



Klickitat County Health Department

*To preserve, promote, and protect
the health of all people in Klickitat County*

FOOD SERVICE ESTABLISHMENT PACKET

APPLICATION PROCEDURE. A PERSON wanting to operate a FOOD ESTABLISHMENT shall submit a permit application and plan review application at least 30 calendar days before the date planned for opening or 30 days before the expiration date of the current PERMIT for the existing facility, or 30 days before the change in ownership. Provide the following information to:

Klickitat County Health Department

Goldendale Office
228 W Main MSCH-14
Goldendale, WA 98620
Phone (509) 773-4565 FAX (509) 773-5991

White Salmon Office
501 NE Washington
White Salmon, WA 98672
Phone (509) 493-1558 FAX (509) 493-4025

Business Hours: Monday through Friday, 8:00 a.m. to 5:00 p.m.

1. **PLAN REVIEW APPLICATION.**
2. **PERMIT APPLICATION.**
3. **MENU.** Provide an intended menu or a list of the foods to be served.
4. **METHOD OF FOOD PREPARATION.** Provide food preparation and cooking procedures. This plan should include:
 - The final cooking temperature of all fish, meat and poultry products.
 - A list of all raw or undercooked food of animal origin or any packaged unpasteurized fruit or vegetable juices.
 - A list and cooling procedure for all food that will be cooked and cooled in your food establishment.
 - A copy of employee sanitation practices including proper hand washing, barrier/glove use, and illness/exclusion policy.
5. **PLAN REVIEW FEE.** Pay the Plan Review fee at the time the application is submitted. This fee is **non-refundable**.
6. **FLOOR PLAN.** Provide a floor plan, to a quarter inch scale (1/4 inch = one foot), of the proposed facility with the following:
 - PROVIDE PLUMBING INFORMATION AND SHOW:
 - a. Location of sinks, including the hand wash sink(s), the food preparation sink(s) and the service/mop sink,
 - b. Locations and the type of drains,
 - c. Location of toilet(s), and
 - d. Location of garbage storage facilities.
 - PROVIDE EQUIPMENT INFORMATION AND SHOW:
 - a. Location and type of NSF refrigeration, walk-in units and freezer equipment,
 - b. Location of ice-making equipment and the indirect drain,
 - c. Location of cooking, reheating, and hot-holding equipment, and
 - d. Location of warewashing and associated equipment, or location of three-compartment sink with drain board.
 - ALSO, SHOW THE LOCATION OF:
 - a. Employee's lockers or area for personal item storage,
 - b. Dry food storage area and shelves, and
 - c. Provide a brief description of the finishes used on floors, walls, counter tops and ceilings.

THE ABOVE ITEMS MUST BE SUBMITTED WHEN YOU PAY FOR YOUR PLAN REVIEW.

If any of these items are omitted, your plan review cannot be accepted.

1. A plan approval letter will be mailed when the plan review has been reviewed and approved. Call at least one week prior to your opening **and make an appointment for a pre-opening.**
2. After your pre-opening inspection and approval is given to open, **you must pay for your annual permit.**

STATE BOARD OF HEALTH STANDARDS – COMPLIANCE WITH WAC 246-215 IS REQUIRED

1. **WATER SUPPLY.** The water supply must meet the Washington State requirements for a public water system in compliance with chapters 246-290 and 246-215. If the food establishment is not a public water system, **FIRST** apply for a Small Public Water Supply **BEFORE** you apply for a food establishment plan review.
2. **SEWAGE SYSTEM.** All liquid wastes, including gray water, mop water and ice melt, must be disposed into an approved sewage disposal system. If the food establishment will not be using public sewer, **FIRST** obtain approval of the on-site septic system **BEFORE** you apply for a food establishment plan review.
3. **CONSUMER ADVISORY.** A consumer advisory must be posted if there is raw or undercooked food of animal origin or unpasteurized fruit and vegetable juices packaged in the food establishment. The consumer advisory must consist of a **DISCLOSURE** and a **REMINDER**. Identification of the item(s) must be on a menu, table tent, placard, or other printed means. (3-603.11)
4. **HANDWASH SINKS.** Handwash sinks must be located in the food preparation, food dispensing, **and** warewashing areas and used exclusively for hand washing. (5-204.11) Handwash sinks shall have minimum hot water temperature of 100° F. (5-202.12 (A)) and cold water provided through a mixing faucet. There must be hand soap and single use towels at the sink. Automatic faucets, if used, must have a minimum cycle of 15 seconds. (5-202.12 (C)). There must be hand washing reminder signs at all sinks used by food employees.
5. **FOOD PREPARATION SINK.** Provide sufficient **and separate** food preparation sink in which food may be washed, rinsed, drained, cooled or thawed. A food preparation sink may not be used for hand washing or utensil washing.
6. **WAREWASHING SINKS/MACHINES FACILITIES.** Provide a mechanical dishwasher with a two-compartment sink **or** a three-compartment sink with a drain board for cleaning and sanitizing equipment. A warewashing sink may not be used for hand washing. (4-501.15)
7. **SERVICE/MOP SINK.** Provide at least 1 service sink or curbed cleaning facility equipped with a floor drain for cleaning mops and the disposal of mop water and similar liquid waste. (5-203.13) Mops may not be cleaned in food preparation, hand washing or utensil washing sinks.
8. **PLUMBING.** Provide plumbing sized, installed and maintained in accordance with applicable state and local plumbing codes. Provide indirect drains from the ice machine, food preparation sinks, beverage ice sinks, salad bars, dipper wells and mechanical dishwashers into a floor sink, hub drain or similar device. Provide a properly vented dual check valve device or an approved reduced pressure back flow assembly between copper pipe or tubing and carbonated beverage dispensing machines.
9. **REFRIGERATION.** Provide National Sanitation Foundation (NSF) refrigeration units and shelving design in walk-in units sufficient for all necessary foods and for rapid cooling, pre-chilling, thawing, and for the separation of raw meats, aquatic foods and poultry from other foods.
10. **THERMOMETERS.** All refrigeration equipment must have thermometers accurate to $\pm 3^{\circ}$ F. There must be at least one metal stem thermometer (pocket thermometer) accurate to $\pm 2^{\circ}$ F to monitor hot and cold food preparation and food holding. This stem thermometer should have a range of at least 0°F to 220° F.
11. **FLOORS, WALLS, CEILING.** The floors, walls, and ceilings shall be smooth, durable and easily cleanable, and water impervious and grease resistant in areas subject to moisture. (6-101.11) Ceiling studs, joists and rafters **shall not be exposed** in food preparation areas, equipment washing and utensil washing areas, toilet rooms, walk-in refrigeration units, and vestibules. If exposed in other rooms or areas, they shall be finished to provide an easily cleanable surface.
12. **TOILETS.** Toilet room(s) must have automatic door closing devices, mechanical ventilation, and hand washing sink with single service soap and towel dispensers. There must be toilet facilities for patrons when there is seating for on-premise consumption of food. Toilets must be within at least 200 feet of food

establishment and assessable to employees during all hours of operation. A toilet room used by females shall be provided with a covered receptacle for sanitary napkins.

13. **FOOD and BEVERAGE WORKER CARDS.** All food service workers must obtain a food worker card within fourteen calendar days from the beginning of employment at a food service establishment. 246-217-015
14. **EQUIPMENT AND UTENSILS.** Equipment and utensils must be cleanable, durable, in good repair and in conformance with the current standards and listings of the National Sanitation Foundation.
15. **PUBLIC HEALTH LABELING.** When raw or undercooked meats, eggs, or aquatic foods are offered for consumption as ready-to-eat, these foods need to be identified as such on the menu or reader board. Examples: Caesar Salad Dressing (unless the eggs are pasteurized), Lox, Oysters on the Half Shell, Pickled Fish.

In grocery stores, raw milk or foods prepared from raw milk must be labeled with a warning stating that raw milk or food prepared from raw milk may be contaminated with dangerous bacteria capable of causing severe intestinal illness. Warning labels are available from the Health Department Food Program. 3-801.11
16. **LIGHTING & SHIELDS.** There must be at least 50-foot candles of light in the food preparation areas, 20-foot candles of light in warewashing and toilet rooms and 10-foot candles of light in walk-in refrigeration units and dry storage areas. 6-303.11 Lights must be shielded, coated or shatter-resistant where there is food preparation or exposed clean equipment or utensils. Infrared and heat lamps shall have a shield extending so only the face of the bulb is exposed. 6-202.11 (C)
17. **DRESSING ROOMS/LOCKERS.** Dressing rooms shall be designated if employees routinely change clothing and provide lockers or facilities for employees to store clothing and personal belongings so that contamination of food equipment and single use articles can not occur. 6-305.11 (A) (B) & 6-403.11
18. **VENTILATION.** Provide ventilation system design, installation, and maintenance in accordance with state and local mechanical and fire codes.
19. **PEST CONTROL MEASURES.** Doors to the exterior of the building should have automatic door closers or screen doors to prevent the entrance of insects and rodents.
20. **GARBAGE STORAGE.** Garbage containers must be watertight, vermin proof, covered containers and appropriate frequency of garbage pickup to prevent overflows and nuisances. 5-501.13 & 15. Provide garbage storage on a concrete or asphalt pad.
21. **BAR AND TAVERNS.** Bar and taverns are required to have a sink compartment for disposing of liquid drink wastes in addition to sinks necessary for cleaning and sanitizing.
22. **SMOKING SIGNS.** Effective December 8th, 2005 all Washington restaurants, bars, taverns, bowling centers, skating rinks, non-tribal casinos, and other place of employment will be required to be smoke free. Also smoking is prohibited within 25 feet of all entrances and exits, windows that open, and ventilation intakes. Signs prohibiting smoking must be posted at each entrance as in prominent locations in your establishment

If you have any further questions, please call:

Klickitat County Health Department - Environmental Health – (509) 773-4565 or (509) 493-1558