

Food Plan Review Application Packet



The following information is designed to guide you through the plan review process. This process can be time consuming and tedious, careful planning is necessary.

When do you apply? You must turn in an application before you;

- Start a new food business in a new or existing building.
- Remodel or change a current food business.
- Reopen a food business that has been closed previously.
- Change you menu.
- Change the commissary for your mobile unit.

Before you apply;

- Contact your local building, planning, and zoning departments for any additional requirements.
- Get you Washington State Business License.
- Provide verification of connection to a public water system.
- Provide verification of connection to a sewer or septic system.

How long does this process take?

- Our goal is to review and approve your application within 10 business days. Incomplete applications may take significantly longer.

What happens once you're approved?

- An approval email or letter is sent to you after the plan review is complete. The letter will include the annual permit(s) you need and the fees you must pay. These fees may include plan review costs as well. Once you complete construction you must schedule a pre-opening inspection at least 5 days before your opening date.

What else should you know?

- Plan review and permit fees are non-refundable. Permits are also non-transferrable.
- Plan review is necessary for each operation permit. For example, plan review is required for operating an establishment and choosing to cater.
- **DO NOT** purchase equipment or begin construction until you receive your approval letter or email.
- You can find many of these documents online at, <http://klickitatcounty.org/> .
- We are available for consultation by appointment, Monday through Friday 8a.m. to 4 p.m.

Goldendale Office
228 West Main Street
MS-CH 14
Goldendale, WA 98620
509-773-4565

Klickitat County Health Department

White Salmon Office
501 NE Washington St/ PO Box 159
White Salmon, WA 98672
509-493-1558

Food Establishment Plan Review Checklist



Facility Name: _____

Use this checklist to prepare a complete plan review application. Ensure to submit a completed plan review packet(s) and checklist with the required plan review fee. Plan review fees are non-refundable.

✓		Item	Description	KCHD Use Only
	1	Water Verification	Provide proof that the facility is connected to an approved water system.	
	2	Sewer/Septic Verification	Provide proof that the facility is connected to an approved sewer or septic system.	
	3	Application	Provide a complete application.	
	5	Floor Plan	Provide a floor plan of your facility. Floor plan must show locations of all equipment, restrooms, storage areas, etc.	
	6	Equipment List	Provide a list off all large equipment being used for your operation.	
	7	Finish List	Provide a list of the type of material used to finish walls, ceilings, floors, and counter tops.	
	8	Menu	Provide a detailed menu of all food and beverages you will serving or a list of food and beverages you will be selling. Try to include any seasonal items or specials.	
	9	Food Sources	Provide a list of all food and beverage suppliers.	
	10	Personnel Hygiene	Include policies for hand washing, ill food workers, and prevention of bare hand contact	
	11	Cleaning and Sanitation	Provide written procedures describing the type and concentration of sanitizer used, how you intend to clean equipment (including CIP equipment)	
	12	Food Preparation Steps	Provide a description of how each menu item will be prepared.	
	13	Waste Disposal	Provide a method of waste disposal.	
	14	Fees	Include your plan review fee and operation fee.	
For Mobile Units				
	15	Commissary Kitchen Agreement	Provide a commissary agreement.	
	16	Sales Site Agreement	Provide a sales site agreement for mobile stops.	
	17	Labor and Industries Approval	Provide a copy of your L&I approval.	

I understand I cannot open this food establishment until I have received written approval from Klickitat County Health Department.

Signature: _____ Date: _____

Food Establishment Application



A person wanting to operate a new food establishment shall submit a permit application and a plan review packet at **least 30 calendar days** prior to the desired date of opening. Renewal applications must be submitted prior to your expiration date.

New owners are required to submit a new **application at least 2 weeks prior** to the change of ownership. New owners are subject to a change of ownership fee. A change of ownership may require an initial inspection by your sanitarian. New construction for an establishment or remodel of an existing establishment is subject to plan review code requirements and fees.

Level I Complexity: Limited food prep: menu or service items are limited to prepackaged non-PHF or prepackaged PHFs that require cold holding. Menu items may include snacks, baked goods, dairy products, prepackaged deli meats (cold), frozen prepackaged burritos, prepackaged sandwiches or salads using commercially prepared produce (washed lettuce or bagged lettuce)

Level II Complexity: Raw food preparation: menu or service items are limited to preparation of raw meats, wash or slice fresh fruits and vegetables, and do not cool cooked PHF. This may include delis, quick service, sandwich shops, or grocery stores with limited menu items

Level III Complexity: Advanced food preparation: menu or service items that may have been cooked and then cooled, such as pasta salads, leftovers, or items cooled and further processed. This may also include specialized processes like; smoking, curing, vacuum packaging, or if you need to have a consumer advisory. This may include restaurants, buffets, or large grocery stores with a deli.

Please mark the boxes below that correlate with the type of establishment you operate.

Type of Establishment

<input type="checkbox"/> Establishment w/ Public Sewer	170
<input type="checkbox"/> Establishment w/ OSS	190
<input type="checkbox"/> Bed and Breakfast w/ Public Sewer	175
<input type="checkbox"/> Bed and Breakfast w/ OSS	190
<input type="checkbox"/> Catering	50
<input type="checkbox"/> Farmers Market	80
<input type="checkbox"/> Community Kitchen	80
<input type="checkbox"/> School Kitchen	150
<input type="checkbox"/> School Satellite	50

Complexity Level

<input type="checkbox"/> Level I	0
<input type="checkbox"/> Level II	125
<input type="checkbox"/> Level III	175

Plan Review Fees

<input type="checkbox"/> New Construction	150
<input type="checkbox"/> Remodel	100
<input type="checkbox"/> Change of Ownership	100

Operating Hours

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

If you are operating seasonally, please provide the months of operation: _____

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Food Establishment Application



Is this a new application, change of ownership, or renewal? _____

Facility Information

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Facility Phone: _____

Commissary Address (if applicable): _____

City: _____ State: _____ Zip: _____

Contact/Mailing Information

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Contact Phone: _____

Contact Email: _____

Owner Information

Corporation Name: _____

Individual Name: _____

Owner Address: _____

City: _____ State: _____ Zip: _____

Owner Phone: _____

Owner Email: _____

Applicant's signature: _____ Date: _____

As the manager and or owner/operator of this facility, I do hereby make application for a permit to operate a food service establishment in compliance with the Rules and Regulations of the State Board of Health for Food Service Chapter 246-215 WAC. I understand that this permit is NON-REFUNDABLE and NON-TRANSFERABLE to a new owner or location.

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Finish Schedule



Facility Name: _____

Provide the materials used for all floors, walls, coving, and ceilings.

- All bare wood surfaces (doors, trims, counters, shelves, cabinets, etc) must be painted or sealed.
- Floors must be constructed of smooth, easily cleanable, non-absorbent material.
- Coving must be installed at all wall/floor junctions and 4" in height.
- Walls must be constructed of smooth, easily cleanable, non-absorbent materials. Fiber Reinforced Plastic (FRP) or similar waterproof material is recommended on wall surfaces behind sinks and areas exposed to moisture.
- Ceilings above the kitchen, lounges, wait and service areas must be constructed of smooth, easily cleanable, non-absorbent materials. Unsealed acoustical ceiling tiles are not allowed. Vinyl covered ceiling tiles such as vinyl rock or other washable surfaces are allowed.
- All lighting over food preparation, handling, and storage areas must have cover or shatterproof bulbs.

Please submit the floor plan, finish schedule, and the equipment list together.

	Floors	Coving	Walls	Ceiling	Counters
Kitchen	Vinyl tile	6" rubber base	FRP	Painted gypsum board	laminates
Wait Area	Vinyl tile	4" rubber base	Painted gypsum board	Vinyl rock	laminates
Lounge	Sealed concrete	4" rubber base	Varnished wood	Vinyl rock	granite
Dining	Carpet	4" rubber base	Painted gypsum board	Painted gypsum board	n/a
Bathrooms	Ceramic tile	Ceramic tiles	Painted gypsum board	Painted gypsum board	n/a

	Floors	Coving	Walls	Ceiling	Counters
Kitchen					
Wait Area					
Lounge					
Dining					
Bathrooms					
Shelving					
Lighting					

Feel free to add more pages if needed during the plan review process.

Menu & Method of Food Preparation Steps



Facility Name: _____

The menu review and the flow of food through an establishment is one of the most vital processes to prevent food borne illness. A menu or listing of all of the food and beverage items being offered to consumers must be submitted.

During this plan review process KCHD staff look at food flow through receiving, storage, preparation, and end service to the consumer. The source of food and quantity of food served is reviewed along with how you prepare and store food. It is important to note here that having the correct facilities will often control what menu items can be served.

There are three standard food processes the majority of establishments use;

1. FOOD PROCESSING WITH NO COOKING STEP

- a. Receive. Store. Prepare. Hold. Serve
 - i. Examples include; salads, deli meats, sandwiches, cheeses, sashimi

2. FOOD PREPARATION FOR SAME DAY SERVICE

- a. Receive. Store. Prepare. Cook. Hold. Serve.
 - i. Examples include; hamburgers, fried chicken, hot dogs

3. COMPLEX PROCESSES

- a. Receive. Store. Prepare. Cook. Cool. Reheat. Hot Hold. Serve.
 - i. Examples include; refried beans, leftovers, rice
 - ii. Some complex processes may require a variance or HACCP

Knowledge of how the food flows through the establishment from receiving to the consumer is extremely important and very useful when establishing critical control points to prevent foodborne illness. Knowing these critical control points is also crucial for active managerial control. During review special attention is given to food items and processes that involve;

- **Multiple ingredients being assembled or mixed**
- **Time and temperature control for safety (TCS) foods**
- **Foods prepared or held for several hours prior to service**
- **Foods requiring cooling and reheating**
- **Foods with multiple step processing (passing through the danger zone multiple times)**

Provide the food preparation steps for all menu items. Include how each menu item is obtained, stored, prepared, cooked, hot held before serving, or thawed. Menu items that are prepared in an identical way may be grouped together. Ready to eat items with minimal food preparation steps can be omitted.

The next page contains a few examples of proper food preparation steps. You may also opt to use a traditional food flow chart.

Menu & Method of Food Preparation Steps



Examples:

BBQ Pork/Beef/Chicken: All meats are delivered frozen and stored in the walk-in refrigerator to thaw. After the meats are thawed, they are marinated in our house sauce over night in the walk-in cooler. Meats are then cooked in the smoker; pork cooked to 145F, beef cooked to 145, and chicken cooked to 165F. After cooking, the meats are shredded and mixed with our BBQ sauce and cooled in hotel pans at a 2 inch food depth in the walk-in cooler. After the meats reach 41F we cover them with plastic wrap. Meats are then reheated to 165F in the steamers then adjusted to hot hold at 135F. Leftover items are cooled in the walk-in cooler with hotel pans at a 2 inch food depth.

Ham/Turkey/Roast Beef Sandwiches: All deli meats are purchased pre-cooked and delivered at or below 41F. Items are transferred to the deli walk-in cooler to cold hold. Deli meats are sliced, portioned, and placed in the preparation reach-in refrigerator daily. All fruits and vegetables are rinsed each morning in the food preparation sink and stored in the reach-in deli refrigerator. Sandwiches are made to order cold, or heated on a panini grill. Employees will don gloves during the preparation of all ready to eat sandwich items.

Bubble Tea: Tapioca pearls are purchased dehydrated. Two cups of tapioca pearls are cooked on the stove in boiling water for 30 minutes. Once the pearls are soft, they are placed in the colander to drain and then placed at 2 inch food depth uncovered in the walk-in refrigerator to cool. The next day, cold tapioca pears are portioned and then placed in the reach-in cooler. Flavors are mixed and tapioca pearls are added per customer order.

Chicken Salad: Raw chicken is purchased frozen and thawed in the walk-in refrigerator. Chicken is marinated overnight in the walk-in refrigerator. Chicken is then cooked on the grill to 165F. After the cooking process, the chicken is sliced, placed in a hotel pan, and cooled overnight in the walk-in cooler. After the chicken is cooled to 41F, it is portioned into individual servings and placed in the reach-in refrigerator until order. Chicken is then mixed with greens and salad toppings per order. All salad greens are rinsed each morning in the food preparation sink and stored in the reach-in cooler.

Please attach your method of food preparation steps to this example.

Employee Health Reporting Agreement

Food Establishment: _____

The purpose of this agreement is to inform food employees of their responsibility to notify the person in charge when they experience any of the conditions listed below.

I agree to report to the person in charge the following symptoms, including the onset date of symptoms;

1. Diarrhea
2. Vomiting
3. Jaundice
4. Sore throat with fever
5. Infected cuts or wounds, or lesions containing pus on the hand, wrist, an exposed body part, or other body part and the cuts, wounds, or lesions are not properly covered (such as boils and infected wounds, however small)

Future Medical Diagnosis;

Whenever diagnosed as being ill with Norovirus, typhoid fever (*Salmonella Typhi*), shigellosis (*Shigella* spp. infection), *Escherichia coli* O157:H7 or other EHEC/STEC infection, or hepatitis A (hepatitis A virus infection)

Future Exposure to Foodborne Pathogens;

1. Exposure to or suspicion of causing any confirmed disease outbreak of Norovirus, typhoid fever, shigellosis, E. coli O157:H7 or other EHEC/STEC infection, or hepatitis A.
2. A household member diagnosed with Norovirus, typhoid fever, shigellosis, illness due to EHEC/STEC, or hepatitis A.
3. A household member attending or working in a setting experiencing a confirmed disease outbreak of Norovirus, typhoid fever, shigellosis, E. coli O157:H7 or other EHEC/STEC infection, or hepatitis A

I have read (or had explained to me) and understand the requirements concerning my responsibilities under the Food Code and agree to comply with;

- Reporting requirements specified above involving symptoms, diagnoses, and exposure specified;
- Work restrictions or exclusions that are imposed upon me; and
- Good hygiene practices

I understand that failure to comply with the terms of this agreement could lead to action by the food establishment or the food regulatory authority that may jeopardize my employment and may involve legal action against me.

Food Employee Name (print): _____

Date: _____

Food Employee Signature: _____

Date: _____

Permit Holder Signature: _____

Date: _____