

Department of Public Services

Phone: 360-249-4222

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100 West Broadway; Suite 31
Montesano, Washington 98563
www.co.grays-harbor.wa.us

GRAYS HARBOR COUNTY

STATE OF WASHINGTON

Dear Applicant:

Attached is a plan review packet and requirements for a Bed and Breakfast Facility in Grays Harbor County. It is highly recommended you fill out and return this application for review prior to any remodeling or construction at your establishment. **A minimum of two weeks is necessary for the Environmental Health Division to review any plans.**

Please note that a required fee of \$197 is due prior to the plan review and pre-opening inspection. This covers one hour of review time and a pre-opening inspection. If additional review time, inspections, or services are requested/required you will be billed at a rate of \$78 per hour for technical assistance. Your annual operating permit fee is due prior to issuance of a Food and Beverage Permit.

The Environmental Health Division permits owners/operators of food service establishments, not the facility. This means that permits are not transferable from one person to another. All new operations and changes of ownership require a complete plan review. Information necessary for plan review include the following:

1. The menu
2. The design of the Bed & Breakfast facility, including types of surfaces, sink, and equipment layout.
3. The operating and food handling procedures.

Any changes in menu, location, itinerary, or hours of operation must be submitted to the Environmental Health Division for review prior to implementation.

As stated in WAC 246-215-08300, a person may not operate a food establishment without a valid permit to operate issued by the regulatory authority. A valid permit should be conspicuously posted in every food service establishment, mobile unit, or temporary food service establishment. Applicants shall make a written application on forms provided by the Environmental Health Division. An inspection may be required by the health officer for the renewal of a permit and is required prior to opening for all new permits to determine compliance with these regulations.

Incomplete applications will be returned to the applicant and may cause a delay in the opening of your food service establishment.

If you have any question please or need further assistance please contact this office at (360) 249-4222.

REQUIREMENTS FOR BED & BREAKFAST FACILITIES

(In accordance with WAC 246-215)

1. Temperature Control – Potentially hazardous foods (e.g., milk products, eggs, meat, poultry, and fish) must be stored at a temperature of 41° F or below or at a temperature of 135° F or above in facilities meeting Environmental Health Division approval. Hot holding of food must be approved by this department prior to use.
2. Thermometers – Required in all refrigeration units. Additionally, stem type thermometers are required.
3. Equipment – Shall be located and installed in a way that prevents food contamination and facilitates easy cleaning.
4. Food Contact Surfaces – Shall be protected from contamination by consumers and other contamination agents.
5. Utensils – All food service utensils are to be cleaned and sanitized as often as required in WAC 246-215.
6. Personnel – No person, while infected with a disease in a communicable form that can be transmitted by foods or who is afflicted with a boil, an infected wound, or respiratory infection, shall work in a Bed and Breakfast facility.
7. Hand Washing – Convenient hand washing facilities shall be available for employee hand washing. This facility shall consist of running hot and cold water, soap, and individual single use towels. Hands must be washed with plenty of soap and hot water and dried on single use towels before work, after using the toilet or handling unclean items or otherwise contaminated hands.
8. Ice – Ice that is consumed, or that contacts food, shall be obtained only in chipped, crushed, or cubed form in single use, safe plastic containers and sealed at the point of manufacture. The ice shall be held in these bags until it is dispensed in a way that protects it from contamination.
9. Finish Requirements - All surfaces must be smooth, not-absorbent, and easily cleanable. No bare wooden surfaces or carpeted floors are allowed in kitchens or restrooms.
10. Food Cards - All workers must have a current food handlers card unless the facility is restricted to serving only pre-packaged food.
11. Dairy - Dairy products for espresso, coffee or cereal, must be returned to the refrigerator when not in use. Single use dairy products must be refrigerated if they are not ultra-pasteurized.
12. Sanitizing Solution - When unwrapped food is handled, wiping cloths must be stored in a sanitizing solution and used for cleaning equipment and food contact surfaces.
13. Food Display - Foods on display must be covered, wrapped, or otherwise protected from contamination. No self-service is allowed from open containers.

Please complete the enclosed food service application for permit and return along with the plan review fee.



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ENVIRONMENTAL HEALTH DIVISION**

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**CHECKLIST FOR NEW OR REMODELED FOOD SERVICE ESTABLISHMENTS
OR FOR CHANGE IN OWNERSHIP REQUIREMENTS**

The following items 1-4 must be completed before proceeding with the food service plan review. Please complete this checklist and return with the packet.

- 1. If on a well or septic system, a plot plan is required which shows the well, septic system, building(s), and any other structures including property lines and roads. (Please use the enclosed plot plan form.)
- 2. Please check with the Environmental Health Division to ensure the septic system is approved.
- 3. Please check with the Environmental Health Division as to the status of the water system serving your food service establishment. If possible, provide the Water System ID # _____.
- 4. If this food service establishment is on a septic system, it must be evaluated by the Environmental Health Division. Please contact this office for a septic system evaluation form.

CHECKLIST

- 5. Completely fill out and sign the Food Service Establishment Finish and Facility Requirement Forms and Food Preparation Review Form.
- 6. Are the menu and floor plan enclosed?
- 7. Do the owners, managers, and employees have current Food and Beverage Worker Cards? If not, contact the Environmental Health Division to get information on acquiring them.
- 8. Is the Equipment List included?
- 9. Has the pre-opening inspection been scheduled?
- 10. Is the Permit Application complete?
- 11. Is the correct initial plan review fee enclosed? Additional time required will be billed at \$78 per hour.

YOU MUST ALSO CHECK WITH THE FOLLOWING AGENCIES:

- County or City Building Department
- County or City Planning Department
- State and local business licensing offices
- County or City Fire Marshal
- State Department of Labor and Industries

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	<p>GRAYS HARBOR COUNTY DEPARTMENT OF PUBLIC SERVICES ENVIRONMENTAL HEALTH DIVISION</p>	<p>100 W Broadway Suite 31 Montesano, WA 98563 360-249-4222 Phone 360-249-3203 Fax</p>
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FOOD HANDLING QUESTIONNAIRE

Please complete BOTH PAGES of this questionnaire with as much detail as possible. Answers to the following will determine if your food handling techniques are consistent with proper food safety and public health protection. Since it has been shown that the majority of foodborne illness outbreaks are contributed to errors in food handling (e.g., improper cooling, reheating, etc.), it is important that proper procedures be employed from the start of operation at the food service establishment.

Potentially Hazardous Foods (PHF) are defined as those foods which will support the growth of foodborne illness causing bacteria and are those foods which have a high moisture and protein content and a low amount of acidity. PHFs which have been frequently identified as vehicles of a foodborne illness, include meat, poultry, seafood, dairy products, cooked rice/potatoes/beans, soups and gravies, potato and other combination salads. The definition does not include commercial hard cheeses, commercially prepared mayonnaise or salad dressing, raw (unprocessed) vegetables or fruit (except cut melons, cut leafy greens, cut tomatoes and sprouts).

1. Cooling of Potentially Hazardous Foods

Will any potentially hazardous food be cooled? Yes No

If yes, explain in detail how you are cooling foods. Include the following:

- A. Technique use to cool foods
- B. Time, if any foods are allowed to pre-cool at room temperature
- C. Types of containers used, and the level of food in these containers
- D. Whether foods are covered during the cooling process or not
- E. How the process will be monitored
- F. If using an ice bath, when are foods place in the refrigeration (at what temperature); how often are foods being stirred; what level is the ice in relation to the food

2. Reheating Potentially Hazardous Foods (Complete this area if you answered "Yes (to 1 above.)

If you are going to reheat PHFs, please describe the process and include the following:

- A. Heating equipment used for reheating (stove burner, convection oven, etc.)
- B. Total amount of time taken to reheat before service or hot holding
- C. Temperature you will be reheating to
- D. How the process will be monitored

3. Hot and Cold Holding of PHFs

If you are going to be hot or cold holding PHFs, please describe and include the following:

- A. The temperature of PHF's before they are placed into hot holding units (steam tables, crock pots, etc.) or cold holding units (salad bars, cold wells, refrigerators, etc.)
- B. The internal temperature of PHFs in hot or cold holding units to be maintained throughout the day
- C. How the process will be monitored

4. Personal Hygiene

Describe how the hygiene of personnel will be addressed in your establishment and include the following:

- A. Policy on where and when handwashing should occur
- B. Policy of ill food service workers
- C. How employees will eliminate direct bare hand contact with food
- D. Handwashing after handling raw meats, seafood and before handling ready-to-eat foods
- E. Procedures on how employees are expected to wash their hands

5. Cooking Temperatures

- Beef _____ Casseroles _____
- Poultry _____ Pork _____
- Fish/Shellfish _____ Ground Beef _____

How will you monitor the cooking temperatures of these and other foods?

6. Cleaning and Sanitization Procedures

Describe the type and concentration of sanitizer you will be using and when it is to be used. Include how meat slicers, cutting boards, etc. will be cleaned and sanitized after becoming contaminated.

Will test strips be available to test the concentration of sanitizing solution?

7. Additional Information Required

Please submit with packet on separate pages

- A. Menu
- B. List of all food service related equipment including make and model number
- C. Floor plan including the layout of all sinks, refrigerators, equipment, etc. See attached example of a detailed floor plan drawing to use as a guide.



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FOOD SERVICE ESTABLISHMENT FACILITY REQUIREMENTS FORM

Facility Requirements

Instructions: The following is a list of facility requirements for opening a food service establishment. Read each requirement below and initial if in compliance 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. An inspector will check each requirement off using the left column (marked EHD USE) during the pre-opening inspection. Failure to meet these requirements upon the pre-opening inspection may delay opening of your establishment. Please call if you have any questions. Incomplete applications will be *returned*.

EHD USE			OWNER USE
	1.	UTILITY INSTALLATION All plumbing and electrical conduit are to be installed within and behind walls and ceilings or below floors. Exposed water pipes, sewer lines, and/or electrical conduit running along walls, ceilings, or floors are not approvable (for new and remodeled food service establishments).	
	2.	DOORS AND WINDOWS All outside openings must be tight fitting to exclude the entrance of insects and rodents. One of the following must be provided:	
	3.	Window that open: Screens <input type="checkbox"/> Air Curtain <input type="checkbox"/> Self-closing <input type="checkbox"/> Other <input type="checkbox"/>	
	4.	Outside doors: Screens <input type="checkbox"/> Air Curtain <input type="checkbox"/> Self-closing <input type="checkbox"/> Other <input type="checkbox"/>	
	5.	LIGHTING REQUIREMENTS 30 foot-candles of light on all working surfaces and equipment in food preparation and utensil washing areas, including equipment located under vent hoods.	
	6.	Protective shielding for all light fixtures in food preparation, utensil and equipment washing, and other areas where food is stored or displayed (shatter proof bulbs may be substituted).	
	7.	Protective shielding or shatter proof bulbs provided for inside of all refrigerators, freezers, and walk-in coolers and freezers.	
	8.	Overhead lighting provided in walk-in coolers and freezers	
	9.	OUTSIDE TRASH STORAGE FACILITIES Constructed of smooth, non-absorbent, and easily cleanable surfaces (concrete or asphalt).	
	10.	Durable outdoor containers with tight fitting lids required.	
	11.	Pick up schedule must be frequent enough to prevent garbage overflow.	
	12.	VENTILATION All ventilation installed according to the Uniform Building and Mechanical Codes.	
	13.	Ventilation must be adequate so that all areas, including restrooms, are kept free from excessive heat, steam, condensation, vapors, fumes, or objectionable odors.	
	14.	Ventilation system filters must be readily removable for cleaning.	
	15.	Ensure design, installation, and maintenance of ventilation systems are in accordance with applicable, state and local fire codes.	

		TOILET FACILITIES	
	16.	Toilet facilities are required when customer seating is provided for on-premises consumption of food or drink. 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.	
	17.	Facilities must be available to patrons without passing through the food preparation, utensil washing, and storage areas.	
	18.	Must be located within 200 feet by normal pedestrian route if food facility is located in multi-purpose building	
	19.	Toilet facilities must be accessible at all times when establishment is open	
	20.	Sanitary napkin receptacles should be provided in female restrooms and in common employee restrooms (a covered trash receptacle will suffice).	
	21.	Restroom doors must be self-closing	
		EMPLOYEE AND PERSONAL BELONGINGS	
	22.	Where will storage facilities for employees' clothing and other personal items be located if dressing rooms are not provided?	
		WATER	
	23.	If on a well, a plot plan is required which shows the well, septic system (if applicable) and the building.	
	24.	Water source _____	
	25.	Hot and cold water under pressure must be supplied to all fixtures and equipment requiring water.	
		HAND WASHING FACILITIES	
	26.	Hand washing facilities must be readily accessible in all food preparation areas, equipment utensil washing areas, and restrooms. A separate sink installed and used for hand washing only is required.	
	27.	Self-dispensing, spring-loaded, or metering faucets must provide a flow of water for at least 15 seconds without the need to reactivate.	
		SEWAGE DISPOSAL	
	28.	If an onsite septic system is used, it must be an approved system. Permit# _____	
	29.	Provided by: City Sewer _____ Name _____	
		DESIGN, CONSTRUCTION, AND INSTALLATION OF EQUIPMENT	
	30.	All equipment and utensils meet National Sanitation Foundation Standards (NSF) or equivalent. Domestic type refrigerators, freezers, stoves, crock pots, sinks, etc. are not acceptable. Submit the make and model numbers of all equipment on a separate page.	
	31.	A food preparation sink with an 18 inch drain board must be provided if vegetables, salads or fresh fruit are a standard menu item or if food is processed in a manner that requires placement in a sink.	
	32.	Running water dipper wells are may be needed for the storage of frozen dessert utensils.	
		EQUIPMENT PLACEMENT	
	33.	Equipment used for food preparation or storage must be installed so as to facilitate cleaning around and beneath each unit.	
	34.	Equipment which is placed on tables or counters must be either readily movable or sealed to or mounted on legs or feet at least four inches high to facilitate easy cleaning.	
	35.	Floor mounted equipment, unless readily movable (on castors) must be sealed to the floor, installed on raised platforms or concrete or masonry or elevated at least six inches above the floor.	
		CLEANING/SANITIZING OF EQUIPMENT AND UTENSILS	
		MANUAL REQUIREMENTS:	
	36.	A three compartment sink must be provided. Sink compartments must be large enough to accommodate the largest piece of equipment or utensil used. (Length___Width___Height___ of Compartments)	
	37.	Drain boards are to be as wide as adjoining sink compartment.	
	38.	Wall mounted or other approved drain shelving may be substituted for air drying.	
	39.	A four compartment sink is required for a bar, tavern, or lounge.	
		MECHANICAL DISHWASHING REQUIREMENTS:	
	40.	Dish machines without pre-wash capabilities must have manual pre-washed spray hose and pre-wash sink	
	41.	A three compartment sink is required in the dishwashing area in addition to the mechanical dishwasher.	

42.	Drain boards are to be provided at the dish machine Is dish machine a chemical or heat sanitizing machine? _____	
43.	Booster heater (if using a high temperature dish machine): Make: _____ Model: _____ Heats _____ gallons of water per hour at _____ °F rise. Booster heater must be within five pipe feet of dish machine or be fitted with an approved recirculation pump.	
44.	HOT WATER SUPPLY Water Heater Make: _____ Model: _____ Recovery rate: _____ Gallons per hour at _____ °F. BTU/KW rating: _____ Storage Tank Capacity _____ gallons	
45.	STORAGE AND HANDLING OF EQUIPMENT AND UTENSILS All utensils and equipment must be stored at least six inches off the floor; clean, dry, and protected from splash and dust	
46.	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.	
47.	Refrigeration equipment must be provided for the rapid cooling of cooked food products.	
48.	Ice Machine (with indirectly plumbed drain line) is present if conducting Ice Bath Cooling of hot cooked foods? Yes <input type="checkbox"/> No <input type="checkbox"/>	
	Walk-in Refrigerator and Freezer Units:	
49.	Walk-ins must be constructed to NSF Standards. Wooden shelves, pallets, or any wooden interior finishes are not permitted.	
50.	Interior finishes must be smooth, non-absorbent, light in color, and cleanable.	
51.	Metal shelving must be of an approved metal wire construction. Solid metal shelving in walk-ins is not approvable.	
	Size of walk-in(s). Specify whether cooler or freezer.	
52.	#1 Cooler <input type="checkbox"/> Freezer <input type="checkbox"/> Size (length x height x width) _____	
	#2 Cooler <input type="checkbox"/> Freezer <input type="checkbox"/> Size (length x height x width) _____	
	#3 Cooler <input type="checkbox"/> Freezer <input type="checkbox"/> Size (length x height x width) _____	
	Reach-in Refrigerator and Freezer Units:	
53.	Domestic type units are not acceptable	
54.	Refrigerator units: Number _____ Approximate cubic feet total _____	
55.	Freezer units: Number _____ Approximate cubic feet total _____	
	Hot Food Holding Units:	
56.	Hot holding units must be capable of holding the internal temperature of potentially hazardous foods at 135°F or hotter.	
57.	All hot and cold holding and/or storage units must be provided with accurate, numerically scaled thermometers.	
58.	When unwrapped food is placed on display (smorgasbord, salad bars, buffet, etc.), it will 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.	
59.	If food is transported to another location, food must be protected from contamination and held at proper holding temperature. If applicable, describe how this will be accomplished: _____	
60.	DRY STORAGE FOR FOOD AND FOOD PRODUCTS Food and food products must be stored at least six inches off the floor, dry, splash free, and not exposed to water or sewer lines. If provided storage is found to be inadequate at the time of pre-opening inspection additional storage will be required.	
61.	CHEMICAL STORAGE All toxic or poisonous materials, including cleaning chemicals and sanitizers, must be stored physically separate from food and utensils. Insecticides and rodenticides must be stored separately.	

		CLEANING EQUIPMENT	
	62.	Janitor (mop) sink must be provided. Location _____	
	63.	Cleaning equipment, mops, brooms, buckets, etc. shall be stored in an area completely separate from food storage, food preparation and utensil storage areas.	
		PLUMBING	
	64.	All plumbing must be installed and approved by the local or county building department	
	65.	Vacuum breakers must be provided for submerged/enclosed outlets, hose connections, dish machine, rinse lines, etc. Vacuum breakers must be located a minimum of six inches above the overflow rim and after the last valve on equipment.	
	66.	Approved backflow prevention device will be required on all continuous pressure lines except hoses which are permanently mounted to hang a minimum of one inch above the overflow rim at rest. All enclosed equipment in which food or portable equipment or utensils are placed shall not be directly connected to the drainage system.	
	67.		
	68.	All equipment requiring indirect waste lines properly drain into floor drains or sinks (i.e. ice machines, ice bins, espresso machines).	
	69.	Floor drains or sinks are accessible for cleaning and maintenance.	
	70.	Food service establishment owners have installed a properly vented dual check valve divide or an approved pressure backflow assembly between copper pipe or tubing and carbonated beverage dispensing machines.	

This review is valid for a period of 120 days from the date shown below. If construction/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 the Environmental Health office for an inspection at least seven working days prior to your planned opening. The food service establishment permit fee is due prior to the opening inspection. All construction and cleaning must be completed before calling for an opening inspection.

Applicant Signature _____
Date _____



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Food & Beverage Service Establishment Permit Application - 2017

Type of food service establishment (Check the category that applies)

- Restaurant/Drive-In/Deli/Mobile With Cocktail Lounge? Yes No
- Tavern With on-site food preparation? Yes No
- Retail Grocery – with Deli Bakery Seafood Meat Espresso
- Retail Meat/Fish/Seafood/Bakery
- Private Club/Fraternal Organization/Institution/Senior Center
- Bed & Breakfast Facility
- Espresso Facility
- Restricted Facility

**Fee
Schedule
on other
side**

Name of Establishment:	Phone:
Address:	City/State/Zip:
Mailing Address:	Mailing City/State/Zip:
Business Owner:	Phone:
Address:	City/State/Zip:
Property Owner:	Date of Opening:

APPLICATION FOR

- New Establishment
- Remodel
- Change of Ownership
- Other (i.e., Renewal) _____

Contractor:	Phone:
Architect:	Phone:

Water Source
 Own Well Municipality or Water District _____

SEWAGE DISPOSAL
 Establishment has septic system Municipality or Sewer District

SEATING CAPACITY
 _____ (include both indoor and outdoor seating)

IS OFF PREMISE CATERING OFFERED? Yes No **IS THIS FACILITY TOTALLY NON-SMOKING?** Yes No

ARE FOODS VACUUM PACKAGED ON-SITE?
 Yes No

By signing this permit application, I hereby certify under penalty of perjury under the laws of the State of Washington that all of the above information is true and correct. I am also acknowledging that I am operating the above Food and Beverage Service Establishment in accordance with the Rules and Regulations of the State Board of Health for Food Service (WAC 246-215).

Signed: _____ Title: _____ Date: _____

 DEPARTMENT USE ONLY: MAIL PERMIT TO BE PICKED UP OTHER _____

Comments: _____
 Approved by: _____ Denied by: _____ Date: _____
 Reason for denial: _____

FOOD SERVICE PROGRAM FEES

Program	Seating Capacity / Description	Fee
<u>Food Service Establishment</u> (restaurant, deli, mobile food unit, tavern, etc.)	0-25	\$208
	26-75	\$292
	76-150	\$405
	over 150	\$486
<u>Catering</u>	Off-site by restaurant	\$139
	Stand alone	\$208
Grocery/Convenience Store	Grocery Only	\$188
	With meat and/or fish – ADD	+\$82
	With bakery – ADD	+\$82
	If serving food with no seating – ADD	+\$113
	If serving food and seating available – ADD	
	0-25	+\$208
	26-75	+\$292
76-150	+\$405	
over 150	+\$486	
Retail Market	Including retail fish, meat, and bakery.	\$208
All Other Food Service Establishments	Processor, Private Club, Institution	\$232
	Senior Center	\$174
	Senior Center Satellites	\$92
Limited Food Service	Food service establishment and Bed and Breakfast facility serving only continental or limited breakfast. Bed and Breakfast establishments serving food other than a continental or limited food service shall meet the requirements of a food service establishment and pay corresponding fee.	\$146
Espresso	A food service establishment which prepares and/or offers for sale coffees, coffee flavored drinks, hot chocolate, teas, and other similar beverages. Also acceptable in this category are non-potentially hazardous commercially prepared and wrapped foods and pastries such as muffins, English muffins, bagels, biscotti, cinnamon rolls, and cookies in addition to the aforementioned beverages.	\$146
Seasonal Food Service Establishment	In operation for four or less consecutive months	50% of the applicable fee
<u>Restricted Food Service Establishment</u>	Only commercially pre-packaged non-potentially hazardous foods sold. Also non-potentially hazardous candy making, i.e., fudge, taffy and cotton candy.	\$46

EXAMPLE OF FLOOR PLAN

EQUIPMENT SCHEDULE

1. Mop sink
2. Hot water heater
3. Three compartment sink
4. Dishwasher with pre-wash sink
5. Hand sink
6. Water fill station
7. Sandwich prep refrigerator
8. Reach-in refrigerator
9. Ice machine
10. Food prep sink
11. Work counter with slicer
12. Walk-in refrigerator
13. Walk-in freezer



