



Island County Public Health
Environmental Health – Food Safety Program
Mailing Address: 1 NE 7th Street, Coupeville, WA 98239
Physical Address: 1 NE 6th Street, Coupeville, WA 98239
(360) 678-8276 • Fax: (360) 679-7390
E-mail: foodsafety@islandcountywa.gov

Receipt # _____

License # _____

Interim Permit Application

This application must be completed in full and submitted with the appropriate fee according to the current [Island County Fee Schedule](#).

FOOD SERVICE ESTABLISHMENT INFORMATION			
Establishment name		Establishment phone	
Physical address (Mobile units/caterers leave address blank unless operating at a permanent location)		Email Address	
Mailing address	City	State	Zip code
Purchase/Closing Date (Provisional license will be valid for 60 days)		UBI #	

FOOD ESTABLISHMENT OWNER INFORMATION			
Ownership Name			
Food establishment owned by: <input type="checkbox"/> Individual <input type="checkbox"/> Corporation <input type="checkbox"/> Association <input type="checkbox"/> Partnership <input type="checkbox"/> Non-Profit <input type="checkbox"/> Other			
Applicant / Contact First and last name	Phone number	Email address	
Mailing address	City	State	Zip code
If there are multiple owners, list the other owners' names here. The main owner who will be our point of contact should be the one listed above. If partnership, corporation or LLC, attach list of all partners or corporate officers as registered with the State of Washington.			

CERTIFICATION AND ACKNOWLEDGMENT		
I understand that I have 30 days to complete the Food Establishment Application Packet and that if I do not complete the plan review process within 60 days, this establishment must close until the application has been completed and final inspection conducted.		
Signature of the owner or an officer of the legal ownership affirms the accuracy of the information provided in this application and that the permitted facility will be operated in compliance with the adopted regulations of Island County Food Code (Chapter 8.10D.040).		
Owner/ Applicant name printed	Owner/ Applicant signature	Date



II. CODE

Island County Food Code 08355 Conditions of retention–Permits not transferable (FDA Food Code 8-304.20).

A permit may not be transferred from one person to another person, from one food establishment to another, or from one type of operation to another if the food operation changes from the type of operation specified in the application as specified under 08325(3) and the change in operation is not approved.

Island County Food Code 08310 Application procedure–Submission thirty calendar days before proposed opening (FDA Food Code 8-302.11).

An applicant shall submit an application for a permit at least thirty calendar days before the date planned for opening a food establishment or the expiration of the current permit for an existing facility.

III. DEFINITION

Change in Permit Holder: A change in the entity that is legally responsible for the operation of an existing food establishment such as the owner, owner's agent, or other person.

Change in Permit Holder Application: An abbreviated plan review and licensing application consisting of:

- a. An application
- b. A copy of existing menu
- c. A floor plan drawn to scale
- d. Certified Food Protection Manager Certificate
- e. Commissary / Servicing Agreement Form (if applicable).

Interim Permit: A permit that is issued to a Permit Holder not to exceed sixty days to allow permit holder to submit required documentation to Health Department for issuance of new permit. Upon expiration of Interim Permit, establishment must close to the public until required documentation to Health Department for issuance of new permit is received, processed, and approved.

No Change in Approved Plan: No change in existing establishment's approved menu, floor plans, equipment, and/or processes.

Permit Holder: means the entity that:

- a. Is legally responsible for the operation of the Food Establishment such as the owner, the owner's agent, or other person; and
- b. When required, possesses a valid permit to operate a Food Establishment.

Permit: means the document issued by the regulatory authority that authorizes a person to operate a food establishment.

IV. FEES

It is the applicant's responsibility to verify current fees here: [Fee Schedule](#).

Change of Ownership Plan Review	\$155.00
Change of Ownership Interim License Fee	\$155.00
Operating without a License	\$309.00