



## Island County Public Health

*Keith Higman, Director*

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October 17, 2022

RE: Caterer & Cottage Industries Permit Requirements

ATTN: Island County Food Program Permit Holder

Please see the information below regarding verification of your assigned permit category.

The following information will be required to be submitted to process your permit renewal for 2023. Failure to submit all required document will result in your permit being suspended.

1. Review and return a signed [catering operations checklist](#) to confirm that your operation meets the minimum requirements for a catering permit.
2. Complete and return a [commissary agreement form](#) to confirm operating hours at your approved commissary. If you do not use a commissary or operate out of your own facility, please contact our office immediately.

The following requirements will apply effective January 1, 2023.

1. An operational schedule will need to be provided to Island County at least 14 days prior to a catered event to allow for routine inspection.
2. Routine inspections will include an inspection of the commissary kitchen to verify at a minimum that adequate refrigerated storage, water source, and wastewater discharge system is available to properly support operations.
3. Operations at a special event will include assessment of applicable fees in accordance with the current Island County Environmental Health Fee Schedule.

Please contact Ray Campa at [r.campa@islandcountywa.gov](mailto:r.campa@islandcountywa.gov) with any questions or comments.

Sincerely,

A handwritten signature in blue ink, appearing to be "Raymond Campa", is written over a blue horizontal line.

Raymond Campa CPM, RS/REHS  
Food Safety Program Lead