



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. An application for a permit shall be deemed to have been abandoned 180 days after the date of filing, unless such application has been pursued in good faith or a permit has been issued.

- Do your research!**
- Use the Retail Food Code (WAC 246-215) as a resource:
<https://www.doh.wa.gov/Portals/1/Documents/Pubs/332-033.pdf>
- Submit the **Food Service Establishment Permit Application** at least three weeks before the planned opening of your establishment (WAC 246-215-08310).
 - o 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 or by calling (360)385-9444 as well as in person at our office at 615 Sheridan Street Port Townsend, WA
 - o The applications are available online at:
<https://www.co.jefferson.wa.us/615/Food-Service-Info-Applications>.
 - o Submit the completed application to the Jefferson County Environmental Public Health Department office.
- As attachments to your application, submit the following documents:
 - o A completed **Plan Review Requirements Form**.
 - o Your establishment's floor plans, site plan, and equipment list.
 - o Full food and beverage menus (with special processes/HACCP documentation if applicable).
 - o 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:

| | |
|--|---|
| Jefferson County Community Development Services or The City of Port Townsend building department for zoning and/or building codes approval | Washington State electrical inspector (Department of Labor and Industries) |
| Washington Department of Licensing or city clerk for business license | Cross-connection control specialist (if connected to a public water system) |



FOOD SERVICE ESTABLISHMENT PLAN REVIEW APPLICATION

| Please Allow at Least Three Weeks to Review Your Application Plan Review fee (minimum 2 hours) \$121 per hour = \$242. Change of ownership/menu, \$151. Payment is required upfront and is non-refundable. | | | |
|---|--|---|--|
| Food Service Establishment Name | | Applicant Information | |
| | | <input type="checkbox"/> Business Owner | <input type="checkbox"/> Contractor |
| | | <input type="checkbox"/> Project Manager | |
| Food Establishment Location: | | Email | Phone |
| | | UBI | Parcel Number |
| Address | City | Business Owner/Applicant Name | |
| Mailing Address: | | | |
| Hours of Operation: | | Planned opening date: | |
| Days of operation: | | | |
| Application Type | | | |
| <input type="checkbox"/> New Facility | <input type="checkbox"/> Remodel | <input type="checkbox"/> Mobile | |
| <input type="checkbox"/> Catering, with an existing permit | <input type="checkbox"/> Catering, Stand-Alone | <input type="checkbox"/> 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. | | <input type="checkbox"/> \$277 | |
| 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. | | <input type="checkbox"/> \$390 | |
| Category 3 —High Risk: Processes include all included in categories 1 & 2 in addition to cooling and reheating of potentially hazardous foods. | | <input type="checkbox"/> \$654 | |
| Other Fees —Lounge endorsement, catering endorsement, plan review fee, variance, etc. | | <input type="checkbox"/> See current fee schedule | |
| Certification and Acknowledgement | | Checklist | |
| <i>By signing this document, I certify that the information provided is true and accurate to the best of my knowledge. I understand that:</i> | | To review of your application, we need ALL of the following: | |
| <input type="checkbox"/> 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. | | <input type="checkbox"/> Plan Review Fee | |
| <input type="checkbox"/> 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. | | <input type="checkbox"/> Plan Review Requirements | |
| Owner/Applicant Signature | | <input type="checkbox"/> Site Plan | |
| | | <input type="checkbox"/> Menu | |
| | | <input type="checkbox"/> Floor Plan | |
| | | <input type="checkbox"/> Equipment List | |
| | | <input type="checkbox"/> Finish Schedule | |
| a) legal owner: | b) billing contact: | c) operator: | d) number of seats: |



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: (The use of hand sanitizer or a bleach bucket is **not** a substitute for hand washing.) Yes No N/A

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 (Fountainsoda 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

Liquor bar constructed: Yes No N/A
Handwashing sink installed at bar: Yes No N/A

Restrooms

Public Restrooms

Health Department regulations require public restrooms when customer seating is provided. Yes No N/A

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): Yes No N/A

Hot (minimum temperature of 100°F) and cold running water provided through a mixing faucet: Yes No N/A

Pest Control

Only pesticides approved for food establishments used: Yes No N/A

All vents and openings to the outside with heavy wire mesh or screen used to exclude rats and other rodents: Yes No N/A

Screens or other devices used to prevent flies and other pests from entering the food service establishment: Yes No N/A

Garbage Storage and Removal

Durable, easily cleanable, leak-proof, covered garbage and refuse containers provided (outside storage area, kitchen and toilet rooms): Yes No N/A

Additional Requirement for Mobile Units

Letter/lease giving permission for mobile operators to use Restrooms (within 200 feet), parking site, and approved commercial kitchen: Yes No N/A

Grey water tank is 15% larger than potable water tank and has a capacity of minimum 5 gallons fresh water storage: Yes No N/A

Food grade hose for filling potable water tank: Yes No N/A

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. Yes No N/A

Commercial Equipment List (write below if not enough space):

| Item | Make | Model |
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Finish Schedule:

| Area in Facility | Floor Material/Finish | Walls Material/Finish | Ceilings Material/Finish |
|------------------------|-----------------------|-----------------------|--------------------------|
| Kitchen | | | |
| Bathrooms | | | |
| Storage Area | | | |
| Bar (if applicable) | | | |
| Walk-in fridge/freezer | | | |
| Dish washing area | | | |
| Misc. Food Prep areas | | | |
| Janitorial area | | | |
| Other: | | | |

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.

| | |
|-------------------------------|--------------------------|
| <p>Signature</p> <hr/> | <p>_____</p> <p>Date</p> |
|-------------------------------|--------------------------|