FOOD SERVICE ESTABLISHMENT APPLICATION AND PLAN REVIEW

Dear Applicant:

Enclosed are the Food Service Establishment Specifications and Plan Review forms. All new and remodeled food service operations must complete a plan review process. To avoid delays, a permit application must be submitted and reviewed before construction begins.

APPLICATION

- SUBMIT THE COMPLETED PERMIT APPLICATION (PARTS A, B, C, & D)
- At least 30 DAYS BEFORE your proposed opening date
- Plan review fees are due and payable at the time the application is submitted
- Plan review fees are charged according to the type of menu proposed and are listed below
- Once your plans and application have been submitted, any modifications must be made in writing and are subject to review and approval by an Environmental Health Specialist
- Check appropriate box.

  □ **$242.00 Complex Menu** Any food service establishment which serves and/or prepares potentially hazardous foods at least 6 hours in advance of serving or serves potentially hazardous foods which require 2 or more of the following preparation steps: a) cook potentially hazardous foods; b) cool potentially hazardous foods; c) reheat potentially hazardous foods; d) hot hold potentially hazardous foods for 2 or more hours.

  □ **$138.00 Non-complex Menu** Any food service establishment which serves and/or prepares potentially hazardous foods, but does not meet the definition of a Complex Menu operation. Establishments are limited to food that can be served immediately after preparation, i.e. espresso, bakery, deli, etc.

  □ **$121.00 or $69.00 Change of Ownership** with no other changes to the physical facilities or the menu. This fee is 50% of your plan review fee for Complex or Non-complex menus, respectively.

  □ **$81.00 Change in Food Service** for changes in menu, increased seating or remodeling of food establishment. All significant changes in service must be approved by an Environmental Health Specialist.

  □ **$81.00 per hour Technical Assistance Fee** Additional inspections and services beyond those covered by The Plan Review fee or those that require services as a result of non-compliance of County and State food safety codes. For example, if an Environmental Health Specialist must make recurring visits to a food establishment whose employees do not have current food handler cards, that establishment will be billed for each resulting follow-up inspection.

Plan Reviews are processed in the order in which they are received. Plan for a 30 day turn around.
PLAN REVIEW

- During the review process and/or after your application and plans have been approved you will be notified by the Environmental Health Specialist.
- A pre-operational inspection is required by the health officer to determine compliance with regulations before issuing a permit to a new food service establishment and following extensive remodeling of an existing food service establishment (in accordance with Washington State Retail Food Code Chapter 8-203.10).
- Make a copy of the plan review for your records.

After you have received notice of your plan approval please contact this office at least five (5) working days prior to the intended opening date to schedule a pre-operational inspection.

PRE-OPERATIONAL INSPECTION

- All construction and cleaning must be completed;
- All equipment must be in place and functioning;
- The annual Food Service Operation Permit fee is due and payable at the courthouse after completion of your pre-operational inspection and before opening. Fees are based on establishment type and size and may be pro-rated by quarter based on the 12 month permit year beginning July 1;
- Food Service Operation Permits are non-transferable. Environmental Health Services licenses owner/operators of food service establishments, not the facility.
- Food Service Operation Permits must be renewed annually by June 30.

If you have any questions regarding the application and plan review process, or if you need further assistance, please contact the Environmental Health Food Safety Program by calling (360) 417-2328.

CHECKLIST FOR NEW OR REMODELED FOOD ESTABLISHMENTS

Environmental Health Services Checklist

_____ 1. Complete and sign the Food Service Establishment Specification and Plan Review (Parts A - D). (Remember to keep a copy for your records.)

_____ 2. Enclose menu & site plan.

_____ 3. Do owners, managers, and employees have current Food and Beverage Worker Permits? If not, contact Environmental Health at (360) 417-2328 to get information about getting these permits.

_____ 4. Are you on an approved water system and/or onsite sewage disposal system?

_____ 5. Is your appropriate plan review fee enclosed?

_____ 6. Have you scheduled a pre-opening inspection at least five working days prior to your planned opening date?

Have you completed the requirements of:

_____ The county or city building department?

_____ The county or city planning department?

_____ The state and local business licensing office?

_____ The city or county fire marshal?
PERMIT APPLICATION (PART A)

<table>
<thead>
<tr>
<th>Type of Plan Review:</th>
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<tbody>
<tr>
<td>___ New establishment</td>
<td>___ Conversion of structure to food service</td>
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<tr>
<td>___ Remodel</td>
<td>___ Change in menu/style of service</td>
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<td>___ Ownership change</td>
<td>___ Catering</td>
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<tr>
<th>Establishment Name</th>
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<th>E-mail Address:</th>
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<th>Establishment Phone Number</th>
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<tr>
<th>Manager/Contact Person</th>
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<th>Owner</th>
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<th>Owner Mailing Address</th>
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<th>Proposed Opening Date</th>
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<thead>
<tr>
<th>Type of Establishment:</th>
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<tbody>
<tr>
<td>___ Restaurant</td>
<td>___ Community Kitchen</td>
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<tr>
<td>___ Restaurant with lounge or service bar</td>
<td>___ Bed &amp; Breakfast</td>
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<tr>
<td>___ Restaurant with catering</td>
<td>___ Espresso Stand</td>
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<tr>
<td>___ Tavern with on-site food preparation</td>
<td>___ Mobile Food Unit</td>
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<td>___ Other (Specify)</td>
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<tr>
<th>Hours of Operation</th>
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<th>Seating capacity</th>
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<tr>
<th>Will off-premises catering be offered?</th>
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<td>Yes</td>
<td>No</td>
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<th>Will any foods be vacuum-packaged on site?</th>
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<td>Yes</td>
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<tr>
<th>Water source</th>
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If you are on a well, have you filed a Water Facilities Inventory (WFI) with the State of Washington? |   |
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<tr>
<td>Yes</td>
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<tr>
<th>Number of satisfactory water samples required per year:</th>
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<tr>
<td>Bacteria</td>
<td>Nitrate</td>
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<thead>
<tr>
<th>Sewage disposal</th>
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If you have a septic system, has a Sanitary Survey been performed? |   |
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<tr>
<td>Yes</td>
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<th>Do you have an O&amp;M Agreement with a septic designer?</th>
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<td>Yes</td>
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<table>
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<th>Solid Waste disposal</th>
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Mobile Units and/or Espresso Stands Only:

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<th>Greywater disposal location</th>
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<th>Restroom facilities available?</th>
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<th>Commissary location (if applicable)</th>
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This application and plan review is good for a period of one (1) year from the date shown below. If construction or remodeling is not started within this time period, it will be necessary to resubmit plans for a new review. Regulations are subject to change. Any changes to the approved plans must have prior approval by the Environmental Health Division.

Notify this Division for an inspection at least 5 working days before planned opening. All construction and cleaning must be completed before calling for a pre-operational inspection. **Plan review fees shall be paid at time of plan review submission.**

Owner or Representative Signature

Date

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Reviewed by

Date

---

***************PLEASE DO NOT WRITE BELOW THIS LINE***************
FOOD HANDLING PROCEDURES (PART B)

Please fill out this questionnaire with as much detail as possible. It has been demonstrated that the majority of foodborne illness outbreaks are the result of ill food workers, inadequate hand washing, improper cooling and improper reheating. It is important that the proper procedures are employed from the beginning in your food service establishment. Answers to the following questions will determine if your food handling techniques are consistent with proper food sanitation and public health protection. Your answers must be specific as to how foods will be handled.

ALL MANAGERS AND ALL EMPLOYEES MUST HAVE CURRENT FOOD WORKERS CARDS

1. Cooling of Potentially Hazardous Foods. Potentially Hazardous Foods (PHF’s) are those foods which will support the rapid growth of foodborne illness-causing bacteria. In general, these foods have a high moisture and protein content and low acidity. PHFs include meats, poultry, cooked potatoes/rice/beans, eggs, fish, dairy products, gravies, casseroles, combination salads, cut melons and sprouts. The definition does not include commercial hard cheeses, commercially prepared mayonnaise, salad dressings or raw vegetable or fruits.

Will any potentially hazardous foods be cooled?_______ If yes, explain in detail below how you are cooling foods.

1. What techniques will be used? (Place your answer on the corresponding line below)
2. What types of containers will be used, and what will be the food depth placed in these containers to cool?
3. What amount of time will foods be allowed to pre-cool at room temperature?
4. Will foods be covered during the cooling process?
5. If using an ice bath, what level will the ice be in relation to the food; how often will the foods be stirred; and what temperature will the food reach before being placed in refrigeration unit?
6. How this process will be monitored?

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2. Reheating Potentially Hazardous Foods. Complete this section if you answered yes to #1 above. If you are going to reheat PHFs, please describe the process including:

1. What equipment will be used for re-heating? (stove, burner, convection oven, microwave etc.)
2. What temperature you will be re-heating to?
3. What will be the total amount of time to re-heat before service or hot-holding?
4. How this process will be monitored?

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3. **Hot and Cold holding of PHF** If you are going to be hot or cold holding PHF please describe:

1. What will be the temperature of PHFs before they are placed into hot-holding units (steam tables, hot cases, etc.) or cold-holding units?
2. What internal temperature will be maintained in hot or cold holding units throughout the day?
3. How this process will be monitored?

1.__________________________________________________________________________________________
2.__________________________________________________________________________________________
3.__________________________________________________________________________________________

4. **Personnel Hygiene.** Describe how personnel hygiene will be addressed in your establishment, including:

1. Describe your policy on ill food service workers
2. Describe your hand washing policy when, how, where and why
3. Describe how your employees will eliminate direct hand contact with food
4. Describe your handwashing procedures after handling raw meats or seafood, and before using gloves.

1.__________________________________________________________________________________________
2.__________________________________________________________________________________________
3.__________________________________________________________________________________________
4.__________________________________________________________________________________________

5. **Cooking temperatures.** Record the initial internal temperature which will be reached for the following foods:

   - Beef_________________________________________ - Ground beef________________________________
   - Poultry______________________________________ - Fish/shellfish_______________________________
   - Pork_________________________________________ - Casseroles containing PHFs__________________

Describe how you will monitor the cooking temperatures of these foods
6. Cleaning and sanitizing procedures. Describe the type and concentration of sanitizer you will be using, and when it is to be used. Also include how meat slicers, cutting boards etc. will be cleaned and sanitized after becoming contaminated.

______________________________________________________________________________________________
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7. Additional information required. Please submit the below items:

1. Provide a copy or list below your complete menu.
   List your foods to be served including the source, any undercooked foods and how they are delivered
   If your menu changes, submit the changes to the Health Department for review before implementing.

2. A list of all food-service-related equipment, including make and model numbers
   Cut sheets form the manufacturers are acceptable

   **If you have any equipment changes affecting your menu, submit a Change of Service application to the Health Department for review before implementing.**

3. A detailed floor plan, drawn to scale, including the layout of all sinks, floor sinks, refrigerators, stoves and other equipment. The attached example of a detailed floor plan drawing may be used as a guide

1.________________________________________________________________________________________
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# FACILITY REQUIREMENT (PART C)

The following is a list of facility requirements for opening a food service establishment. Read each requirement below and initial or mark "N/A" if not applicable in "Owner Use" column. Please make sure that you understand and satisfy all applicable requirements for your food service establishment. Incomplete applications will be delayed or returned. **Failure to meet these requirements at the pre-opening inspection will delay the opening of your establishment.** Please call if you have questions or at least five working days before planned opening to schedule a pre-opening inspection.

<table>
<thead>
<tr>
<th>EHS Use</th>
<th>Owner Use</th>
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## 1. DOORS AND WINDOWS

All outside openings must be tight-fitting to exclude the entrance of insects and rodents.

- Openable Windows: __Screens__ __Air curtain__ __Self-closing__ __Other__
- Outside Windows: __Screens__ __Air curtain__ __Self-closing__ __Other__

## 2. LIGHTING REQUIREMENTS

- a. 10 foot candles in walk-in coolers, dry storage areas and rooms during cleaning
- b. 20 foot candles for consumer self-service such as buffet and salad bars or where fresh produce or packaged foods are sold or offered for consumption, inside equipment such as reach-in and under-counter refrigerators, handwashing and ware washing areas, equipment and utensil storage areas and in toilet rooms

## 3. VENTILATION

- a. Ventilation must be adequate so that all areas, including restrooms, are kept free from excessive heat, steam, condensation, vapors, fumes, or objectionable odors.
- b. Ventilation hoods and devices must be designed to prevent grease or condensation from dripping out of the hood device.
- d. Ventilation must meet all applicable Mechanical and Fire Codes. Contact the County or city building departments.

## 4. PLUMBING

- a. All equipment requiring indirect waste lines must be properly drained into floor drains or sinks (i.e. ice machines, ice bins, vegetable prep sinks).
- b. Floor drains or sinks must be accessible for cleaning and maintenance.
- c. Food service establishment owners shall install a properly vented dual check valve device or an approved pressure backflow assembly between copper pipe or tubing and carbonated beverage dispensing machines.
- d. All plumbing must meet all applicable Uniform Building Codes and Uniform Plumbing Codes. Contact county or city building departments.
5. TOILET FACILITIES

a. Toilet facilities are required when customer seating for on-premises consumption of food or
drink is provided. Note: employees may use the public restroom if an employee restroom is not
provided. If public restrooms are not provided, then an employee restroom is required.
b. Toilet facilities must be available to patrons without passing through the food preparation,
utensil-washing, and storage areas.

c. Restrooms must be located within 200 feet by normal pedestrian route if food facility is
located in multi-purpose building.
d. Sanitary napkin receptacles should be provided in female restrooms and in common
employee restrooms (a covered trash receptacle is sufficient).
e. Restroom doors must be self-closing.

6. HANDWASHING FACILITIES

a. Handwashing facilities must be readily accessible in all food preparation areas,
equipment/utensil-washing areas, and restrooms. A separate sink installed and used for
handwashing only is required.
b. Each handwashing facility must be provided with soap and paper toweling or hand-drying
device. NOTE: Self-dispensing, spring-loaded, or metering faucets must provide a flow of
water for at least 15 seconds without the need to reactivate.

7. EMPLOYEE LOCKERS

Where will storage facilities for employee's clothing and other personal items be located if
dressing rooms are not provided (must be separate from food preparation area). Please
specify.____________________________________________________________

8. DESIGN, CONSTRUCTION AND INSTALLATION OF EQUIPMENT

a. All equipment and utensils meet National Sanitation Foundation Standards (NSF) or
equivalent. Domestic refrigerators, freezers, stoves, crockpots, sinks, etc. are not acceptable.
b. A food preparation sink with one drainboard must be provided if vegetables and salads are a
standard menu item or if food is processed in a manner that requires placement in a sink.
c. Running-water dipper wells are needed for the storage of frozen dessert utensils.

9. EQUIPMENT PLACEMENT

a. Equipment used for food preparation or storage must be installed so as to facilitate cleaning
around and beneath each unit.
b. Equipment which is placed on tables or counters must be either readily moveable, seated to
or mounted on legs or feet to facilitate easy cleaning.
c. Floor-mounted equipment, unless readily moveable (on casters), must be sealed to the floor,
installed on raised platforms of concrete or masonry or elevated at least 6 inches above the floor.

10. HOT AND COLD FOOD STORAGE

Hot and/or cold food storage units must be provided which are large enough to accommodate
maximum food storage or holding during peak periods. Refrigeration equipment must be
provided for the rapid cooling of cooked food products.
a. Walk-in refrigerator and freezer units:
   1. Walk-ins must be constructed to NSF standards. Wooden shelves, pallets, or any wooden interior finishes are not permitted.
   2. Interior finishes must be smooth, non-absorbent, light in color and cleanable.
   3. Metal shelving must be of an approved metal wire construction. Solid metal shelving in walk-ins is not permitted.
   4. Size of walk-in(s). Specify whether a cooler or freezer:

      length x width x height  length x width x height  length x width x height

b. Reach-in refrigerator and freezer units
   1. Domestic-type units are not acceptable.
   2. Number of refrigerator units Approximate cubic feet (total)
   3. Number of freezer units Approximate cubic feet (total)

c. Hot food holding units
   1. Hot-holding units must be capable of holding the internal temperature of potentially hazardous foods at 140 degrees F. or hotter.
   2. When unwrapped food is placed on display (smorgasbord, salad bars, buffet, etc.), it shall be protected against contamination from customers by easily cleanable sneeze guards, cabinets, display cases or other effective protective equipment. Sufficient mechanical hot or cold food facilities shall be available to maintain the required temperature of potentially hazardous food on display.

11.____  11.___  11. THERMOMETERS
   All hot and cold holding and/or storage units must be provided with accurate, numerically-scaled thermometers. A digital thermometer is required for food.

12.____  12.___  12. DRY STORAGE FOR FOOD AND FOOD PRODUCTS
   Food and food products must be stored off the floor and must remain dry, splash free, and not exposed to water or sewer lines.

13.____  13.___  13. CHEMICAL STORAGE
   All toxic poisonous material, including cleaning chemicals and sanitizers, must be clearly labeled and stored physically separate from food and food contact items. It is preferable to store all chemicals out of the kitchen, preparation, or dishwashing areas altogether.

14.____  14.___  14. STORAGE AND HANDLING OF EQUIPMENT AND UTENSILS
   All utensils and equipment must be stored at least 6 inches off the floor; must be clean, dry, and protected from splash and dust.

15.____  15.___  15. CLEANING/SANITIZING EQUIPMENT AND UTENSILS
   a. Manual dishwashing requirements:
      1. A 3-compartment sink must be provided. Sink compartments must be large enough to accommodate the largest piece of equipment or utensil used.
         Size of each compartment
         length x height x depth
      2. Drainboards - To be as wide as adjoining sink compartments.
3. Wall mounted or other approved drain shelving may be substituted for air drying.

4. A four compartment sink is required for a bar, tavern or lounge.

**b. MECHANICAL DISHWASHING REQUIREMENTS:**

1. Dish machines without pre-wash capabilities must have manual pre-wash spray hose and pre-wash sink.

2. A two-compartment sink is required in the dishwashing area in addition to the mechanical dishwasher. A three compartment sink is required when utensils cannot be cleaned and sanitized in the mechanical dishwasher due to size or configuration.

3. Drainboards are to be provided at the dish machine.

4. Booster heater (if using a high temperature dish machine)____________________________________

   Make_______________________Model___________________________

   Heats_________gallons of water per hours at ___________degrees F rise. Booster heater must be within 5 pipe feet of dish machine or be fitted with an approved recirculating pump.

5. Is dish machine a chemical or heat sanitizing machine?________________

16. **WATER**

Water supply must be adequate in quantity and quality (in accordance with WAC 246-290).

a. Source__________________________________________________________

b. Hot and cold water and mixing faucet under pressure must be supplied to all fixtures and equipment requiring water.

17. **HOT WATER SUPPLY**

Water heater: Make_______________________Model No._________________

Recovery rate:________gallons per hour at _________degrees F

BTU/KW rating:______________Storage tank capacity:_________gallons

18. **CLEANING EQUIPMENT**

a. Janitor (mop) sink required. Where located?_____________________________________

b. Cleaning equipment, mops, brooms, buckets, etc. shall be stored in an area completely separate from food storage, food preparation, utensil washing and storage areas.

19. **OUTSIDE TRASH STORAGE FACILITIES**

a. Durable outdoor containers with tight-fitting lids are required.

b. Pick-up schedule must be frequent enough to prevent garbage overflow.
FINISH REQUIREMENTS (PART D)

Fill out this chart and include all rooms or areas used for food preparation and food storage (example: kitchen, bar, dishwashing area etc.); also include restrooms. Floors must be smooth, impervious to liquids, grease-resistant, non-absorbent, and easily cleanable. Flooring must be commercial grade. Coved floor-wall junctures must be provided. Walls must be smooth and non-absorbent. Walls and ceilings must be light in color. Vinyl clad ceiling tile is required if a suspended type ceiling exists.

<table>
<thead>
<tr>
<th>Room or Food Area</th>
<th>Floors: Finish/ Material</th>
<th>Coving</th>
<th>Walls: Color &amp; Finish/ Material</th>
<th>Ceilings-Color &amp; Finish/Material</th>
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</thead>
<tbody>
<tr>
<td>Example: Restrooms</td>
<td>Quarry Tile</td>
<td>Rubber Base 4 inches</td>
<td>Fiberglass reinforced panels (FRP) White</td>
<td>Vinyl Clad ceiling tile White</td>
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<tr>
<td>Kitchen &amp; Food Prep</td>
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<tr>
<td>Restrooms</td>
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<tr>
<td>Dry Storage</td>
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<td>Dishwashing areas</td>
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<td>Waitress station or service counter area</td>
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<td>Walk-in cooler/freezer</td>
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<td>Other- Bar, meat cutting or bakery area, etc. Please specify.</td>
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<tr>
<td>Dressing Room(s)</td>
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Air-Gaps must be twice the size of the outlet pipe diameter
AGENCY RESOURCE LIST

The following list of agencies will help you in getting started in your new business. Contact them to help determine what your obligations may be under various local, state, and federal laws. This list is only a guide. There may be other agencies you need to contact that are not on this list. If your establishment is located within city limits, you should contact the appropriate city offices for other specific requirements.

**Clallam County Dept. of Health & Human Services**
Environmental Health Division
223 East 4th Street
Port Angeles, WA 98362
(360) 417-2258

- **On-Site Sewage** – sanitary surveys
- **Water** – well approvals, water samples
- **Food & Community Safety** – plan reviews for food service establishments; hazardous waste disposal; solid waste permits

**Clallam County Dept. of Community Development**
Building Division & Fire Marshal
223 East 4th Street
Port Angeles, WA 98362
(360) 417-2318

- Building and plumbing requirements, plan review and permitting for establishments outside city limits; Fire Marshal and fire inspections; hoods (ventilation/fire suppression)

**Clallam County Dept. of Community Development**
Planning Division
223 East 4th Street
Port Angeles, WA 98362
(360) 417-2420

- Zoning requirements
- Signage requirements

**Clallam County Assessor**
223 East 4th Street
Port Angeles, WA 98362
(360) 417-2213

- Personal property tax information

**City of Port Angeles**
P.O. Box 1150 – 321 East 5th Street
Port Angeles, WA 98362
(360) 457-0411

- City building requirements
- City business licenses

**City of Sequim**
152 West Cedar
Sequim, WA 98382
(360) 683-4139

- City building requirements

**City of Forks**
P.O. Box 1998 – 5th & Division Streets
Forks, WA 98331
(360) 374-5412

- City building requirements

**Washington State Dept. of Licensing**
Business License Center
405 Black Lake Blvd W.
Olympia, WA 98502
(800) 562-8203

- Statewide business license information
- Trade name information
Washington State Dept. of Revenue  
1601 East Front Street  
Port Angeles, WA 98362  
Phone: (360) 457-9407  
Retail sales  
Business and Occupation Tax

1601 East Front Street  
Port Angeles, WA 98362  
(360) 457-9407  
Unemployment Insurance

Washington State Dept. of Labor & Industries  
1605 East Front Street  
Port Angeles, WA 98362  
(360) 417-2722 (electrical permits)  
(360) 417-2732 (safety inspections)  
Industrial insurance and medical aid  
Safety inspections and compliance

Washington State Dept. of Labor & Industries  
P.O. Box 44430  
Olympia, WA 98504-4430  
(360) 902-5218  
Mobile food unit approvals

Washington State Liquor Control Board  
1025 East Union  
Olympia, WA 98504  
(360) 753-6259  
Liquor licenses

Washington State Secretary of State – Corporation Division  
Republic Building  
505 East Union, 2nd Floor  
Olympia, WA 98504  
(360) 753-7115  
Registration of firm or corporate name