

**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 the plan review packet and requirements for Espresso Facilities, Limited Menu Establishments, including Grocery Stores and Retail Markets 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 facility.** This will allow the Environmental Health Staff the opportunity to make recommendations or changes to the facility design or layout prior to construction. Should you choose not to submit an application prior to construction, you will still be responsible to meet the current Washington State Retail Food Code Requirements even if materials are already purchased or placed and if this will add additional cost to your project.

Please note that a required plan review fee of \$197.00 is due prior to the review of your plans and pre-opening inspection. This covers one hour of review time and a pre-opening inspection. If additional review time, inspections or other services are requested or needed, you will be billed at an hourly rate of \$78.00 per hour for technical assistance. All construction and cleaning must be completed prior to the pre-opening inspection. In addition, all equipment must be in place and functioning at the time of the inspection. Your annual operating permit fee is due prior to issuance of a Food and Beverage Service Permit.

A **minimum** of two weeks is necessary for the Environmental Health Division to review any plans. Any revision of plans must be submitted to the Environmental Health Division in writing for review and approval and may delay the issuance of a 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.

In accordance with WAC 246-215, an inspection is required by the Health Officer to determine compliance with these regulations before issuing a new permit to a food service establishment and following remodeling of an existing food service establishment. No person shall operate a food service establishment who does not have a valid permit issued to him or her by the Health Officer. An inspection may be required for the renewal of a permit, before issuing a new permit to an existing food service establishment, and/or for an existing food service establishment when the onsite management has changed.

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 questions regarding the plan review or if you need further assistance, please contact the Environmental Health Division at (360) 249-4222.

## Definitions

Easily Cleanable- Shall mean of such material and finish, and so fabricated that residue may be completely removed by normal cleaning methods.

Equipment- Shall mean all items such as, but not limited to, stoves, ovens, ranges, hoods, slicers, mixers, meat blocks. Tables, counter, refrigerators, sinks, dishwashing machines, stem tables, and similar items, other than utensils used in the operation of a food service establishment.

Espresso Establishment – Shall mean 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's, cinnamon rolls, and cookies in addition to the aforementioned beverages.

Health Officer – Shall mean the City, County, City-County, or District Health Officer as defined in RCW 70.05.010(2) or his/her authorized representative or the representative of the Division.

Limited Food Service Establishment – Any food service establishment, which sells only approved, commercially pre-packaged foods, no preparation of food is involved, or a food service establishment which sells or prepared potentially hazardous food from a limited low risk menu. Food is cooked and immediately served to the immediate consumer.

Potentially Hazardous Food – Any natural or synthetic edible item material, or ingredient capable of supporting rapid and progressive growth of infectious or toxigenic microorganisms, or the slower growth of clostridium botulinum. Includes any food, which consists in whole or in part of milk, or milk products, eggs, meat, poultry, fish, or shellfish. Includes certain cooked or prepared foods of plant or plant origin, including, but not limited to, potato products, dry legumes, rice, sprouts, and cut melons, cut leafy greens and cut tomatoes.

Sanitization – Shall mean effective bactericidal treatment by a process that provides enough accumulative heat or concentration of chemicals for enough time to reduce the bacterial count, including pathogens, to a safe level on utensils, work surfaces, and equipment.

### **Requirements for Espresso Facilities, Limited Menu Establishments, Grocery Stores, and Retail Markets (In accordance with WAC 246-215)**

1. Location – The establishment must be placed in an area with a minimum of 100 feet from stockyards, animal pens, privies, or any other source of contamination.
2. Waste – Garbage and wastewater must be disposed of properly to avoid a nuisance or health hazard. All liquid waste shall be disposed of by a method approved by the Health Officer.
3. Source - All pre-packaged and prepared foods must be obtained from, or prepared at, an approved licensed food service establishment and transported in approved containers. **Water must be from an approved source.**
4. Temperature Control – Potentially hazardous food (e.g. milk products, eggs, meat, poultry, and fish) must be stored at a temperature of 41 degrees or below, or at a temperature of 135 degrees or above, in facilities meeting the Environmental Health Division approval.

5. Thermometers – Required in all refrigeration units. Stem type thermometers are required if foods are prepared hot, or if hazardous foods are held cold in containers outside of refrigeration.
6. Equipment – Equipment shall be located and installed in a way that prevents food contamination and facilities easy cleaning. Equipment must be N.S.F approved or equivalent.
7. Food Contact Surfaces – Shall be protected from contamination by consumers and other contaminating agents. Overhead protection is required outdoors.
8. Utensils – All food service establishments without effective facilities for cleaning and sanitizing tableware shall provide only single service articles for use by consumers. All food service utensils are to be cleaned and sanitized as often as necessary.
9. Personnel – No person, while infected with a disease in a communicable form, that scan be transmitted by food, or who is afflicted with a boil, an infected wound, or respiratory infection shall work in a food service establishment. All food service workers involved in handling unwrapped or unpackaged food must have a valid food worker card.
10. Hand Washing – Convenient hand washing facilities shall be available for employee hand washing. A separate sink is required. This facility shall consist of running hot and cold water, soap, and individual paper towels. Hands must be washed with plenty of soap and hot water and dried on paper towels before work, after using the toilet or handling unclean items, or otherwise contaminating the hands. Three compartment sinks may not be used for hand washing.
11. 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.
12. Surface- All surfaces must be smooth, non-absorbent, and easily cleanable. No bare wooden surfaces or carpeted floors are allowed.
13. Workers – All workers must have a current food handler card unless they are restricted to service only prepackaged food.
14. Dairy Products- If steaming dairy products for espresso, dairy items must be returned to the refrigerator when not in use. Single use dairy creamers must be refrigerated if they are not ultra-pasteurized.
15. Unwrapped Food- When unwrapped food is handled wiping cloths must be stored in a sanitizing solution and used for cleaning equipment and food contact surfaces.
16. Display Foods- Foods on display must be covered, wrapped, or otherwise protected form contamination. Self-service from open containers is not allowed.

**Please complete the enclosed Food Service Application for permit and return along with the plan review fee.**

## **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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DEPARTMENT OF PUBLIC SERVICES  
ENVIRONMENTAL HEALTH DIVISION

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**FOOD SERVICE ESTABLISHMENT SPECIFICATIONS REVIEW**  
**DO NOT WRITE BELOW THIS LINE**

Reviewed w/ \_\_\_\_\_ Title \_\_\_\_\_ Telephone \_\_\_\_\_

	<b>Date</b>	<b>Receipt Number</b>	<b>Amount Paid</b>
Plan Review Fee			
Permit Fee			
Additional Required Fee			

Date \_\_\_\_\_ Time \_\_\_\_\_ Comments \_\_\_\_\_

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## FOOD SERVICE ESTABLISHMENT FINISH REQUIREMENTS FORM

**Finish Requirements:** Fill out this chart and include all rooms or areas used for food preparation, storage or service. Include restrooms. Example: kitchen, bar, dishwashing area, etc.

Floors, walls, and ceilings must be smooth, impervious, non-absorbent, and easily cleanable. Covered floor-wall junctures must be provided. Walls and ceilings must be light in color. In all food prep/kitchen and dishwashing areas, bars, and wait stations, acoustical tile is **NOT** acceptable. Inside of bar area must be smooth, non-absorbent and easily cleanable. Six inch minimum required for baseboard coving.

Room or Food Area	Floors: Finish/Material	Coving	Walls: Color and Finish/Material	Ceilings: Color And Finish/Material
<b>Example: Restrooms</b>	Ceramic Tile	Rubber Base 4"	White Fiberglass Reinforced Panels (FRP)	White Vinyl Clad Ceiling Tile
<b>Kitchen/Food Preparation</b>				
<b>Restrooms</b>				
<b>Dry Storage</b>				
<b>Dishwashing Areas</b>				
<b>Waitress Station Or Service Counter Area</b>				
<b>Walk-in Cooler/Freezer</b>				
<b>Other: Bar, meat Cutting, or bakery Area, etc.</b>				
<b>Please Specify:</b>				

## 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
	<p><b>UTILITY INSTALLATION</b></p> <p>1. 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).</p>	
	<p><b>DOORS AND WINDOWS</b></p> <p>2. All outside openings must be tight fitting to exclude the entrance of insects and rodents. One of the following</p> <p>3. Must be provided:</p> <p>Windows that open:   Screens <input type="checkbox"/>   Air Curtain <input type="checkbox"/>   Self-closing <input type="checkbox"/>   Other <input type="checkbox"/></p> <p>4. Outside doors:       Screens <input type="checkbox"/>   Air Curtain <input type="checkbox"/>   Self-closing <input type="checkbox"/>   Other <input type="checkbox"/></p>	
	<p><b>LIGHTING REQUIREMENTS</b></p> <p>5. 30 foot-candles of light on all working surfaces and equipment in food preparation and utensil washing area including equipment located under vent hoods.</p> <p>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).</p> <p>7. Protective shielding or shatter proof bulbs provided for inside of all refrigerators, freezers, and walk-in coolers and freezers.</p> <p>8. Overhead lighting provided in walk-in coolers and freezers</p>	
	<p><b>OUTSIDE TRASH STORAGE FACILITIES</b></p> <p>9. Constructed of smooth, non-absorbent, and easily cleanable surfaces (concrete or asphalt).</p> <p>10. Durable outdoor containers with tight fitting lids required.</p> <p>11. Pick up schedule must be frequent enough to prevent garbage overflow.</p>	
	<p><b>VENTILATION</b></p> <p>12. All ventilation installed according to the Uniform Building and Mechanical Codes.</p> <p>13. Ventilation must be adequate so that all areas including restrooms are kept free from excessive heat, steam, condensation, vapors, fumes, or objectionable odors.</p> <p>14. Ventilation system filters must be readily removable for cleaning.</p> <p>15. Ensure design, installation, and maintenance of ventilation systems are in accordance with applicable, state and local fire codes.</p>	

		<b>TOILET FACILITIES</b>	
	16.	Toilet facilities are required when customer seating for on-premises consumption of food or drink is provided. 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	
		<b>EMPLOYEE AND PERSONAL BELONGINGS</b>	
	22.	Where will storage facilities for employees' clothing and other personal items be located if dressing rooms are not provided?	
		<b>WATER</b>	
	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.	
		<b>HAND WASHING FACILITIES</b>	
	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.	
		<b>SEWAGE DISPOSAL</b>	
	28.	If an onsite septic system is used, it must be an approved system. Permit# _____	
	29.	Provided by: City Sewer_____ Name _____	
		<b>DESIGN, CONSTRUCTION, AND INSTALLATION OF EQUIPMENT</b>	
	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 wills are needed for the storage of frozen dessert utensils.	
		<b>EQUIPMENT PLACEMENT</b>	
	33.	Equipment used for food preparation or storage 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 floor, installed on raised platforms or concrete or masonry or elevated at least six inches above the floor.	
		<b>CLEANING/SANITIZING OF EQUIPMENT AND UTENSILS</b>	
		<b>MANUAL REQUIREMENTS:</b>	
	36.	A three compartment sink must be provided. Sink compartments must be large enough to accommodate the largest piece of equipment or utensil used. Size (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.	



<p>40.</p> <p>41.</p> <p>42.</p> <p>43.</p>	<p><b>MECHANICAL DISHWASHING REQUIREMENTS:</b></p> <p>Dish machines without pre-wash capabilities must have manual pre-washed spray hose and pre-wash sink</p> <p>A three compartment sink is required in the dishwashing area in addition to the mechanical dishwasher.</p> <p>Drain boards are to be provided at the dish machine</p> <p>Is dish machine a chemical or heat sanitizing machine? _____</p> <p><b>Booster heater (if using a high temperature dish machine):</b></p> <p>Make: _____</p> <p>Model: _____</p> <p>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 recirculating pump.</p>	
<p>44.</p>	<p><b>HOT WATER SUPPLY</b></p> <p>Water Heater Make: _____ Model: _____</p> <p>Recovery rate: _____ Gallons per hour at _____ °F.</p> <p>BTU/KW rating: _____ Storage Tank Capacity _____ gallons</p>	
<p>45.</p>	<p><b>STORAGE AND HANDLING OF EQUIPMENT AND UTENSILS</b></p> <p>All utensils and equipment must be stored at least six inches off the floor; clean, dry, and protected from splash and dust</p>	
<p>46.</p> <p>47.</p> <p>48.</p> <p>49.</p> <p>50.</p> <p>51.</p> <p>52.</p> <p>53.</p> <p>54.</p> <p>55.</p> <p>56.</p> <p>57.</p> <p>58.</p> <p>59.</p>	<p><b>HOT AND COLD FOOD STORAGE</b></p> <p>Hot and/or cold food storage units must be provided which are large enough to accommodate maximum food storage or holding during peak periods.</p> <p>Refrigeration equipment must be provided for the rapid cooling of cooked food products.</p> <p>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"/></p> <p><b>Walk-in Refrigerator and Freezer Units:</b></p> <p>Walk-ins must be constructed to NSF Standards. Wooden shelves, pallets, or any wooden interior finishes are not permitted.</p> <p>Interior finishes must be smooth, non-absorbent, light in color, and cleanable.</p> <p>Metal shelving must be of an approved metal wire construction. Solid metal shelving in walk-ins is not approvable.</p> <p>Size of walk-in(s). Specify whether cooler or freezer.</p> <p>#1 Cooler <input type="checkbox"/> Freezer <input type="checkbox"/> Size (length x height x width) _____</p> <p>#2 Cooler <input type="checkbox"/> Freezer <input type="checkbox"/> Size (length x height x width) _____</p> <p>#3 Cooler <input type="checkbox"/> Freezer <input type="checkbox"/> Size (length x height x width) _____</p> <p><b>Reach-in Refrigerator and Freezer Units:</b></p> <p><i>Domestic type units are not acceptable</i></p> <p>Refrigerator units: Number _____ Approximate cubic feet total _____</p> <p>Freezer units: Number _____ Approximate cubic feet total _____</p> <p><b>Hot Food Holding Units:</b></p> <p>Hot holding units must be capable of holding the internal temperature of potentially hazardous foods at 135°F or hotter.</p> <p>All hot and cold holding and/or storage units must be provided with accurate, numerically scaled thermometers.</p> <p>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.</p> <p>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: _____</p>	

	60.	<b>DRY STORAGE FOR FOOD AND FOOD PRODUCTS</b> 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.	<b>CHEMICAL STORAGE</b> 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 and preferably in a locked cabinet.	
	62.	<b>CLEANING EQUIPMENT</b> 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, utensil washing and storage areas.	
	64.	<b>PLUMBING</b> 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.	
	67.	All enclosed equipment in which food or portable equipment or utensils are placed shall not be directly connected to the drainage system.	
	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 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 \_\_\_\_\_**



**GRAYS HARBOR COUNTY  
DEPARTMENT OF PUBLIC SERVICES  
ENVIRONMENTAL HEALTH DIVISION**

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Montesano, WA 98563  
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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 a 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, sprouts, cut leafy green and cut tomatoes).

### **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
- 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 placed 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 (This includes milk products in an espresso establishment)**

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

- 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**

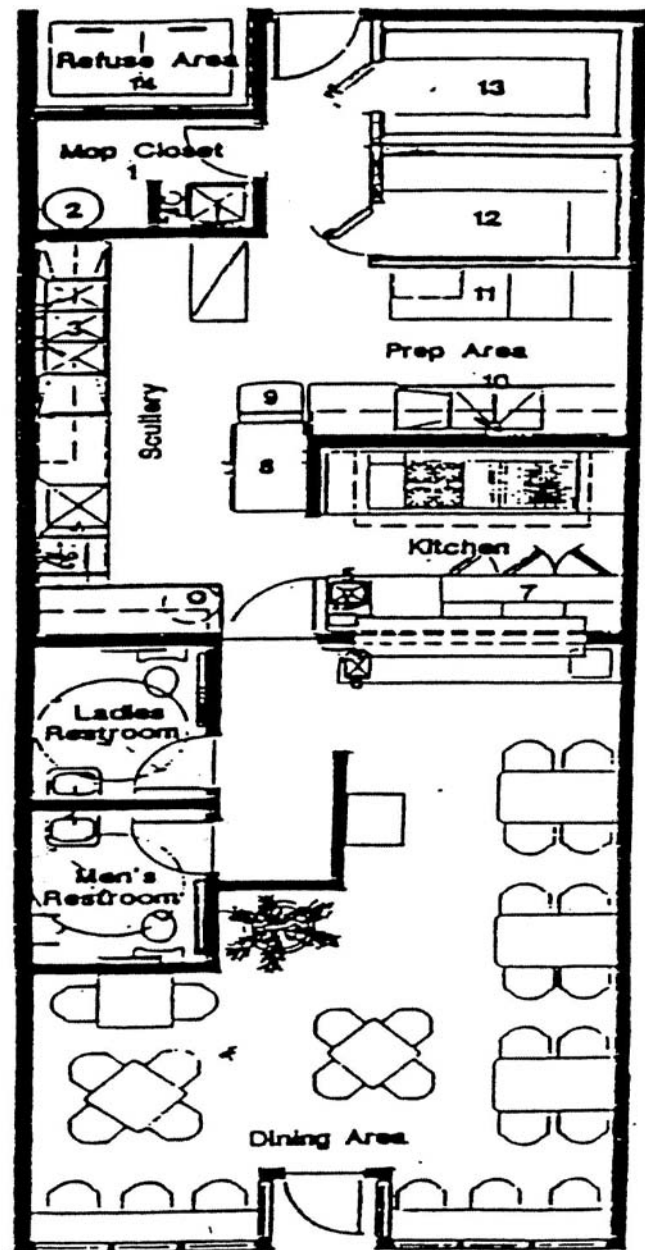
Please submit with packet on separate pages

- 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.

# 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





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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: \_\_\_\_\_

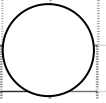
Approved by: \_\_\_\_\_ Denied by: \_\_\_\_\_ Date: \_\_\_\_\_

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

SCALE: 1" = \_\_\_\_\_



North Arrow

**Site Plan**

*I understand that any permits issued by the county consistent with the above site plan are valid only if allowed by all applicable laws and codes. Further, that all permits issued are valid only if constructed according to this plan. This site plan show all existing and proposed structures.*

Owner/Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_