



## APPLICATION GUIDELINES

### Food Service Establishments

The purpose of this form is to guide you through the steps necessary to obtain a food service establishment food permit for a new or remodeled establishment. These guidelines also apply to an establishment's change in ownership. This is not intended to be a complete list, but one of many tools in meeting the requirements for your food establishment. An application for a permit shall be deemed to have been abandoned 180 days after the date of filing, unless such application has been pursued in good faith or a permit has been issued.

- Do your research!**
- Use the Retail Food Code (WAC 246-215) as a resource:  
<https://www.doh.wa.gov/Portals/1/Documents/Pubs/332-033.pdf>
- Submit the **Food Service Establishment Permit Application** at least three weeks before the planned opening of your establishment (WAC 246-215-08310).
  - o Your plan review payment is required at the time of application submission. You will be responsible for pre-operational fees as well as your type of permit fee after you receive your plan review approval letter (see [current fee schedule](#)). Payments can be accepted online at [www.jeffersoncountypublichealth.org](http://www.jeffersoncountypublichealth.org) or by calling (360)385-9444 as well as in person at our office at 615 Sheridan Street Port Townsend, WA
  - o The applications are available online at:  
<https://www.co.jefferson.wa.us/615/Food-Service-Info-Applications>.
  - o Submit the completed application to the Jefferson County Environmental Public Health Department office.
- As attachments to your application, submit the following documents:
  - o A completed **Plan Review Requirements Form**.
  - o Your establishment's floor plans, site plan, and equipment list.
  - o Full food and beverage menus (with special processes/HACCP documentation if applicable).
  - o Commissary Agreement, if applicable.

**Schedule a pre-operational inspection at least 3 days prior to opening.**

**Call (360) 385-9444 to schedule a pre-opening inspection.**

#### You may also need to check with:

Jefferson County Community Development Services or The City of Port Townsend building department for zoning and/or building codes approval	Washington State electrical inspector (Department of Labor and Industries)
Washington Department of Licensing or city clerk for business license	Cross-connection control specialist (if connected to a public water system)



## FOOD SERVICE ESTABLISHMENT PLAN REVIEW APPLICATION

Please Allow at Least Three Weeks to Review Your Application Plan Review fee (minimum 2 hours) \$121 per hour = \$242. Change of ownership/menu, \$151. Payment is required upfront and is non-refundable.				
<b>Food Service Establishment Name</b>		<b>Applicant Information</b>		
		<input type="checkbox"/> <b>Business Owner</b>	<input type="checkbox"/> <b>Contractor</b> <input type="checkbox"/> <b>Project Manager</b>	
<b>Food Establishment Location:</b>		<b>Email</b>	<b>Phone</b>	
<b>Address                  City                                  Zip Code</b>		<b>UBI</b>	<b>Parcel Number</b>	
<b>Mailing Address:</b>		<b>Business Owner/Applicant Name</b>		
<b>Hours of Operation:</b>		<b>Planned opening date:</b>		
<b>Days of operation:</b>				
Application Type				
<input type="checkbox"/> New Facility	<input type="checkbox"/> Remodel	<input type="checkbox"/> Mobile		
<input type="checkbox"/> Catering, with an existing permit	<input type="checkbox"/> Catering, Stand-Alone	<input type="checkbox"/> Change of Owner or menu		
Permit Class (check one)				
<b>Category 1</b> —Limited Risk: Food is commercially pre-packaged and may or may not be potentially hazardous (requires cold holding). Examples include pre-packaged yogurts or oatmeal and pre-packaged sandwiches/burritos heated for immediate consumption.		<input type="checkbox"/> \$277		
<b>Category 2</b> —Moderate Risk/ Fresh foods are handled during preparation of salad, fruit cups, sandwiches, or any other ready to eat foods. Also includes cooking raw meats and seafood, cold and hot holding but NO cooling or reheating of potentially hazardous foods.		<input type="checkbox"/> \$390		
<b>Category 3</b> —High Risk: Processes include all included in categories 1 & 2 in addition to cooling and reheating of potentially hazardous foods.		<input type="checkbox"/> \$654		
<b>Other Fees</b> —Lounge endorsement, catering endorsement, plan review fee, variance, etc.		<input type="checkbox"/> See <a href="#">current fee schedule</a>		
Certification and Acknowledgement		Checklist		
<p><i>By signing this document, I certify that the information provided is true and accurate to the best of my knowledge. I understand that:</i></p> <p><input type="checkbox"/> <b>Any Changes</b> to the menu, equipment, floor plan, or services after submittal will result in postponement of my application review. Changes must be reviewed and approved by JCEPH, additional paperwork and fees may be required.</p> <p><input type="checkbox"/> <b>Any Changes</b> to the menu, equipment, floor plan, or services after approval must be reviewed and approved by JCEPH and additional paperwork and fees may be required.</p> <p style="text-align: center;"><b>Owner/Applicant Signature</b></p>		To review of your application, we need <b>ALL</b> of the following:		
			Page/Sheet Number	Office Use
		<input type="checkbox"/> Plan Review Fee		
		<input type="checkbox"/> Plan Review Requirements		
		<input type="checkbox"/> Site Plan		
		<input type="checkbox"/> Menu		
		<input type="checkbox"/> Floor Plan		
		<input type="checkbox"/> Equipment List		
<input type="checkbox"/> Finish Schedule				
a) legal owner:	b) billing contact:	c) operator:	d) number of seats:	



## New or Remodeled Food Service Establishment Requirements\*\*

\*\*Some items may not be required for limited food service establishments or beverage bars. Please consult our office for more information or consult the WA State Retail Food Code here: <https://www.doh.wa.gov/Portals/1/Documents/Pubs/332-033.pdf>

**Drinking Water Source:** Potable water must be from public system or JCEPH otherwise approved well water.

Connection to an existing approved public water system: Yes  No  N/A

Name of public water system: \_\_\_\_\_

Public water system I.D. number: \_\_\_\_\_

Connecting to a well: Yes  No  N/A

In order to use your own potable well, you must have the water system approved as a public water system from Jefferson County Environmental Public Health (JCEPH) or the Washington State Department of Health. Please contact our office to determine the approval requirements. Your water system must be approved prior to operating the food service establishment.

**Sewage Disposal:** Establishment must be connected to public city sewer or JCEPH approved private septic system.

Connected to public sewer: Yes  No  N/A

If yes, name: \_\_\_\_\_

Connecting to an on-site sewage system: Yes  No  N/A

If your establishment is connecting to an on-site sewage system, a review of our records will be accomplished to ensure it was permitted and approved. Food Establishment sewage systems are required to be checked on an annual basis. The owner is required to supply the Jefferson County Environmental Public Health Department with a record of any maintenance or checks performed annually. A list of septic system pumpers is available at our office.

Grease trap installed and accessible for easy cleaning. Yes  No  N/A

### **Sinks/Dishwashing:**

Three-compartment sink installed for washing, rinsing and sanitizing equipment and utensils that is large enough for complete immersion of equipment and utensils, except fixed and excessively large equipment:

Yes  No  N/A

Commercial food service dishwasher installed with indicating thermometers on machine. Ware washing dishwasher must have a backflow assembly installed on the plumbing between dishwasher and sewer line.

Yes  No  N/A

Hot and cold running water provided to all required plumbing fixtures:

Yes  No  N/A

Drain boards at dishwashing equipment drain by gravity installed for both clean and soiled tableware and equipment: Yes  No  N/A

If no, indicate provisions for air drying of cleaned items and placement of soiled items:

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One or two-compartment sink installed for food preparation: Yes  No  N/A

Separate hand washing sink installed in food preparation area: Yes  No  N/A

Single-use hand towel dispenser or heated air hand dryers and liquid soap, provided at kitchen hand washing sink: (The use of hand sanitizer or a bleach bucket is **not** a substitute for hand washing.) Yes  No  N/A

Mop sink installed outside food preparation area: Yes  No  N/A

## Equipment

Fountain syrup dispenser system isolated from water supply with a vented dual check valve or other approved backflow prevention device (Fountainsoda dispenser): Yes  No  N/A

Appropriate indicating thermometers provided for all hot and cold food service equipment, food storage and food transport units: Yes  No  N/A

Equipment and utensils for food service are with the current standards and listing of the National Sanitation Foundation (NSF): Yes  No  N/A

If equipment and utensils are not NSF approved, please explain:

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Buffet and/or salad bar commercial quality construction, equipped with sneeze guards and capable of maintaining potentially hazardous foods at 135°F or above, or 41°F or below during service: Yes  No  N/A

Adequate commercial refrigeration for cooling foods, cold holding, and storage of raw and ready to eat potentially hazardous foods. Yes  No  N/A

## Drains

Salad bar indirectly drained: Yes  No  N/A

*\*Indirect drain is a drain that has an air gap between piping segments or between the outflow pipe and floor drain to prevent backflow from occurring.*

*WAC 246-215 states that the air gap between the water supply inlet and flood level rim must be at least twice the diameter of the water supply inlet and not less than 1 inch.*



Food preparation sinks indirectly drained: Yes  No  N/A

Dishwasher/triple sink indirectly drained: Yes  No  N/A

Dipper well indirectly drained: Yes  No  N/A

Ice machine and ice bins indirectly drained: Yes  No  N/A

**Surfaces:** All finishes must be easily cleanable, nontoxic, noncorrosive, nonabsorbent, light in color, smooth and NSF certified. This includes equipment, dishes, food contact and nonfood contact surfaces, floors, walls, ceilings etc.

Cutting blocks hard maple or similar non-absorbent material: Yes  No  N/A

Carpeting installed in establishment: Yes  No  N/A   
Location: \_\_\_\_\_

Two foot backsplashes provided behind all sinks, food preparations surfaces: Yes  No  N/A

Installation of utility service lines does not obstruct floor, wall, ceiling and equipment cleaning: Yes  No  N/A

### Storage

Permeable food storage containers are kept 6" off the floor and protected from contamination: Yes  No  N/A

Exposed or unprotected sewer lines or other utility lines constructed in a manner that does not subject foods and containers of foods to contamination: Yes  No  N/A

Separate area provided for cleaning equipment such as mops, brooms, chemicals etc.: Yes  No  N/A   
Location of these items: \_\_\_\_\_

Designated location for employee storage of personal belongings: Yes  No  N/A   
Location: \_\_\_\_\_

Adequate lighting provided throughout establishment. Yes  No  N/A

Lights shielded from breakage in the food preparation, service, storage and display areas and where utensils and equipment are cleaned and stored: Yes  No  N/A

### Ventilation

Ventilation and fire suppression equipment installed for facility, toilet rooms, and cooking equipment as required: Yes  No  N/A

Filters or other grease-extracting equipment used in ventilation devices readily removable for cleaning and replacement, or designed to be cleaned in place: Yes  No  N/A

Liquor bar constructed: Yes  No  N/A   
Handwashing sink installed at bar: Yes  No  N/A

## Restrooms

### Public Restrooms

Health Department regulations require public restrooms when customer seating is provided. Yes  No  N/A

### Employee Restrooms

Hand washing sink with liquid soap and hand towel(s) or heated air hand drying devices and toilet tissue dispenser provided in toilet room(s): Yes  No  N/A

Hot (minimum temperature of 100°F) and cold running water provided through a mixing faucet: Yes  No  N/A

## Pest Control

Only pesticides approved for food establishments used: Yes  No  N/A

All vents and openings to the outside with heavy wire mesh or screen used to exclude rats and other rodents: Yes  No  N/A

Screens or other devices used to prevent flies and other pests from entering the food service establishment: Yes  No  N/A

## Garbage Storage and Removal

Durable, easily cleanable, leak-proof, covered garbage and refuse containers provided (outside storage area, kitchen and toilet rooms): Yes  No  N/A

## Additional Requirement for Mobile Units

Letter/lease giving permission for mobile operators to use Restrooms (within 200 feet), parking site, and approved commercial kitchen: Yes  No  N/A

Potable water tank has minimum capacity of 5 gallons, and grey water tank is at least 15% larger than potable water tank: Yes  No  N/A

Food grade hose for filling potable water tank: Yes  No  N/A

All mobile food units must contact The Washington State Department of Labor and Industries (LNI at 1-800-547-9411) for an inspection. No permit can be issued until your mobile food unit has passed the LNI inspection. Be ready to show copy of approved inspection. Yes  No  N/A

**Commercial Equipment List (write below if not enough space):**

Item	Make	Model

**Finish Schedule:**

Area in Facility	Floor Material/Finish	Walls Material/Finish	Ceilings Material/Finish
Kitchen			
Bathrooms			
Storage Area			
Bar (if applicable)			
Walk-in fridge/freezer			
Dish washing area			
Misc. Food Prep areas			
Janitorial area			
Other:			

**Floor Plan**

Attach a floor plan drawing, **to scale** (please provide scale), on a separate piece of paper showing the following:

- Name of the establishment,
- All fixed equipment including hand washing sinks, triple sinks, dishwashers, storage units, ventilation hoods, ice machines, etc. (please label all fixed equipment on the floor plan),
- Each room and separated area by name, such as food storage room, food preparation room, dining area, restroom, etc.,
- The size of each room and separated area by footage (length and width, not square feet), and
- Plumbing details (May include location of dumpster drain.)
- Copy of proposed Menu with appropriate consumer advisory if necessary.

If this application is submitted before the completion of a restaurant remodel, or new construction, the plans must stay the same as in the attached drawing. If the floor plans in the food establishment change, a new drawing must be submitted to JCEPH.

<p><b>Signature</b></p> <hr/> <p style="text-align: right;">Date</p>
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