

Menu Change or Equipment Review

Food Safety Program 345 6th Street, Suite #300, Bremerton WA 98337 (360) 337-5235 kitsappublichealth.org

Please fill out, sign and submit this application with a set of plans and the \$162.00 Menu Change/Equipment Review Fee to the Kitsap Public Health District Food Program at the above address. This application is for establishments that are currently permitted by the Kitsap Public Health District. *Note: not all of the following criteria may be applicable to your type of establishment, and ADDITIONAL criteria may be required.*

1. Name of Establishment _____
 Parcel Tax ID Number _____
 Establishment Address _____ City _____
 Owner/ Contact Person _____ Phone () _____
 Mailing Address _____
 City _____ State _____ Zip Code _____
 E-Mail Address _____

2. Menu Change: Submit a list of new food items you would like to add to your menu.

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3. New Equipment added to facility. Note equipment placement in set of plans submitted.
 List added equipment here: _____

4. Septic or Sewer? Please check the situation that applies to your establishment.
 _____ Establishment on septic. Obtain a Building Site Application or a Commercial Building Clearance letter from the Kitsap Public Health District On-site Sewage System Program (OSS) - (360) 337-5235. OSS Program will forward an accepted copy to the Food Program for our records.

_____ Establishment on sewer. A Water Availability for Sewered Properties form may be required. Please contact the Food Program – (360) 337-5235 to make this determination. If required, please submit a copy of this completed form, a Sewer Availability Letter from your Sewer District and a “binding” Water Availability Letter from your Public Water System.

5. Water Supply ID# _____ Water Supply Name _____ If unsure, call the Kitsap Public Health District Drinking Water Program to help determine this information- (360) 337-5235.

6. Handwashing
 Hand wash sink available in the food preparation areas. Handwash sinks are only for washing hands.

7. Plumbing: Check items that are present. These must be indirectly plumbed to the sewer system.

- food preparation sink ice machine dipper well
- beverage ice sink salad bar other _____
- carbonated beverage dispensing machines have properly installed dual check valve or approved reduced pressure backflow assembly

8. Food Preparation

- Designated sink(s) to wash, soak, rinse, drain, cool, thaw, or other food processes that require placement in a sink.

9. Warewashing (*check the type that applies*)

- A three-compartment sink for the manual washing of dishes. Sink compartments are large enough to accommodate the largest dish/utensil
- Commercial dishwasher with heat sanitizing cycle, or approved chemical sanitizing rinse, and a three-compartment sink.

10. Mop Sink

- Mop sink available for disposing wastewater.

11. Toilet Facilities

- Employee restroom available.
- Toilet facilities available for patrons if seating is provided at the establishment.

12. Finish Schedule

- Walls, floors, ceilings, or any other surface in the food preparation area, are smooth non-absorbent and of durable construction as to be easily cleanable.

I have noted the items that pertain to my proposed food establishment. I understand that any changes or omissions that are not noted prior to the pre-operational inspection may result in postponement of the food establishment permit.

Signature _____ Date _____
Owner / Person in charge

- (For Office Use Only)
- new establishment remodel ownership change change in menu

Inspector's initials for approval _____

Notes: