

# Food Service Establishment Plan Review Application & Requirements

Retail food establishments are those that sample, sell, or serve food, even if the food is being given away for free. Retail food establishment operators need to obtain either a Temporary Food Service Establishment Permit or a Permanent Food Service Establishment Permit. Below are descriptions of the permits to help you determine which type best fits your business model.

- Temporary Food Establishment Permit
  - Operate in one location for up to 21 days in a row in conjunction with a single public event OR in multiple locations up to three days per week in conjunction with public events. Examples of public events are farmers markets or fairs.
  - To apply, stop here and go to: [kitsappublichealth.org/FoodSafety/food\\_vendors.php](http://kitsappublichealth.org/FoodSafety/food_vendors.php) or call (360) 728-2235 and ask to speak with the Food Inspector of the Day.
  
- Permanent Food Establishment Permit
  - Operate at a fixed location or multiple sales sites.
  - Operation does not need to be in conjunction with a public event.
  - Permit allows you to operate for the remainder of the permit year and is renewed annually.
  - To apply, you will start with a Food Service Establishment *Plan Review* so that we can determine the appropriate Food Service Establishment *Permit* category for your proposal. Your proposal will be reviewed concurrently by the Drinking Water & Onsite Sewage Program at the Health District for compliance with wastewater disposal and drinking water supply regulations (see pg. 3 for more information).
    - **Applications must be submitted at least 30 days before your intended opening.**
    - This application must be submitted simultaneously with any required drinking water and onsite sewage applications.
    - **Fees are non-refundable.**
  - After your plan review is approved, you will purchase your Food Service Establishment Permit to operate for the remainder of the permitting year.



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## Glossary of Terms

**“Change of ownership”** is when the owner of a food establishment changes to a different individual, partnership, corporation, association, or other legal entity, AND:

- There will be no changes to the menu or equipment in the facility.
- There is no interruption of service of the ongoing operation. If the business closes for any amount of time, full plan review is required.
- It has been less than 30 days after the effective ownership change date. Changes of ownership in effect for 30 days or more will incur a greater fee per the [Environmental Health Fee Schedule](#).

\*At the time of a change of ownership, the establishment will need to be upgraded to meet the current facility requirements of the Washington State Retail 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.

**“Commissary”** is an approved, licensed food establishment where food is stored, prepared, portioned, or packaged for service elsewhere.

**“Food Code”** refers to [Chapter 246-215 Washington Administrative Code](#), which is the set of regulations governing retail food establishments.

**“Health District”** means the Kitsap Public Health District.

**“High risk plan review”** applies to food establishments with a complex menu and includes produce washing; extensive food handling; or cooking, reheating, hot holding, or cooling of time/temperature control for safety (TCS) foods. Examples are full-service menus, soups, sandwiches, salads, and assembling food.

**“Limited food service”** means a food establishment with a limited menu in a building without permanent plumbing.

**“Low risk plan review”** applies to food establishments with a limited menu and includes those that serve only shelf-stable foods; cold holding of time/temperature control for safety (TCS) foods; or heating then immediately serving fully cooked, commercially prepared, TCS foods. Examples are espresso drinks or grocery-only stores.

**“Menu”** means the types of food that will be served and how they are prepared.

**“Plan review”** is the careful review of the proposed food establishment design, equipment, and menu by the Health District to ensure food items will be safely stored, prepared, and served before the operating permit is granted. Reviewers will ensure the establishment is designed for food safety. This packet will help you prepare everything you need to submit for a successful plan review.

After you begin operating, plan review is required when you want to make changes within the establishment, such as changes in ownership, menu, equipment, physical design, or service, including changing commissary kitchens.

**“Time/Temperature control (TCS) food”** is food that needs time and/or temperature control for food safety. These foods include but are not limited to: Dairy products; meat; eggs; fish; shellfish; cooked rice, beans, potatoes, and pasta, tofu; batters; sliced melons; cut tomatoes and leafy greens; and untreated garlic- or fresh herbs-in-oil mixtures.

## **PLAN REVIEW PROCEDURE**

*Remember to contact the local building, business, fire, and sewer departments for additional requirements. Those applying for a permit for a mobile food unit, such as a food truck or food trailer, must use the [Mobile Unit Plan Review Packet](#) to apply.*

1. Existing food establishments with a valid Food Service Establishment Permit making changes to equipment, menu, commissary kitchen, or services offered: Intended changes cannot be implemented until approval is received. Only complete only the applicable pages of the application. For instance, if you want to update your menu, complete the first page of the application and the menu page.
  - a. The first page of the application must always be included.
  - b. If more information is needed to complete your application's review, it may go into pending status. It is recommended that you confer with your inspector prior to submitting to ensure the correct pages are completed.
2. Within 30 days of your intended opening, submit a Plan Review Application, associated drinking water and onsite sewage system applications, and appropriate fee(s) (refer to the [Environmental Health Fee Schedule](#)) to the Food Program. The applicable fee for the Plan Review Application depends upon the proposed activities, menu, and food handling processes of the establishment. Fees are non-refundable.
  - a. The floorplan must exactly match the floorplan submitted to other agencies, if applicable. Packets may be submitted over the counter at our office, emailed, or mailed. Incomplete packets will not be accepted. Packets expire 3 years after date of submission, or if you stop communicating with our office.
  - b. The establishment must have a public water supply and approved wastewater disposal system. 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 and are not guaranteed to be approved. To determine which applications you will need to submit, complete the [Drinking Water/Onsite Sewage System Application Questionnaire](#) ([cognitofrms.com/KitsapPublicHealth1/DrinkingWaterOnsiteSewageSystemDWOSSApplicationQuestionnaire](http://cognitofrms.com/KitsapPublicHealth1/DrinkingWaterOnsiteSewageSystemDWOSSApplicationQuestionnaire)).  
  
DW/OSS applications can be found on our website at [kitsappublichealth.org](http://kitsappublichealth.org). If you have any questions, call us at 360-728-2235 for assistance.
3. Your application will be routed to an inspector. Allow for a few business days for this step. Once your inspector receives your application, they will contact you to schedule a Plan Review Site Inspection (unless the establishment is not yet built).
4. Once the Plan Review Site Inspection and in-office review is complete, the inspector will issue a Health Officer Decision. The application will be approved, pending, or denied. If the inspector needs more information from you to complete the review, the decision may be delayed.
  - a. Approved: The application is approved as submitted. Any changes made to the floorplan, menu, or services offered after the approval is issued requires additional Health District review and approval; revisions may result in postponement of intended opening date.
  - 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 floorplan 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 floorplan submitted to the Health District must exactly match the floorplan submitted to other agencies, so you must submit a copy of the updated floorplan to them as well.

- c. Denied: The application is not approved. The reason(s) will be listed on the Health Officer Decision.

*Note: 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:*

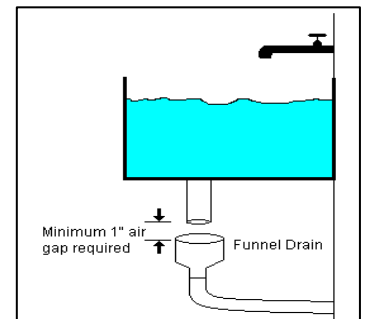
[kitsapublichealth.org/irecordsearch/](http://kitsapublichealth.org/irecordsearch/)

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 line item in the Environmental Health Fee Schedule and can be found on your Health Officer Decision.
6. When construction and the Health Officer Decision requirements are completed and the permit application has been submitted, 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, you must place containers of water 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).*

## **FOOD SERVICE ESTABLISHMENTS- GENERAL & 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 2022-02](#)). 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 enclosed 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 for use, and cannot be blocked. The basin should 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, and must have soap, paper towels, and warm running water. A sign that notifies food employees to wash their hands must be provided at all hand washing sinks used by 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 large enough to accommodate your largest piece of equipment that will need to be washed. Use of a commercial dishwasher is optional and does not negate the requirement for warewashing sinks.
- Service sink (required): A separate service 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 a 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 washing, rinsing, soaking, draining, cooling, or thawing of food will be performed. It must be indirectly plumbed (see diagram on previous page) and cannot be used for any activity other than food preparation.
- Bar sink (may be required): If you serve liquor or espresso drinks, you may be required to 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.
- 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. Some units 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 at 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."
  - If you plan to serve fresh, unfrozen finfish such as halibut or salmon that are partially cooked, you can serve the items only upon consumer request.
    1. A separate consumer advisory from the one described above will need to be added to your menu and should state "Regarding the safety of consuming fresh, partially cooked fish, information is available upon request."
    2. We highly recommend you reach out to your inspector for menu review to ensure consumer advisories are correct on your menu before you print them.

## MISCELLANEOUS

- **Required prior to opening:**
  - A verifiable training log or other plan that shows food workers have been trained on employee health/illness information.
  - Written procedures for the clean-up of vomit and diarrhea in your establishment.
  - Signage placed in a conspicuous place for customer viewing that lets them know how to access inspection reports.
- **Required by March 1, 2023:** A staff member who holds a Certified Food Protection Manager Certification for applicable establishment types.
- 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, doors, or air intakes.
- 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 are acceptable.
- Storage areas for personal items must be separate from food preparation and storage areas.
- Employees that access their phones or handle money or garbage during food preparation 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	Review Fee	Memo Number	Invoice or Transaction Number	Customer ID Number

Please see the [Environmental Health Fee Schedule](#) for current fees and review requirements in the [Plan Review Application Procedure and Requirements](#) document. We strongly encourage you to speak with an inspector prior to submitting any applications to ensure the correct documents are submitted.

FOOD SERVICE ESTABLISHMENT INFORMATION		
Establishment name	Establishment phone	
Establishment street address (Mobile units/caterers leave address blank)		
City	State	Zip code
Unified Business Identifier (UBI #)		
Intended date of opening or when changes will go into effect		

APPLICANT INFORMATION		
First and last name	Contact phone	
Mailing street address		
City	State	Zip code
Email address		
Food establishment owned by: <input type="checkbox"/> Association <input type="checkbox"/> Corporation <input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Other		

FOOD ESTABLISHMENT OWNER INFORMATION (IF DIFFERENT FROM APPLICANT)			
First and last name	Phone number	Email address	
Mailing address	City	State	Zip code
If there are multiple owners, list the other owners' names here. The main owner who will be our point of contact should be the one listed above.			

CERTIFICATION AND ACKNOWLEDGMENT		
By signing this document, I certify that the information provided is true and accurate to the best of my knowledge. I attest that I will:		
<input checked="" type="checkbox"/> Comply with the requirements of <a href="#">Chapter 246-215 Washington Administrative Code</a> and <a href="#">Kitsap Board of Health Ordinance 2022-02</a> . <input checked="" type="checkbox"/> Allow the Health District to access the establishment and records as outlined in <a href="#">Chapter 246-215 Washington Administrative Code</a> .		
Owner/ Applicant name printed	Owner/ Applicant signature	Date

FOR OFFICE USE ONLY	
<b>Application type:</b> <input type="checkbox"/> Mobile unit plan review (#67b) <input type="checkbox"/> Non-mobile unit plan review (#67c) <input type="checkbox"/> Menu change/equipment review (#67a) <input type="checkbox"/> Change of ownership (#56): (circle one) <30 days or >30 days *Must be submitted with a <a href="#">Food Establishment Permit Application</a> and applicable <a href="#">permit fee</a> . COO date: _____	<b>Inspector initials:</b> _____ <b>Date:</b> _____ <b>Structure/Business type:</b> <input type="checkbox"/> Existing building on sewer <input type="checkbox"/> Existing building on septic; DWOSS application attached. <input type="checkbox"/> New construction on sewer; DWOSS application attached. <input type="checkbox"/> New construction on septic; DWOSS application attached. <input type="checkbox"/> Caterer with commissary <input type="checkbox"/> Caterer with restaurant <input type="checkbox"/> Mobile unit
<b>Permit Type:</b> <input type="checkbox"/> New Permit <input type="checkbox"/> Existing Permit. Customer ID# _____	



# FOOD ESTABLISHMENT PLAN REVIEW QUESTIONS

1. Have you read through the general and facility requirements section?  Yes  No
2. Will the food establishment be stationary or mobile?  Stationary  Mobile
3. Do you plan to serve or sell TCS foods?  Yes  No
4. Do you plan only to serve or sell pre-packaged foods?  Yes  No
5. How will customer orders be fulfilled (check all that apply)?  
 Not applicable  To order upon customer request (no advanced preparation)  In advance quantities, based on projections
6. Will you use time as a control for any food items?  Yes  No
7. Indicate below if you intend to do any of the following food handling steps.

Combining food ingredients <input type="checkbox"/> Yes <input type="checkbox"/> No	Cooking <input type="checkbox"/> Yes <input type="checkbox"/> No
Cooling hot food <input type="checkbox"/> Yes <input type="checkbox"/> No	Reheating cold food <input type="checkbox"/> Yes <input type="checkbox"/> No
Hot holding <input type="checkbox"/> Yes <input type="checkbox"/> No	Cold holding <input type="checkbox"/> Yes <input type="checkbox"/> No
Freezing <input type="checkbox"/> Yes <input type="checkbox"/> No	Thawing <input type="checkbox"/> Yes <input type="checkbox"/> No
Par-cooking or grill marking <input type="checkbox"/> Yes <input type="checkbox"/> No	Unattended hot holding <input type="checkbox"/> Yes <input type="checkbox"/> No

8. Indicate below if you intend to do any of the following food processing steps.

Smoking fish or meats <input type="checkbox"/> Yes <input type="checkbox"/> No	Sous vide <input type="checkbox"/> Yes <input type="checkbox"/> No
Vacuum packaging or reduced oxygen packaging <input type="checkbox"/> Yes <input type="checkbox"/> No	Making your own yogurt <input type="checkbox"/> Yes <input type="checkbox"/> No
Water bath or pressure canning <input type="checkbox"/> Yes <input type="checkbox"/> No	Fermenting or pickling <input type="checkbox"/> Yes <input type="checkbox"/> No
Using food additives as preservatives (such as vinegar, nitrates, or nitrites) <input type="checkbox"/> Yes <input type="checkbox"/> No	Curing <input type="checkbox"/> Yes <input type="checkbox"/> No
Cook-chill <input type="checkbox"/> Yes <input type="checkbox"/> No	Dehydrating <input type="checkbox"/> Yes <input type="checkbox"/> No
Sprouting seeds or beans <input type="checkbox"/> Yes <input type="checkbox"/> No	Juice production <input type="checkbox"/> Yes <input type="checkbox"/> No
Live shellfish tank <input type="checkbox"/> Yes <input type="checkbox"/> No	

9. Do you intend to provide delivery of food?  Yes  No
10. How will you display your menu? (Check all that apply.)  
 Menu display  Sandwich board  Paper menu  Other: \_\_\_\_\_

11. List all cold beverages and describe where they will be kept cold.

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12. If you make and serve drinks, such as an espresso stand or bar, describe where you will dispose of the excess liquid or ice that is created in the process of making drink.  N/A

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13. Will you serve any raw or undercooked food? If needed, a consumer or parasite advisory will need to be posted on all menus.

Yes  No

14. List all raw or undercooked eggs, seafood, or meats you intend to serve.

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15. How many meals per day do you plan to serve? \_\_\_\_\_

16. Will you receive food deliveries or shop for groceries?  Food deliveries  Shop for groceries

17. How many days per week will you either receive food deliveries or go grocery shopping? \_\_\_\_\_

18. What will you do with leftover food each night?

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19. How will you serve condiments?

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20. How often will you wash utensils?

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21. Will you provide seating for customers?  Yes  No

If yes, you must provide customers with a restroom that they do not enter any food preparation or storage areas to access. Do you have a restroom for customers that meet this requirement?  Yes  No

22. Are hot and cold water available at the handwash sink?  Yes  No

23. What are the dimensions of your smallest handwash sink? Length: \_\_\_\_\_ Width: \_\_\_\_\_ Height: \_\_\_\_\_

24. If you are applying for a catering permit, do you understand that you will need to obtain a portable handwashing sink that can supply hot and cold running water under pressure? A hot water heater must be installed; adding hot water is not an approvable option.

Yes  No

25. The hot water heater must meet water capacity requirements. What is the hot water heater's size, make, and model number?

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26. Describe your cleaning schedule to ensure the establishment is kept clean and sanitary. Cleaning schedules for some equipment (hood filters, refrigeration unit coils, hot water heater descaling) should follow the manufacturer's cleaning instructions.

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27. What will be your typical operating schedule?

Day	Open (circle am/pm)	Close (circle am/pm)	If split shift (closing between meals), describe below.
Monday	am/pm	am/pm	
Tuesday	am/pm	am/pm	
Wednesday	am/pm	am/pm	
Thursday	am/pm	am/pm	
Friday	am/pm	am/pm	
Saturday	am/pm	am/pm	
Sunday	am/pm	am/pm	

28. Describe what you will do if a customer reports to you that they got sick from your food.

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29. Are drainboards attached to both ends of the 3-compartment sink?  Yes  No

30. Are the compartments of the 3-compartment sink large enough to submerge and wash all equipment? If no, what equipment does not fit and how will it be washed?

Yes  No, \_\_\_\_\_

31. Can you completely fill two compartments of the three-compartment sink with hot water (100°F) without the water temperature dropping below 100°F?  Yes  No

32. Where and how will you dispose of trash?

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## 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.

- Ensure all sinks are included and labeled- Hand washing, food preparation, 3-compartment, dump, and service sinks. **Indicate which sinks will be indirectly drained by writing "ID" next to them.**
- Ensure equipment is included and labeled- Refrigerators, freezers, steam tables, prep tables, etc.
- Ensure all important facility features are included and labeled: Restrooms and bar, service, & storage areas, etc.
- If using a commissary kitchen, include the kitchen floor plan. We may be able to supply a copy of this for you.
- If serving out of a cart, booth, etc., include the floor plan (attach an additional sheet).

## 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.



# FINISH SCHEDULE

The Finish Schedule must include the materials used for all floors, walls, coving, and ceilings. Finish requirements are below, including an example and a template you can use. You may also submit engineering or architectural plans.

## Requirements

- All bare wood surfaces (doors, trim, counters, shelves, cabinets, etc.) must be painted or sealed.
- Floors must be constructed of smooth, easily cleanable, durable, and non-absorbent material.
- Coving must be installed at all wall/floor junctions and sealed.
- Walls must be constructed of smooth, easily cleanable, durable, and non-absorbent materials. Fiber reinforced plastic (FRP) or similar waterproof material is recommended on walls surfaces behind sinks and areas exposed to moisture.
- Ceilings must be constructed of smooth, easily cleanable, durable, and non-absorbent materials.
- All light fixtures must have light covers, sleeves and endcaps, or shatterproof light bulbs.

## Example finish schedule

	Floors	Coving	Walls	Ceiling	Counters
Kitchen	<i>Linoleum</i>	<i>Sealed tile</i>	<i>FRP &amp; stainless steel</i>	<i>Painted gypsum board</i>	<i>Stainless steel</i>
Restroom	<i>Ceramic tile</i>	<i>Painted wood</i>	<i>Painted gypsum board</i>	<i>Painted gypsum board</i>	<i>Hard plastic</i>

	In refrigerators	In dry storage	Under counters	Other	Other
Shelving	<i>Stainless steel</i>	<i>Painted wood</i>	<i>Stainless steel &amp; painted wood</i>	<i>In hot hold unit: stainless steel</i>	

Describe lighting	<i>All lights in the unit have shatterproof lightbulbs.</i>
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## Establishment finish schedule Attached (skip this section)

	Floors	Coving	Walls	Ceiling	Counters
Kitchen					
Restroom					
Dining area					
Dry storage					
Other: _____					
Other: _____					

	In refrigerators	In dry storage	Under counters	Other: _____	Other: _____
Shelving					

Describe lighting	
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# FOOD PREPARATION FLOW NARRATIVES

(Include additional pages if needed)

Food	Describe how the food will be handled from start to finish, including if the item will be thawed, washed, cut/assembled, cooked, cold held, frozen, hot held, cooled, reheated, portioned/packaged, etc.
Example: Chicken for chicken soup	Example: Chicken will be received and held frozen until ready to use. It will be thawed in the food preparation sink under cold running water, then cooked in the oven until it reaches an internal temperature of 165°F. It will then be shredded, and then cooled uncovered, 2-inches deep in a shallow pan. When making the soup, it will all be reheated within 2 hours to 165°F, then hot held at 135°F. Leftover soup will be discarded.