □ No □ N/A □

Surfaces: All finishes must be easily cleanable, nontoxic, noncorrosive, nonabsorbent, light in color, smooth and NSF certified. This includes equipment, dishes, food contact and nonfood contact surfaces, floors, walls, ceilings etc.

Cutting blocks hard maple or similar non-absorbent material: Yes □ No □ N/A □

Carpeting installed in establishment: Yes □ No □ N/A □
Location: ____________________________

Two foot backsplashes provided behind all sinks, food preparations surfaces: Yes □ No □ N/A □

Installation of utility service lines does not obstruct floor, wall, ceiling and equipment cleaning: Yes □ No □ N/A □

Storage
Permeable food storage containers are kept 6” off the floor and protected from contamination: Yes □ No □ N/A □

Exposed or unprotected sewer lines or other utility lines constructed in a manner that does not subject foods and containers of foods to contamination: Yes □ No □ N/A □

Separate area provided for cleaning equipment such as mops, brooms, chemicals etc.: Yes □ No □ N/A □
Location of these items: ____________________________

Designated location for employee storage of personal belongings: Yes □ No □ N/A □
Location: ____________________________

Adequate lighting provided throughout establishment. Yes □ No □ N/A □

Lights shielded from breakage in the food preparation, service, storage and display areas and where utensils and equipment are cleaned and stored: Yes □ No □ N/A □

Ventilation
Ventilation and fire suppression equipment installed for facility, toilet rooms, and cooking equipment as required: Yes □ No □ N/A □

Filters or other grease-extracting equipment used in ventilation devices readily removable for cleaning and replacement, or designed to be cleaned in place: Yes □ No □ N/A □
<table>
<thead>
<tr>
<th>Requirement</th>
<th>Yes □</th>
<th>No □</th>
<th>N/A □</th>
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<tbody>
<tr>
<td>Liquor bar constructed:</td>
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<tr>
<td>Handwashing sink installed at bar:</td>
<td>Yes □</td>
<td>No □</td>
<td>N/A □</td>
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**Restrooms**

**Public Restrooms**
Health Department regulations require public restrooms when customer seating is provided.

**Employee Restrooms**
Hand washing sink with liquid soap and hand towel(s) or heated air hand drying devices and toilet tissue dispenser provided in toilet room(s):

Hot (minimum temperature of 100°F) and cold running water provided through a mixing faucet:

**Pest Control**
Only pesticides approved for food establishments used:

All vents and openings to the outside with heavy wire mesh or screen used to exclude rats and other rodents:

Screens or other devices used to prevent flies and other pests from entering the food service establishment:

**Garbage Storage and Removal**
Durable, easily cleanable, leak-proof, covered garbage and refuse containers provided (outside storage area, kitchen and toilet rooms):

**Additional Requirement for Mobile Units**
Letter/lease giving permission for mobile operators to use Restrooms (within 200 feet), parking site, and approved commercial kitchen:

Grey water tank is 15% larger than potable water tank and has a capacity of minimum 5 gallons fresh water storage:

Food grade hose for filling potable water tank:

All mobile food units must contact The Washington State Department of Labor and Industries (LNI at 1-800-547-9411) for an electrical inspection. No permit can be issued until your mobile food unit has passed the LNI inspection. Be ready to show copy of approved inspection.
### Commercial Equipment List (write below if not enough space):

<table>
<thead>
<tr>
<th>Item</th>
<th>Make</th>
<th>Model</th>
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### Finish Schedule:

<table>
<thead>
<tr>
<th>Area in Facility</th>
<th>Floor Material/Finish</th>
<th>Walls Material/Finish</th>
<th>Ceilings Material/Finish</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kitchen</td>
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<tr>
<td>Bathrooms</td>
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<tr>
<td>Storage Area</td>
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<tr>
<td>Bar (if applicable)</td>
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<tr>
<td>Walk-in fridge/freezer</td>
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<tr>
<td>Dish washing area</td>
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<tr>
<td>Misc. Food Prep areas</td>
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<tr>
<td>Janitorial area</td>
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<tr>
<td>Other:</td>
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Floor Plan

Attach a floor plan drawing, **to scale** (please provide scale), on a separate piece of paper showing the following:

- Name of the establishment,
- All fixed equipment including hand washing sinks, triple sinks, dishwashers, storage units, ventilation hoods, ice machines, etc. (please label all fixed equipment on the floor plan),
- Each room and separated area by name, such as food storage room, food preparation room, dining area, restroom, etc.,
- The size of each room and separated area by footage (length and width, not square feet), and
- Plumbing details (May include location of dumpster drain.)
- Copy of proposed Menu with appropriate consumer advisory if necessary.

If this application is submitted before the completion of a restaurant remodel, or new construction, the plans must stay the same as in the attached drawing. If the floor plans in the food establishment change, a new drawing must be submitted to JCEPH.

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
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