

FOOD SERVICE ESTABLISHMENT PLAN REVIEW APPLICATION, PROCEDURE, AND REQUIREMENTS

There are up to three types of review that each food service establishment will need to go through: Food, drinking water, and onsite sewage system. Your Health District contact person for each type of review may differ. This document is intended to guide you through the food review only, which is referred to as "plan review."

PROCEDURE

1. Contact the local building, business, fire, and sewer departments for additional requirements. Those applying for a permit for a mobile food unit should instead use the Mobile Unit Plan Review Packet to apply.
2. Within 30 days of your intended opening, submit a Plan Review Application, proposed floor plan, proposed menu, and the appropriate fee (refer to the [Environmental Health Fee Schedule](#)) to the Food Program. The scaled floor plan must exactly match the floor plan submitted to the local building department. Applications may be submitted over the counter at our office or mailed. Incomplete applications will not be accepted. Applications expire one year after date of submission.

The establishment must have a public water supply and approved wastewater disposal system. Be aware that each Plan Review Application may need to be accompanied by the applicable drinking water and onsite sewage system (DW/OSS) applications and fees to be considered complete; incomplete applications will be returned. To determine which applications you will need to submit, complete the [Drinking Water/Onsite Sewage System Application Questionnaire](#) (cognitofrms.com/KitsapPublicHealth1/DrinkingWaterOnsiteSewageSystemDWOSSAapplicationQuestionnaire). DW/OSS applications can be found on our website at kitsappublichealth.org. If you have any questions, call us at 360-728-2235 for assistance.

The applicable fee for the Plan Review Application depends upon the proposed activities, menu, and food handling processes of the establishment. See the current [Environmental Health Fee Schedule](#) for applicable fees, which can be found on our website at kitsappublichealth.org.

*Important: Fees are non-refundable. If it is determined that the food establishment cannot be approved on a proposed site due to water supply or disposal system, the food establishment plan review fee will be forfeited.

- New establishments:
 - Low Risk Establishment category: Only shelf-stable foods; cold holding of potentially hazardous foods; or heating and immediately serving fully cooked, commercially-prepared, potentially hazardous foods is allowed.
 - High Risk Establishment category: Potentially hazardous foods may be cooked, reheated, hot held, or cooled.



- Change of ownership only applies if:
 - There are no changes to the menu or equipment in the facility. Changes to the menu or equipment will be assessed a fee for the change in menu and/or equipment review *in addition* to the change of ownership fee.
 - The operation of the business is continuous from the old owner to the new owner. If the business closes for any amount of time, full plan review is required; see the “new establishments” section above for fee information.
 - It has been less than 30 days after the effective ownership change date. Changes of ownership in effect for 30 days or more will submit full plan review fees; see the “new establishments” section above for fee information.

*At the time of a change of ownership, the establishment will need to be upgraded to meet the current facility requirements of the Food Code. Your inspector will let you know which upgrades need to be made during the first routine inspection. The first routine inspection will occur within 30 days of the change of ownership effective date.

- Existing establishments:

Application type	Item description in fee schedule
Remodel	Determined by inspector.
Equipment change only	Change in Menu and/or Equipment Review
Menu change only	Change in Menu and/or Equipment Review
Adding catering	Food Establishment Plan Review- Low Risk Establishments

3. New food establishments: If the food establishment is within an existing structure, an inspector will contact you to schedule a Plan Review Site Inspection. New construction-establishments may or may not receive a Plan Review Site Inspection, depending how far along construction is.

Existing Food Establishments: A Plan Review Site Inspection may occur, and its necessity is determined by the inspector on a case-by-case basis. An inspector will contact you to explain the next steps.

4. Once the Plan Review Site Inspection and in-office review is complete, the inspector will issue a Health Officer Decision page. The application will be approved, pending, or denied. If the inspector needs more information to complete the review, the decision may be delayed.
 - a. Approved: The application is approved as submitted. Any changes made to the floor plan, menu, or services offered after the approval is issued requires Health District review and approval; submit changes via the [Food Service Establishment Plan Review Revision Request Form](#). Revisions may result in postponement of the application review.
 - b. Pending: The submitted application cannot be approved as-is. The conditions that need to be addressed to obtain approval are listed on the Health Officer Decision, and may require that an updated floor plan or menu be submitted; submit changes via the [Food Service Establishment Plan Review Revision Request Form](#). Revisions may result in postponement of the application review. Keep in mind that the floor plan submitted to the Health District must exactly match the floor plan submitted to the local building department, so you must submit a copy of the updated floor plan to the building department as well.
 - c. Denied: The application is not approved. The reason(s) will be listed on the Health Officer Decision.

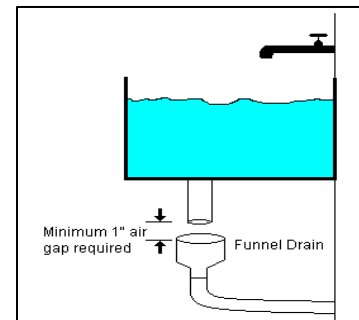
Each type of review (food, drinking water, and onsite sewage system) will receive a separate Health Officer Decision. You can see the status of your application on our website: kitsapublichealth.org/irecordsearch/

5. Pay for the annual permit by submitting a [Food Establishment Permit Application](#) at least five business days before intended opening. Your permit category corresponds to a specific item number in the Environmental Health Fee Schedule, and can be found on your Health Officer Decision page.
6. When construction and the Health Officer Decision requirements are completed, contact your inspector to schedule the pre-operational inspection. Notice of at least five business days prior to intended opening is required for scheduling the pre-operational inspection. Cold and hot holding equipment will be checked for compliance at this time. If there is no food in the equipment, containers of water are required to be placed inside each unit so that the inspector can obtain a temperature. If a unit has a top and bottom or side by side component, a container of water should be placed in each section.

If a pre-operational inspection is attempted and the requirements listed in the Health Officer Decision were not completed, the inspection will be postponed, and a reinspection fee will be assessed (see [Environmental Health Fee Schedule](#) for current rate).

FACILITY REQUIREMENTS

Food service establishments must comply with the [Washington State Retail Food Code \(Chapter 246-215 Washington Administrative Code\)](#) and Food Service Regulations ([Kitsap Public Health Board Ordinance 2014-01](#)). The following sections address common problems encountered during inspections but are not comprehensive of all rules. Food service establishment operators are responsible for knowing and implementing the rules.



PLUMBING

- **Food contact equipment:** All equipment that has contact with food or food contact surfaces, such as food preparation sinks, ice machines, dishwashers, beverage ice sinks, soda machines, salad bars, dipper wells, and non-evaporator or condenser type refrigerator and freezer units, must be indirectly plumbed to the sewer (see diagram to right). Please refer to the Uniform Plumbing Code, chapter 6, and the local Building Department for other requirements.
- **Carbonated beverage dispensing machines:** You must install a properly vented dual check valve device or an approved reduced-pressure backflow assembly between copper pipe/tubing and carbonated beverage dispensing machines.
- **Hoses:** If a hose is to be used to fill a mop bucket, a backflow prevention device must be installed on the hose bibb.

RESTROOMS

- You must have an employee restroom within 200 feet of the establishment, with a hand wash sink within or immediately adjacent to the restroom. The sink must be in addition to the hand wash sinks required in food preparation areas. All hand wash sinks must have soap, paper towels, and warm running water.
- If the establishment provides customer seating, you must provide restrooms for the

customers. These restrooms must be located so customers do not pass through food preparation, food storage, or warewashing areas.

SINKS

- Hand washing sinks (required): In addition to the hand wash sink in the restroom, a hand washing sink must be conveniently located **and** within 25 feet of each food preparation area. At all times, all hand wash sinks must have soap, paper towels, warm running water, be available, and cannot be blocked. The basin must be large enough to fit both hands inside at the same time and allow hands to not touch the sides of the basin. Hand washing sinks can only be used for hand washing. A sign that notifies food employees to wash their hands must be provided at all hand washing sinks used by employees and must be used by food employees. You can print signs at the Washington State Department of Health's website: <https://www.doh.wa.gov/CommunityandEnvironment/Food/FoodWorkerandIndustry/HandWashingSigns>
- Warewashing sinks (required): A three-compartment sink for manual dishwashing must be available, with an additional space to air dry dishes immediately adjacent to it. The sink compartments must be of large enough to accommodate your largest piece of equipment that will need to be washed. Use of a commercial dishwasher is optional.
- Mop sink (required): A separate mop or utility sink is required to supply and dispose of floor-cleaning water and wastewater. It must be located away from the food preparation areas. If a hose attached to the faucet will be used to fill the mop bucket, a vacuum breaker must be installed to prevent cross-connection to your clean water supply. Dumping wastewater into toilets or outside is *not* an alternative.
- Food preparation sink (may be required): A food preparation sink is required if food washing, rinsing, soaking, draining, cooling, or thawing will be performed. It must be indirectly plumbed to the sewer and cannot be used for any activity other than food preparation.
- Bar sink (may be required): If you serve liquor or espresso drinks, you must have a designated dump sink in the bar area in addition to a hand washing sink.
- Commercial dishwasher (not required): Must provide a heat sanitizing cycle or an approved chemical sanitizing rinse and must be indirectly plumbed to the sewer.
- Splash guards of sufficient height and depth must be provided around sinks where splashing may occur and contaminate an adjacent food contact surface.

FINISH SCHEDULE

- Walls, floors, and ceilings must be smooth, non-absorbent, durable, and easily cleanable. Holes, penetrations, or other damaged areas must be repaired and sealed. Fiber reinforced plastic (FRP) or other waterproof material is recommended on wall surfaces behind sinks and other areas exposed to moisture. Unsealed acoustic ceiling tiles are not allowed.
- You must install coving at floor-wall junctures; coving must be sealed and closed to no larger than one millimeter.
- Concrete floors are permitted if they are smooth and properly sealed.
- Wooden surfaces (e.g. doors, trim, shelves, cabinets, etc.) must be sealed or painted with glossy paint in restrooms and areas where food is prepared, stored, or served.

EQUIPMENT

- Refrigeration: Adequate refrigeration must be available to cool food and store food, including ensuring that raw meats are below or separate from ready to eat foods. Be aware that some refrigeration can only maintain foods at 41°F or less, while other refrigeration is able to cool hot food. Check with the manufacturer to learn the ability of each unit.

- Hot holding: Equipment must be able to maintain foods to an internal temperature of 135°F or more.
- Equipment must be commercial and NSF-approved or equivalent. Equipment cannot be located under sewage lines. Place equipment to allow easy cleaning on all sides and underneath.
- All utensils, display cases, tables, shelving, etc. must be made of non-toxic, non-corrosive materials that are constructed and finished so they can be easily cleaned.
- Fixed equipment is equipment that is not easily movable. It should be spaced to allow for cleaning on all sides. If equipment is to be placed next to other equipment or walls, it should be no more than one millimeter apart, or sealed to adjoining walls or equipment if spilling or seepage exposure is likely.

GARBAGE

- All garbage, rubbish, and litter that accumulate in and around the food establishment must be stored in containers.
- Outdoor containers must have tight-fitting lids and should be kept closed to minimize pests.
- Dumpster service must occur often enough to prevent overflow outside of the garbage containers.

LIGHTING AND VENTILATION

- Shatterproof shields or guards for lights in kitchen, bar, service, and dry storage areas must be installed.
- Lighting must provide 10- to 50-foot candle power, depending on the area it is lighting.
 - 10-foot candles in walk-in refrigeration units and dry storage areas.
 - 20-foot candles in warewashing and hand washing areas, restrooms, equipment and utensil storage areas, inside equipment (such as a reach-in refrigerator), and at points of consumer self-service.
 - 50-foot candles in areas where employees are working with food, equipment, or utensils.
- Ventilation systems must meet all local mechanical and fire codes.
- Ventilation hoods must be designed to prevent grease and condensate from dripping onto food or food contact surfaces. Filters must be easily removable for cleaning and replacement.

MENU

- Special processes: There are some methods or processes that require Health District review and approval before a food establishment can begin using that special process. The processes may require special permission, a written plan of operation, a variance, or a Hazard Analysis Critical Control Point (HACCP) plan; additional paperwork and fees may apply. For some of the processes listed below, an additional annual permit and fee will be required. On the proposed menu of the Plan Review Application, indicate if you are interested in performing any of the following special processes:
 - Non-continuous cooking
 - Using time as a public health control
 - Grill marking
 - Unattended hot holding or cooking
 - Parasite destruction for sushi/ sashimi
 - Growing sprouts
 - Molluscan shellfish tanks
 - Cook-chill
 - Sous vide
 - Smoking food for preservation rather than flavor (more than 7 days of shelf life is

- considered preservation)
 - Reduced oxygen packaging
 - Custom processing animals
- Consumer advisory: When raw or undercooked meats, eggs, aquatic foods, or unpasteurized juices, milk, or cheeses are offered as ready-to-eat, a consumer advisory statement must be posted to inform consumers that the foods pose a health risk because they are not processed to eliminate pathogens. Menu items to which the advisory applies must be individually asterisked on the menu.
 - The consumer advisory shown on your menu can be one of the following statements:
 1. "Regarding the safety of these items, written information is available upon request;"
 2. "Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs might increase your risk of foodborne illness;" or
 3. "Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs might increase your risk of foodborne illness, especially if you have certain medical conditions."

MISCELLANEOUS

- Chemicals must be stored below or separate from food, food equipment, utensils, and single service articles.
- No one may use tobacco or vaping products inside the food establishment, nor within 25 feet of windows or doors.
- No one may eat in food preparation or storage areas. A drink can be in these areas if it is closed or covered; covered cups with a straw is acceptable.
- Storage areas for personal items must be separate from food preparation and storage areas.
- Employees that access their phones or handle money during food prep or food service have contaminated their hands or gloves. They will need to remove gloves (if applicable) and properly wash their hands prior to resuming food service.
- Adequate shelving to store all food, cleaned and sanitized equipment, utensils, and single service items at least six-inches off the floor must be available.
- Thin-probed thermometers that measure from 0°F to 220°F must be available and used at appropriate times (when cooking, cooling, reheating, cold holding, or hot holding food).
- Thermometers must be available in all refrigerators and freezers, placed near the door in an easily monitored position. These thermometers are measuring the temperature of the air in the unit, not the internal temperature of the food; therefore, they should only be used as an indicator and not a substitute for obtaining the internal temperatures of food.
- Sneeze guards or other protection methods must be implemented to protect open food from customer contamination.
- Pest entry: If doors and windows to the outside are kept open, they must be screened to prevent pest entry. Pest entry must be minimized by closing and filling gaps along floors, walls, ceilings, windows, and doors.
- Unattended cooking, such as overnight cooking, is not allowed unless a plan of operation is submitted to and approved by your inspector.

PLAN REVIEW

Food Service Establishment Application

Submittal Date	Memo Number	Review Fee	Customer ID Number

Please see the [Environmental Health Fee Schedule](#) for current fees. We strongly encourage you to review the [Plan Review Application Procedure and Requirements](#) document.

FOOD SERVICE ESTABLISHMENT INFORMATION		
Food establishment name		
Establishment street address (Mobile units/caterers use kitchen information)		
City	State	Zip code
Intended date of opening OR intended date changes will be in effect		

APPLICANT INFORMATION		
First and last name	Contact phone	
<input type="checkbox"/> Business owner <input type="checkbox"/> Contractor <input type="checkbox"/> Project Manager <input type="checkbox"/> Other:		
Mailing street address		
City	State	Zip code
Email address		

FOOD SERVICE ESTABLISHMENT OWNER INFORMATION (IF DIFFERENT FROM APPLICANT)			
First and last name	Contact phone	Email address	
Mailing street address	City	State	Zip code

APPLICATION DETAILS (CHECK ALL THAT APPLY)	
<p>Permit holder status:</p> <p><input type="checkbox"/> I am a new permit holder</p> <p><input type="checkbox"/> This is a change of ownership- <i>The facility will be reviewed for deficiencies at the first routine inspection. Facility upgrades may be required for it to meet the standards outlined in WAC 246-215. A Food Service Establishment Permit Application and applicable permit fee will need to be submitted simultaneously.</i></p> <p>Date of ownership change: _____</p> <p><input type="checkbox"/> Establishment has been or will be closed for any amount of time</p> <p><input type="checkbox"/> I am an existing permit holder:</p> <p>Customer Identification Number _____ <i>(e.g. KC0000, PB0000)</i></p>	<p>Structural proposal:</p> <p><input type="checkbox"/> New construction</p> <p><input type="checkbox"/> Existing building: Previous food establishment name (if applicable) _____</p> <p><input type="checkbox"/> Remodel</p> <p><input type="checkbox"/> This is a mobile unit- Complete the entire Mobile Unit Plan Review Packet, found separately at kitsappublichealth.org.</p> <p><input type="checkbox"/> This is a catering business- <i>A Commissary Kitchen Agreement may be required.</i></p> <p>Proposed changes to existing establishment:</p> <p><input type="checkbox"/> Changing equipment</p> <p><input type="checkbox"/> Changing menu</p> <p><input type="checkbox"/> Adding catering or mobile unit</p> <p><input type="checkbox"/> No changes to menu, floor plan, equipment, or services</p>

CERTIFICATION AND ACKNOWLEDGMENT		
<p>By signing this document, I certify that the information provided is true and accurate to the best of my knowledge. I understand that:</p> <p><input type="checkbox"/> Any changes to the menu, equipment, floor plan, or services after submittal may result in postponement of my application review. Changes must be reviewed and approved by the Health District; additional paperwork and fees may be required.</p> <p><input type="checkbox"/> The submitted proposed menu, equipment, floor plan, and services meet the requirements of Chapter 246-215 Washington Administrative Code and Kitsap Board of Health Ordinance 2014-01.</p>		
Owner/ Applicant name printed	Owner/ Applicant signature	Date

FOOD ESTABLISHMENT FLOORPLAN

Include architectural plans or draw kitchen with kitchen area dimensions in the space below. Attach extra sheets if needed. For revised floor plans, highlight all proposed changes. Label each item, including:

- All sinks- Hand washing, food preparation, three-compartment, dump, and mop. Indicate which sinks will be indirectly drained by writing "ID" next to them.
- Equipment- Refrigerators, freezers, hot holding, etc. Indicate if it is commercial equipment by writing a "C" next to it.
- Important facility features: Restrooms, bar areas, service areas, storage areas, etc.

PROPOSED MENU

Attach a menu or list each menu item in the space below. Put an asterisk (*) next to each menu item to which a consumer advisory will apply. For grocery stores, provide a list of goods that will be offered for sale. Highlight proposed menu changes (if applicable). You intend to:

- Cool food
- Hot hold food
- Perform a special process- Variance and HACCP Plan Applications may be required; fees apply.
- Prep produce
- Prep raw meat