



WALLA WALLA COUNTY DEPARTMENT OF COMMUNITY HEALTH

314 West Main Street • P.O. Box 1753 • Walla Walla, WA 99362
Telephone: (509) 524-2650 • Fax: (509) 524-2677

New or Remodeling Check List for Food Service Plan Reviews

The rules and regulations of the Washington State Board of Health for Food Services state that a food service establishment owner when plans are required, shall submit to the Health Department properly prepared plans and specifications for review and approval **before beginning construction**:

HOW TO OBTAIN A FOOD SERVICE PERMIT

1. Submit building plans, including equipment layout and specifications before constructing, remodeling, or converting a building. (See requirements below.) (Copies to the Health Department and Building Department.)
2. Include proposed menu and style of service together with Plan Review Application and fee. The fee is \$100.00
3. Receive a plan approval letter from the health department and proceed with construction.
4. Meanwhile, all staff must obtain a “Food Service Food Worker’s Card”. Please visit the online food handler card website at <https://www.foodworkercard.wa.gov/language.html>
5. Call the Health Department to schedule a pre-opening inspection at least **7** days before the projected opening date of your establishment. You will also need to contact the Jurisdictional Building Department to schedule building inspections
6. After completion of your pre-opening inspection submit the Food Service Permit application and fee.
7. Receive Food Service Permit and open for business.

This plan review is designed for all food service establishments; you will need to talk to one of our Sanitarians to determine what requirements will apply to your establishment because not all requirements are needed in every circumstance.

Please complete the necessary information and submit as part of the plan review process. Not all requirements or guidelines will apply to all operations. If you have any questions, call (509) 524-2650. **Please make a copy of this information and retain for your records.**

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Plan review fee is \$100 and is Non-Refundable

Name of Establishment _____ Contact Phone Number _____

Location of Establishment _____

Owner's Name _____ Email Address _____

Owner's Mailing Address _____ City _____ State _____ Zip Code _____

Applicants Name _____ Phone Number _____

Applicants Address _____ City _____ State _____ Zip Code _____

- Please check the box(s) that applies
- | | | |
|--|---|--|
| <input type="checkbox"/> New Construction | <input type="checkbox"/> Restaurant | <input type="checkbox"/> Caterer |
| <input type="checkbox"/> Remodel of existing establishment | <input type="checkbox"/> Grocery Store | <input type="checkbox"/> Bed & Breakfast |
| | <input type="checkbox"/> Bar/Tavern | <input type="checkbox"/> Winery |
| | <input type="checkbox"/> Espresso | <input type="checkbox"/> Mobile Unit |
| | <input type="checkbox"/> Concession Stand | |

Date Received _____
Receipt # _____

INFORMATION THAT MUST BE SUBMITTED WITH PLAN REVIEW APPLICATION

- Scaled floor plan, showing complete layout of the food establishment with equipment, plumbing and ventilation system make sure to include Restroom facilities, Handwashing locations, Food preparation area, Employee Break Room, Storage Areas, Garbage, Janitorial area and Warewashing facilities .
- Equipment layout; List manufacturer and model number of all equipment, depending on Menu ANSI accredited equipment (e.g. NSF, UL, ETL) may be required.
- Complete menu; the menu needs to explain how you are going to prepare and serve your food items for example buffet lines, table service, drive thru, etc.

NOTE: Approval of plans by the Health Department does not imply compliance with building codes or approval by the authorized building official, who must also conduct a preoccupancy inspection. The Health Department will conduct one or more preoperational inspections to verify that the food establishment is constructed and equipped as in the approved plans and complies with WAC 246-215.

I hereby certify that the information in this application is accurate and complete to the best of my knowledge, establishments that begin operation without a valid permit shall be charged an additional 50% service fee in addition to the normal permit fee.

Signature of Applicant _____ Date _____



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General Requirements

1. Is your establishment located within City Limits Yes No
2. If yes which city: _____
3. Have you contacted the Planning Department about Zoning requirements Yes No
4. Septic or Sewer?
 - A. **City Sewer:** Establishment will be connecting to city sewer and water
 - B. **Septic System:** Establishment will be connected to a septic system and water will be provided by a well. You will need to talk to the Health Department to make sure your septic tank is large enough to meet your needs also since you will be using a well that well must be approved by the Washington State Department of Health for public use.
 - C. **Septic System & Public Water:** Establishment will be connected to a septic system and will be connected to a public water supply.
 Name of water system: _____

Plumbing & Sinks

5. Please fill out the information below on plumbing schedule include all sinks, dishwashers and other plumbing items. If you need more space you can attach the information

Fixture	Drain Type	Cold Water	Hot Water	Notes
<i>Dishwasher example</i>	<i>direct</i>	<i>yes</i>	<i>yes</i>	<i>Backflow assembly installed</i>

The following items will need to have an indirect drain installed; Food Preparation sinks, Ice Machines, Ice cream Dipper Wells, Beverage Dispensers with self-making ice machines, Salad Bars and Bar Dump Sinks,

Carbonated beverage dispensing machines must have a properly installed dual check valve or approved reduced pressure

6. Food Preparation sink; If you plan to wash, soak, rinse, drain, cool, thaw or process foods that requires a sink than you will need a food preparation sink, this must have an indirect drain to the sewer. It must be large enough to accommodate the food products that you plan on using
 - Will you need a Food Preparation Sink Yes No



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7. You will need at least 1 Handwashing sink. The Handwashing sink must be placed in area that is 20ft or less away from active food preparation it must also be easily accessible. Handwashing stations must be adequately stocked with hot and cold water, soap, paper towels and an instructional sign showing how to properly wash your hands. A handwashing sink must be equipped to provide water at a temperature of at least 100°F through a mixing valve or combination faucet. **You may be required to install more than one handwashing sink** please contact our Environmental Health Office if you have questions.

8. Mop Sink, used to dispose of wastewater from mops and random spills
How will you dispose of waste water when cleaning the kitchen, dining floors and other areas within the facility?
-
-

9. Warewashing (Please Select an Option) Dishwashers must have a backflow assembly installed on the plumbing between the dishwasher and sewer line.

A three compartment sink for manual washing of dishes. The sinks must be large enough to accommodate the largest dish/utensil a drain board must also be provided on the three compartment sink

Commercial dishwasher with heat sanitizing cycle or chemical sanitizing rinse cycle, a three compartment sink must also be install. A drain board must also be provided on the three compartment sink

Please provide the make and model number of the dishwashing machine

A two compartment sink with a dishwasher. This option is for facilities with **LIMITED MENUS** or the Facility is a Bed & Breakfast.

A two compartment sink with a drain board for manual dishwashing of dishes. This option is for facilities with **LIMITED MENUS** or the Facility is a Bed & Breakfast.

- Please provide the make and model number of the dishwashing machine
-

10. Hot water Heaters

We will be running a hot water calculation to see if your hot water heater is sized properly for your facility so it can provide you with adequate hot water.

Make: _____

Model# _____

Gallons: _____



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11. Toilet Facilities; All bathroom facilities must have a Handwashing sink with a mixing faucet with hot and cold water, paper towels, soap and a sign stating that all employees must wash their hands before going back to work

- only providing restrooms for employees because there is no sit down seating
 Will be providing sit down seating so Restroom facilities will be available to the public.

Physical Facilities

12. Sneeze Guards; A sneeze guard is required if you are going to have an area where there are ready to eat food items being offered in self-service lines like buffet line or salad bar. **See example in appendix**

Do you plan on having buffets, salad bars or other self-service food item station(s) Yes No

13. All floors, walls, ceilings, counters, shelving and equipment throughout the establishment must be smooth, non-absorbent, easily cleanable and free of cracks. Please fill out the finish schedule if you need more room you can attach additional information. For more details see example in the appendix

Name	Location	Finish Material	Notes
<i>Serving Counter</i>	<i>Bar</i>	<i>Sanded Wood</i>	<i>Water resistant stain applied</i>

14. Lighting must be adequate in all food preparation, service, storage, restroom, equipment and utensil washing areas. At least 30 foot candle illumination is required in food preparation areas and at least 15 foot candle illumination is required in dining areas.

15. All food, utensils and single service items in storage must be kept at least 6 inches off the floor and no storage can be under sewer and water lines. An area separate from food storage areas is required for storage of chemicals and cleaners. Please explain how you will store your items

Food Service items;

Chemicals;



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16. Garbage and pest control; Food Service Facilities must have a way to control garbage build up and control pests from entering the Food Establishment Please describe how you will manage pest and garbage control

17. **If Required;** Exhaust ventilation hood systems in food preparation and warewashing areas including components such as hoods, fans, guards and ducting must be designed to prevent grease or condensation from draining. The ventilation system must also be properly sized to prevent grease or condensation from collecting on the walls and ceilings. The jurisdictional Building department will have other requirements for a ventilation system. Please contact them for more information.

18. **If Required;** Grease traps must be designed and located to easily accessible for cleaning. Contact your jurisdictional Building Department for more details.

Hot and Cold Holding

19. Cold Holding Equipment must be sufficient in number and capacity to provide sufficient cooling of food items to comply with WAC 246-215-03515. To help achieve this requirement please provide the following information so we can calculate how much storage a facility may be required to have. This equipment must be commercial grade equipment

How many seats are in your establishment _____

If you don't have seating give an estimate of how many meals you will serve between deliveries
Number of Meals _____

How many deliveries do you plan on having during the week _____

How many of the following items do you plan on having;

Walk-in Cooler _____

Sandwich preparation counter _____

Reach-In Coolers _____

20. Hot Holding Equipment must be sufficient in number and capacity to provide sufficient hot holding of food items. Food items in hot holding must be held hot at 135°F or greater after being properly cooked

If hot holding food items; explain how you will be hot holding your food items



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Bed and Breakfasts

To operate a Bed and Breakfast you must meet all of the requirements mentioned in pages 3-5 unless otherwise provided in this subpart

Food maybe handled in a residential kitchen if all of the follow requirements are met;

- The number of guest bedrooms does not exceed 8
- Food service is limited to overnight guests
- Breakfast is the only meal provided
- Potentially Hazardous Foods are not cooled for later reheating

21. Are you planning on having a swimming pool and/or spa available for your clients [] Yes [] No
- If you answered yes to this question then you will need to meet all of the requirements of the Recreational Facility WAC 246-260. You will also need to contact Gary Fraser at 360.236.3073

Caterers

To operate as a Caterer you must meet all of the requirements mentioned in pages 3-5 unless otherwise noted in this subpart

22. What is the location of your base of operation/commissary; the base of operation/commissary is a place where you will actively prepare foods, store foods in hot and/or cold holding until the event, store dry goods and warewash all utensils. The base of operation must also be at a location that the Health Department can go and inspect individual homes are not allow unless they meet all requirements in this plan review.

Where is your base of operation: _____

23. How do you plan on keeping food either hot or cold held during transportation to a site and during the event?



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Mobile Food Units

To operate a Mobile Food Unit you must meet all of the requirements mentioned in pages 3-5 unless otherwise provide in this Subpart;

24. All Mobile food units must have the following

- A commissary/base of operation to store food items and other supplies that cannot stored on the Mobile unit; Included but not limited to bulk food items, dry storage goods and paper products. The Commissary must be a facility where the health department can get access if needed. Storing items at a place of Residence is not allowed unless it meets all of the requirements in this plan review.
- Permission to be on the property where you plan on setting up
- A bathroom must be within 200ft of your mobile unit
- A food grade Hose that meets NSF standard 61
- All Mobile units must be fully self-contained, barbeques and smoker are allowed as a supplement to the unit however each unit must still have a way cook and hot hold within the confines of the unit.

25. Fresh water storage tank; a minimum of 5 gallons is required for storage of freshwater. Size requirements are based on what you are planning to serve.

What is the size of the fresh water tank_____

26. A wastewater tank must be at least 15% greater than the freshwater tank

What is the size of the wastewater tank_____

Where will wastewater be disposed of_____

27. Business Name must be posted on the Mobile unit in a manner that is easily visible to customers during operation.

28. A bacterial test must be performed on the fresh water holding tank. **Include a copy of the results.**

29. All Mobile food units need to contact Washington State Dept. of Labor and Industries for an electrical inspection phone number 1.800.547.9411

No Permit can be given until your mobile food unit has passed the Labor and Industries inspection. Please provide a copy of your approval sticker that Labor and Industries will provide to you.

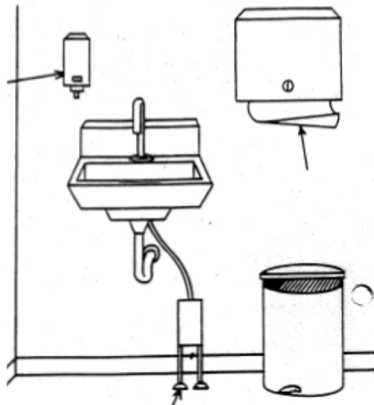
As a reminder all mobile units are not allowed to cool down any potentially hazardous food items on the mobile unit. This must be done at a commissary kitchen.



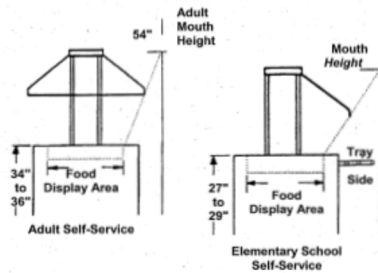
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Appendix

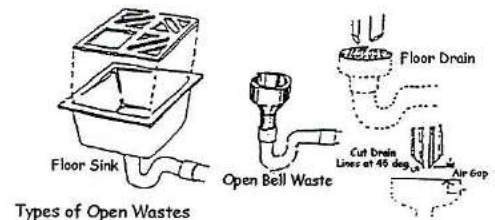


Example of Handwashing station



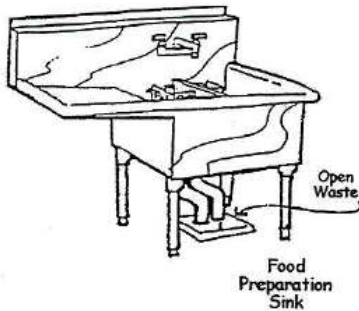
Buffet Food Shields
Measured from Floor

Example of sneeze guard

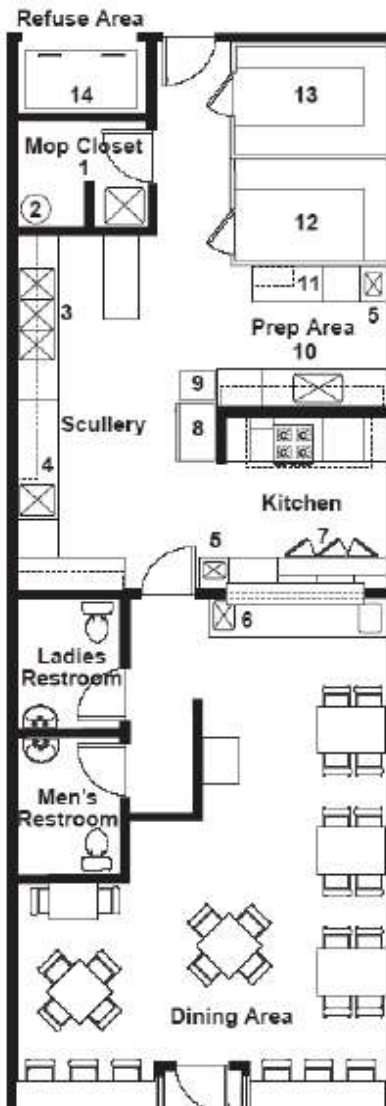


Types of Open Wastes

Example of Indirect Drains



Example of Food Preparation Sink



EQUIPMENT SCHEDULE

- 1 Mop Sink
- 2 Hot Water Heater
- 3 3 Compartment Pot and Pan Wash Sink
- 4 Dishwasher with Pre-Rinse Sink
- 5 Hand Sink
- 6 Water Fill Station
- 7 Sandwich Preparation Refrigerator
- 8 Reach-in Refrigerator
- 9 Ice Machine
- 10 Food Preparation Sink
- 11 Work Counter with Slicer
- 12 Walk-in Refrigerator
- 13 Walk-in Freezer
- 14 Garbage Area

FINISH SCHEDULE

Floor	
Kitchen	Vinyl Comp Tile with Base Coving
Restroom	Vinyl Comp Tile with Base Coving
Dining	Low Fill Carpet
Garbage	Sealed Concrete
Wall	
Kitchen	Gypsum Board
Cook Line	Stainless Steel
Dishwash	Gypsum Green Board with FRP* BD**
Restroom	Gypsum Board with FRP* BD**
Dining	Gypsum Board with Enamel Paint
Ceiling	
Kitchen	Gypsum Board with Enamel Paint
Dining	Suspended with Acoustical Tile
Restroom	Suspended with Acoustical Tile

* FRP - Fiber Reinforced Plastic
 ** BD - Board

This plan meant to illustrate health requirements only