

# Food Establishment Application



A person wanting to operate a new food establishment shall submit a permit application and a plan review packet at least 30 calendar days prior to the desired date of opening. Renewal applications must be submitted prior to your expiration date.

New owners are required to submit a new application at least 2 weeks prior to the change of ownership. New owners are subject to a change of ownership fee. A change of ownership may require an initial inspection by your sanitarian.

In Klickitat County your facility's yearly operating permit is based on an operating fee and a complexity fee. Establishments limited to a specific menu/operation have a flat operating fee and are not charged on complexity level, those are highlighted below. New construction for an establishment or remodel of an existing establishment is subject to plan review requirements and fees.

**Level I Complexity:** Menu or service items are limited to prepackaged non-PHF or prepackaged PHFs that require cold holding. Menu items may include snacks, baked goods, dairy products, prepackaged deli meats (cold), frozen prepackaged burritos, prepackaged sandwiches or salads

**Level II Complexity:** Menu or service items are limited to simple cooking, heat for service, heat for hot holding, or food preparation of ready to eat foods (salads, sandwiches). Menu items may include soups, hamburger cooked for immediate service; product is cooked to the proper temperature and served immediately or hot held at 135F

**Level III Complexity:** All processes in complexity I and II are allowed. Further processes include proper cooling procedures. Complex cooking procedures or complex processes are allowed. Processes include acidification, cook-chill, reduced oxygen packaging, smoking, sous-vide or other processes. All complex process require a variance and HACCP

**Please mark the boxes below that correlate with the type of establishment you operate.**

Type of Establishment	
<input type="checkbox"/> Establishment w/ Public Sewer	<b>170</b>
<input type="checkbox"/> Establishment w/ OSS	<b>190</b>
<input type="checkbox"/> Bed and Breakfast w/ Public Sewer	<b>175</b>
<input type="checkbox"/> Bed and Breakfast w/ OSS	<b>190</b>
<input type="checkbox"/> Catering	<b>50</b>
<input type="checkbox"/> Farmers Market	<b>80</b>
<input type="checkbox"/> Community Kitchen	<b>80</b>
<input type="checkbox"/> School Kitchen	<b>150</b>
<input type="checkbox"/> School Satellite	<b>50</b>

Complexity Level	
<input type="checkbox"/> Level I	<b>0</b>
<input type="checkbox"/> Level II	<b>125</b>
<input type="checkbox"/> Level III	<b>175</b>

Plan Review Fees	
<input type="checkbox"/> New Construction	<b>150</b>
<input type="checkbox"/> Remodel	<b>100</b>
<input type="checkbox"/> Change of Ownership	<b>100</b>

### Operating Hours

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

If you are operating seasonally, please provide the months of operation: \_\_\_\_\_

Goldendale Office  
228 West Main Street  
MS-CH 14  
Goldendale, WA 98620  
509-773-4565

Klickitat County Health Department

White Salmon Office  
501 NE Washington St/ PO Box 159  
White Salmon, WA 98672  
509-493-1558

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Is this a new application, change of ownership, or renewal? \_\_\_\_\_

## Facility Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Facility Phone: \_\_\_\_\_

Commissary Address (if applicable): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

## Contact/Mailing Information

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Contact Email: \_\_\_\_\_

## Owner Information

Corporation Name: \_\_\_\_\_

Individual Name: \_\_\_\_\_

Owner Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Owner Phone: \_\_\_\_\_

Owner Email: \_\_\_\_\_

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Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

***As the manager and or owner/operator of this facility, I do hereby make application for a permit to operate a food service establishment in compliance with the Rules and Regulations of the State Board of Health for Food Service Chapter 246-215 WAC. I understand that this permit is NON-REFUNDABLE and NON-TRANSFERABLE to a new owner or location.***

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Along with your food establishment application, you are required to go through the plan review process. Plan review fees are non-refundable. Please provide the items listed below for the plan review process.



A complete permit application (previous pages)

- Copy of your business license
- Water and Sewer/OSS verification
- A menu (provide an intended menu or a list of the foods to be served)
- Method of food preparation for **ALL** menu items (see attached sample), include any specialized processes
- Complete list of wholesale food providers
- Floor plan (drafted/drawn to 1/4 inch = 1 foot) of the proposed facility that includes the following:

Provide Plumbing Information and Show:

- Location of sinks, including the handwash sink(s), food preparation sink(s), and the service sink
- Location and type of drains
- Location of toilet(s) and
- Location of garbage storage facilities

Provide Equipment Information and show:

- Location and type of NSF or ANSI refrigeration, walk-in units, and freezers
- Location of ice-making equipment and their indirect drain
- Location of cooking, reheating, and hot-holding equipment
- Location of warewashing and associated equipment, or location of the 3 compartment sink with a drain board

Also Show the Location of:

- Employee's lockers or area for personal item storage
- Dry food storage and shelves
- Provide a brief finish schedule (see attached sample)

- All applicable fees must be paid

All of the above items must be submitted when you pay for your plan review. Plan review fees are as follows; new construction is **\$150** and remodel/review of an existing establishment is **\$100**. Review the following pages for compliance standards with WAC 246-215. Any detailed questions regarding your plan review or application process can be directed at the Environmental Health Staff.

A plan review approval letter will be mailed, or an email will be sent when the review process has been approved. Call at least 2 weeks prior to schedule your preopening inspection.

After your preopening inspection is complete and any/all issues are resolved, approval will be given to operate. You must then pay for your annual permit. No monetary transactions can occur in the field.

# Food Establishment Application

## STATE BOARD OF HEALTH STANDARDS COMPLIANCE WITH WAC 246-215 IS REQUIRED



- 1. WATER SUPPLY.** The water supply must meet the Washington State requirements for a public water system in compliance with chapters 246-290 and 246-215. If the food establishment is not a public water system, **FIRST** apply for a Small Public Water Supply **BEFORE** you apply for a food establishment plan review.
- 2. SEWAGE SYSTEM.** All liquid wastes, including gray water, mop water and ice melt, must be disposed into an approved sewage disposal system. If the food establishment will not be using public sewer, **FIRST** obtained approval of the on-site septic system **BEFORE** you apply for a food establishment plan review.
- 3. CONSUMER ADVISORY.** A consumer advisory must be posted if there is raw or undercooked food of animal origin or unpasteurized fruit and vegetable juices packaged in the food establishment. The consumer advisory must consist of a DISCLOSURE and a REMINDER. Identification of the item(s) must be on a menu, table tent, placard, or other printed means. (3-603.11)
- 4. HANDWASH SINKS.** Handwash sinks must be located in the food preparation, food dispensing, **and** warewashing areas and used exclusively for hand washing. (5-204.11) Handwash sinks shall have minimum hot water temperature of 100° F. (5-202.12 (A) and cold water provided through a mixing faucet. There must be hand soap and single use towels at the sink. Automatic faucets, if used, must have a minimum cycle of 15 seconds. (5-202.12 (C). There must be hand washing reminder signs at all sinks used by food employees.
- 5. FOOD PREPARATION SINK.** Provide sufficient **and separate** food preparation sink in which food may be washed, rinsed, drained, cooled or thawed. A food preparation sink may not be used for hand washing or utensil washing.
- 6. WAREWASHING SINKS/MACHINES FACILITIES.** Provide a mechanical dishwasher with a two-compartment sink **or** a three-compartment sink with a drain board for cleaning and sanitizing equipment. A warewashing sink may not be used for hand washing.(4-501.15)
- 7. SERVICE/MOP SINK.** Provide at least 1 service sink or curbed cleaning facility equipped with a floor drain for cleaning mops and the disposal of mop water and similar liquid waste. (5-203.13) Mops may not be cleaned in food preparation, hand washing or utensil washing sinks.
- 8. PLUMBING.** Provide plumbing sized, installed and maintained in accordance with applicable state and local plumbing codes. Provide indirect drains from the ice machine, food preparation sinks, beverage ice sinks, salad bars, dipper wells and mechanical dishwashers into a floor sink, hub drain or similar device. Provide a properly vented dual check valve device or an approved reduced pressure back flow assembly between copper pipe or tubing and carbonated beverage dispensing machines.
- 9. REFRIGERATION.** Provide National Sanitation Foundation (**NSF**) refrigeration units and shelving design in walk-in units sufficient for all necessary foods and for rapid cooling, pre-chilling, thawing, and for the separation of raw meats, aquatic foods and poultry from other foods.
- 10. THERMOMETERS.** All refrigeration equipment must have thermometers accurate to  $\pm 3^{\circ}$  F. There must be at least one metal stem thermometer (pocket thermometer) accurate to  $\pm 2^{\circ}$  F to monitor hot and cold food preparation and food holding. This stem thermometer should have a range of at least 0°F to 220° F. Provide a small-thin tipped thermometer for thin pieces of potentially hazardous foods.

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11. **FLOORS, WALLS, CEILING.** The floors, walls, and ceilings shall be smooth, durable and easily cleanable, and water impervious and grease resistant in areas subject to moisture. (6-101.11) Ceiling studs, joists and rafters **shall not be exposed** in food preparation areas, equipment washing and utensil washing areas, toilet rooms, walk-in refrigeration units, and vestibules. If exposed in other rooms or areas, they shall be finished to provide an easily cleanable surface.
12. **TOILETS.** Toilet room(s) must have automatic door closing devices, mechanical ventilation, and hand washing sink with single service soap and towel dispensers. There must be toilet facilities for patrons when there is seating for on-premise consumption of food. Toilets must be within at least 200 feet of food establishment and assessable to employees during all hours of operation. A toilet room used by females shall be provided with a covered receptacle for sanitary napkins.
13. **FOOD and BEVERAGE WORKER CARDS.** All food and beverage service workers must obtain and maintain a valid Washington State Food and Beverage Worker card. The cards must be on site and available for inspection. For Food and Beverage Worker Card testing times and information, call (509) 773-4565, or you can take the test online at <http://www.klickitatcounty.org/health>.
14. **EQUIPMENT AND UTENSILS.** Equipment and utensils must be cleanable, durable, in good repair and in conformance with the current standards and listings of the National Sanitation Foundation.
15. **PUBLIC HEALTH LABELING.** When raw or undercooked meats, eggs, or aquatic foods are offered for consumption as ready-to-eat, these foods need to be identified as such on the menu or reader board. Examples: Caesar Salad Dressing (unless the eggs are pasteurized), Lox, Oysters on the Half Shell, Pickled Fish. In grocery stores, raw milk or foods prepared from raw milk must be labeled with a warning stating that raw milk or food prepared from raw milk may be contaminated with dangerous bacteria capable of causing severe intestinal illness. Warning labels are available from the Health Department Food Program. 3-801.11
16. **LIGHTING & SHIELDS.** There must be at least 50-foot candles of light in the food preparation areas, 20-foot candles of light in warewashing and toilet rooms and 10-foot candles of light in walk-in refrigeration units and dry storage areas. 6-303.11 Lights must be shielded, coated or shatter-resistant where there is food preparation or exposed clean equipment or utensils. Infrared and heat lamps shall have a shield extending so only the face of the bulb is exposed. 6-202.11 (C)
17. **DRESSING ROOMS/LOCKERS.** Dressing rooms shall be designated if employees routinely change clothing and provide lockers or facilities for employees to store clothing and personal belongings so that contamination of food equipment and single use articles cannot occur. 6-305.11 (A) (B) & 6-403.11
18. **VENTILATION.** Provide ventilation system design, installation, and maintenance in accordance with state and local mechanical and fire codes.
19. **PEST CONTROL MEASURES.** Doors to the exterior of the building should have automatic door closers or screen doors to prevent the entrance of insects and rodents.

# **Food Establishment Application**



20. **GARBAGE STORAGE.** Garbage containers must be watertight, vermin proof, covered containers and appropriate frequency of garbage pickup to prevent overflows and nuisances. 5-501.13 &15. Provide garbage storage on a concrete or asphalt pad.
21. **BAR AND TAVERNS.** Bar and taverns are required to have a sink compartment for disposing of liquid drink wastes in addition to sinks necessary for cleaning and sanitizing.
22. **SMOKING SIGNS.** Effective December 8<sup>th</sup>, 2005 all Washington restaurants, bars, taverns, bowling centers, skating rinks, non-tribal casinos, and other place of employment will be required to be smoke free. Also smoking is prohibited within 25 feet of all entrances and exits, windows that open, and ventilation intakes. Signs prohibiting smoking must be posted at each entrance as in prominent locations in your establishment.

**If you have any additional questions relating to the Washington Administrative Code and in reference to WAC 246-215, please contact your local Environmental Health Specialist.**

**-Continue to the Next Page-**

# **Food Establishment Application**



**Facility Name:** \_\_\_\_\_

List all food service equipment, include the make and model numbers.

Examples include but are not limited to, refrigerators, sinks, ovens, steam tables, blenders, ice machines, and ALL countertop appliances. If the make and model number cannot be found, please provide a picture of the item.

Ensure to show all items from the equipment list on the floor plan. All items must be commercial grade and meet ANSI standards (NSF, ETL, or UL Sanitation Listed).

Example:

<b>Equipment</b>	<b>Make</b>	<b>Model</b>
Ice Machine	GAPP	IM-987
Rice Cooker	Procter Silex	37560R
Reach In Refrigerator	Supera	R3R-1

Please submit the floor plan and the equipment list together.

<b>Equipment</b>	<b>Make</b>	<b>Model</b>

If necessary, please ask for a second page.

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**Facility Name:** \_\_\_\_\_

Provide the materials used for all floors, walls, coving, and ceilings.

- All bare wood surfaces (doors, trims, counters, shelves, cabinets, etc) must be painted or sealed.
- Floors must be constructed of smooth, easily cleanable, non-absorbent material.
- Coving must be installed at all wall/floor junctions.
- Walls must be constructed of smooth, easily cleanable, non-absorbent materials. Fiber Reinforced Plastic (FRP) or similar waterproof material is recommended on wall surfaces behind sinks and areas exposed to moisture.
- Ceilings above the kitchen, lounges, wait and service areas must be constructed of smooth, easily cleanable, non-absorbent materials. Unsealed acoustical ceiling tiles are not allowed. Vinyl covered ceiling tiles such as vinyl rock or other washable surfaces are allowed.
- All lighting over food preparation, handling, and storage areas must have cover or shatterproof bulbs.

## Example Finish Schedule

	<b>Floors</b>	<b>Coving</b>	<b>Walls</b>	<b>Ceiling</b>	<b>Counters</b>
<b>Kitchen</b>	Vinyl tile	6" rubber base	FRP	Painted gypsum board	laminare
<b>Wait Area</b>	Vinyl tile	4" rubber base	Painted gypsum board	Vinyl rock	laminare
<b>Lounge</b>	Sealed concrete	4" rubber base	Varnished wood	Vinyl rock	granite
<b>Dining</b>	Carpet	4" rubber base	Painted gypsum board	Painted gypsum board	n/a
<b>Bathrooms</b>	Ceramic tile	Ceramic tiles	Painted gypsum board	Painted gypsum board	n/a

## Shelving Example

Refrigerators: stainless steel; Dry Storage: painted wood; Liquor Storage: varnished wood

## Light Examples

Bar lights are shatterproof bulbs, all kitchen lights have covers or in plastic tubes

Shelving:

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Lighting:

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# Food Establishment Application



**Facility Name:** \_\_\_\_\_

Provide the food preparation steps for all menu items. Include how each menu item is obtained, stored, prepared, cooked, hot held before serving, or thawed. Menu items that are prepared in an identical way may be grouped together. Ready to eat items with minimal food preparation steps can be omitted.

## **Examples:**

**BBQ Pork/Beef/Chicken:** All meats are delivered frozen and stored in the walk-in refrigerator to thaw. After the meats are thawed, they are marinated in our house sauce over night in the walk-in cooler. Meats are then cooked in the smoker; pork cooked to 145F, beef cooked to 145, and chicken cooked to 165F. After cooking, the meats are shredded and mixed with our BBQ sauce and cooled in hotels pans at a 2 inch food depth in the walk-in cooler. After the meats reach 41F we cover them with plastic wrap. Meats are then reheated to 165F in the steamers then adjusted to hot hold at 135F. Leftover items are cooled in the walk-in cooler with hotel pans at a 2 inch food depth.

**Ham/Turkey/Roast Beef Sandwiches:** All deli meats are purchased pre-cooked and delivered at or below 41F. Items are transferred to the deli walk-in cooler to cold hold. Deli meats are sliced, portioned, and placed in the preparation reach-in refrigerator daily. All fruits and vegetables are rinsed each morning in the food preparation sink and stored in the reach-in deli refrigerator. Sandwiches are made to order cold, or heated on a panini grill. Employees will don gloves during the preparation of all ready to eat sandwich items.

**Bubble Tea:** Tapioca pearls are purchased dehydrated. Two cups of tapioca pearls are cooked on the stove in boiling water for 30 minutes. Once the pearls are soft, they are placed in the colander to drain and then placed at 2 inch food depth uncovered in the walk-in refrigerator to cool. The next day, cold tapioca pears are portioned and then placed in the reach-in cooler. Flavors are mixed and tapioca pearls are added per customer order.

**Chicken Salad:** Raw chicken is purchased frozen and thawed in the walk-in refrigerator. Chicken is marinated overnight in the walk-in refrigerator. Chicken is then cooked on the grill to 165F. After the cooking process, the chicken is sliced, placed in a hotel pan, and cooled overnight in the walk-in cooler. After the chicken is cooled to 41F, it is portioned into individual servings and placed in the reach-in refrigerator until order. Chicken is then mixed with greens and salad toppings per order. All salad greens are rinsed each morning in the food preparation sink and stored in the reach-in cooler.

**Please attach your method of food preparation steps to this example.**

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**Facility Name:** \_\_\_\_\_

Use this checklist to prepare a complete plan review application. Ensure to submit a completed plan review packet(s) and checklist with the required plan review fee. Plan review fees are non-refundable.

✓		Item	Description	KCHD Use Only
	1	<b>Water Verification</b>	<b>Provide proof that the facility is connected to an approved water system.</b>	
	2	<b>Sewer/Septic Verification</b>	<b>Provide proof that the facility is connected to an approved sewer or septic system.</b>	
	3	<b>Application</b>	<b>Provide a complete application.</b>	
	4	<b>Business License</b>	<b>Provide a copy of your business license.</b>	
	5	<b>Floor Plan</b>	<b>Provide a floor plan of your facility.</b> Floor plan must show locations of all equipment, restrooms, storage areas, etc.	
	6	<b>Equipment List</b>	<b>Provide a list off all large equipment being used for your operation.</b>	
	7	<b>Finish List</b>	<b>Provide a list of the type of material used to finish walls, ceilings, floors, and counter tops.</b>	
	8	<b>Menu</b>	<b>Provide a detailed menu of all food and beverages you will serving or a list of food and beverages you will be selling.</b> Try to include any seasonal items or specials.	
	9	<b>Food Sources</b>	<b>Provide a list of all food and beverage suppliers.</b>	
	10	<b>Food Preparation Steps</b>	<b>Provide a description of how each menu item will be prepared.</b>	
	11	<b>Waste Disposal</b>	<b>Provide a method of waste disposal.</b>	
	12	<b>Fees</b>	<b>Include your plan review fee and operation fee.</b>	
<b>For Mobile Units</b>				
	13	<b>Commissary Kitchen Agreement</b>	<b>Provide a commissary agreement.</b>	
	14	<b>Sales Site Agreement</b>	<b>Provide a sales site agreement for mobile stops.</b>	
	15	<b>Labor and Industries Approval</b>	<b>Provide a copy of your L&amp;I approval.</b>	

**I understand I cannot open this food establishment until I have received written approval from Klickitat County Health Department.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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