NEW FOOD ESTABLISHMENT APPLICATION PACKET

This packet contains information to assist with the process of starting or remodeling a **Food Establishment** in Island County. Please review all the information carefully before starting your project. There are a series of steps required to build or remodel a Food Establishment. Skipping a step or initiating it incorrectly could result as a costly fix and/or postponing your estimated opening date. If you have questions about the contents of this packet, please contact the Food Safety Program staff at 360-678-8276.

You will find the following resources in this guide:
1. The application/Plan Review process
2. Sewer Septic Guidance
3. How to Find your Septic Report
4. Information for your food process flow
5. Information for your Food Establishment layout
6. Minimum equipment & facility requirements
7. FAQs
8. Fee schedule
9. Agency resource list
Before you apply (see list of resources for more information):

- Contact your local (City and/or County) building and planning departments for requirements
- Contact the State liquor board or gambling commission.
- Contact your local Fire Department for specific fire suppression requirements.
- For mobile units: Contact Washington State Department of Motor Vehicles (DMV). All mobile food trucks or trailers must be currently licensed as a truck or trailer by the Washington State DMV.
- For mobile units: Contact Washington State Department of Labor & Industries (L&I). All mobile food trucks or trailers must pass inspection and be approved by the Washington State L&I for electric, structural, and mechanical correctness. Call 1-800-705-1411 Option 3 or Email FAS1@lni.wa.gov for any questions regarding requirements.
- Review requirements for the Island County Food License.
- Call the Food Safety Program staff for further questions or make an appointment for a consultation. We provide a free consultation with an Environmental Health Specialist to answer questions about the application packet and your proposed food establishment.

PLAN REVIEW PROCESS:

All Food Establishment must submit a Plan Review regardless if it is a brand new establishment or if it was/is an existing Food Establishment.

Reminder: If you are taking over a Food Establishment that was previously licensed by Island County Public Health, the Food Establishment may not be up-to-date on the most current WAC 246-215 [Food Code] requirements. Please review requirements and/or schedule a [free] consultation prior to investing in an existing Food Establishment.

We recommend submitting your Plan Review prior to development of your new Food Establishment or at least 30 days prior to your planned opening date.

Step 1 Submit Plan Review application & supporting documents
Submit the following (failure to do so may delay opening date):

- **Food Establishment Plan Review Application**
- Plan review fee (non-refundable)
- **Sewer/ Septic Verification**
- Proposed menu
- Food process flow
- Floor/ Site Plan (Include commissary kitchen layout if applicable)
- Equipment List

Other additional documents that may be required or requested by an Environmental Health Specialist:

- Commissary Kitchen Agreement Form
- Copy of L&I Approval/ License
- Pictures/ Photos
- Food Establishment Application Appendix I
- Mobile Unit: Food Establishment Application Appendix II
- Caterer: Food Establishment Application Appendix III
- Written Procedures
  - Using time as a control
  - HACCP plans
  - Variance
We accept applications in person Monday through Friday from 8 a.m. to 4:30 p.m. or by mail to Island County Public Health Attn: Food Safety Program PO Box 5000 Coupeville, WA 98239. We recommend documents to be submitted at least 30 days before planned opening date or before starting major remodeling. Failure to submit documents in a timely manner may result in postponing opening date of your food establishment.

Additional guidance, information, and a copy of WAC 246-215 can be found on our website: https://www.islandcountywa.gov/Health/EH/Food-Service/Pages/Home.aspx.

Step 2: Wait for plan review letter
Our goal is to send you a response letter within 14 days, informing you that either that the project is approved and meets state and local regulations, or that additional information or changes are needed before approval can be given. During this process, you may be contacted to modify and resubmit plans and/or answer clarifying questions. An Environmental Health Specialist will contact you using the provided contact information on your application. Please ensure your application has the correct contact number(s), email address(s), and mailing address(s). Feel free to send a follow-up inquiry if you have not heard from our office within 14 days.

To avoid costly mistakes, do not purchase equipment or begin construction until you have an Island County Public Health plan review approval letter.

Planning for success: A Plan Review is designed to optimize the functionality of a food establishment while ensuring an efficient flow of food and a safe experience for the consumer. It will help management and staff better understand and comply with industry desires and regulatory requirements. A thorough Plan Review will justify the location, type and utility of equipment, outline traffic patterns in the production and service areas and review the diagramming specifications for electrical, mechanical and plumbing systems. A Plan Review process ensures code compliance but more importantly, it realistically helps ensure a public health and safety of a facility without undue financial burdens.

Step 3: Apply and pay for license
Once your Plan Review has been approved, you will receive a plan review approval letter and invoice regarding your Food Establishment license. At this time, you may schedule a pre-operational inspection. All fees, including accrued fees must be paid prior to your pre-operational inspection. If payment is not received by our office the prior business day of your scheduled pre-operational inspection, your scheduled pre-operational inspection will automatically be cancelled and you will need to reschedule.

Step 4: Pre-operational Inspection
Invoice must be paid prior to pre-operational inspection. The pre-operational inspection must be scheduled (seven) 7 days in advance. Food Establishment must reflect approved Plan Review and may not begin food service until passing of pre-operational inspection.
Sewer/Septic Guidance for Food License/Permit Application

Before approving your application, we must verify your sewer connection or septic system is adequate for use.

<table>
<thead>
<tr>
<th>If your facility will have a sewer connection:</th>
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<tr>
<td>You may be required to submit:</td>
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<tr>
<td>o Copy of sewer bill showing the site address; or</td>
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<tr>
<td>o Copy of your paid application for sewer connection</td>
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<table>
<thead>
<tr>
<th>If your facility has a septic system:</th>
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<tr>
<td>You may be required to submit:</td>
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<tr>
<td>o A wastewater feasibility study generated by a Licensed Septic Designer for the proposed facility that includes: all activities existing and proposed that generate wastewater, estimated wastewater volume and estimated waste strength, menu, projected meals served, days of operation, adequate restroom facilities and capacity etc. A determination must be made that the existing system will reasonably support the proposed activities, or that an upgraded system is required. An approved sewage permit is required to upgrade a system.</td>
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<tr>
<td>o A mitigation plan to minimize solids and grease from entering the liquid waste stream.</td>
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<tr>
<td>o Copy of a recent (within 6 months of submitting application) On-Site Wastewater Treatment System Inspection Report from a licensed onsite wastewater service provider; with verification of all significant deficiencies corrected.</td>
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<tr>
<td>o Copy of the Septic System Asbuilt or Septic System Asbuilt Certification approval for your proposal; or</td>
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<tr>
<td>o Copy of the Large On-Site Sewage System (LOSS) approval for your proposal. See <a href="http://www.doh.wa.gov/CommunityandEnvironment/WastewaterManagement/LOSSProgram">www.doh.wa.gov/CommunityandEnvironment/WastewaterManagement/LOSSProgram</a> for LOSS information.</td>
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Each annual food permit renewal will require a complete septic system evaluation, by a licensed maintenance service provider, with all significant deficiencies corrected.

What if I am proposing a new building that needs a septic system?

When you use a septic system for a business, you must work with a Licensed Septic Designer or engineer. They will design a system that meets your needs and is safe to use. The process may require a Site Registration and a Septic Permit. Once permits and inspections have been approved, a Septic System Asbuilt would need to be prepared and submitted by the installer.

Have more questions about septic system requirements or want additional information? Call (360) 679-7350 to schedule a consultation at the Environmental Health Department.
Septic System Evaluation Report – Finding Your Septic Records

Paper documentation of your current septic system evaluation is required as part of the annual Food license renewal and payment. You do not have to wait for a copy to be mailed to you from the septic service provider. Once the septic professional has submitted the report to an online database there are two (2) ways you can find and print your septic records. **We do not accept online submissions of septic records for food or mobile home park license renewals.**

1. Island County Public Portal – Parcel Search

   https://co-island-wa.smartgovcommunity.com/Public/Home

   - Google ‘Island County Public Portal’ to find the website
   - Under parcel search enter your address or parcel number to locate all the associated septic records.
   - Select your property and look for the Report URL to the system evaluation or pumping records. Open the report and print.

2. OnlineRME - Report Search

   https://www.onlinerme.com/(S(0iiyffqjitaslwp5alzy1lh24))/contractorsearchproperty.aspx

   - Google ‘OnlineRME report search’ to find the website
   - Under report search select Island County and enter your address or parcel number
   - Select your parcel
   - Under site work history select service history
   - Select the most current report and print.

Once you have secured your records be sure to make all noted corrections and if necessary the associated documentation of said corrections. **If you have any trouble locating your records please call us directly and we can walk you through the process.** Late or incomplete applications are subject to late fees, so call well in advance of the December 31 deadline.

Michele Guinn, R.S.
Environmental Health Specialist
Onsite Septic Program
360-678-7914
INFORMATION FOR YOUR FOOD PROCESS FLOW

A food process flow is a pictorial representation or narrative of all food preparation steps (examples below). The purpose of process flows is to provide an overview of the sequence of all process activities and tasks involved in the creation of a product or in the delivery of a service. The process flow is not a recipe – do not submit a recipe. A process flow not only helps identify critical food safety points but can also help set-up the overall flow of your Food Establishment such as reduce preparation time, reduction of cross-contamination, and provides less confusion amongst employees.

Steps in a food process flow include but not limited to: how food is received; cold holding or storage; preparation (cutting, assembling, mixing, etc.); cooking; cooling; packing; labeling; reheating; hot holding and distribution or service of foods. If ingredients are not listed on menu, please include them within your food process flow. Depending on your process flow, you may have more or less steps and types of steps as those previously listed. Please include what will be done with any leftovers of certain foods and if there are any special processes such as sous vide and/or vacuum sealing in-between these processes.

Your ICPH Plan Review will require a food process flow for all foods on your menu. If the menu item has multiple ingredients, list them. Menu items that are prepared in an identical way may be grouped together (such as BBQ beef and pork).

Below are different examples of food process flows. You may compose and submit one or more type of food process flow. As a rule-of-thumb, if an employee-in-training can understand your food process flow, so will the Environmental Health Specialist.

Write Up Examples:

**BBQ Beef/Pork** – beef and pork are delivered frozen and stored in the walk-in refrigerator to thaw. After the beef and pork are thawed they are portioned out. Storage portion is vacuum sealed and stored in the refrigerator with date of vacuum sealed for later or other use. See HACCP plan submitted. Service portion are marinated in our special sauce in the walk-in refrigerator overnight. Meats are then cooked on the smoker. After smoking, the beef and pork are shredded and mixed with our BBQ sauce and cooled in hotel pans at 2 inch food depth in the walk-in refrigerator After meats are cooled to 41°F, they are covered with plastic wrap. Meats are reheated in the steamer as needed and kept at the front area steam table until served. Left over ites are cooled in the walk-in refrigerator at 2 inch food depths uncovered then reheated for hot holding the next day. Leftovers are dated and held for not more than 3 days due to quality assurance. On the 3rd day, the food is either served or discarded.

**All Beef Hamburgers (buns, homemade-pickles, onions, crispy onion, lettuce, special sauce, bacon, cheese)** – patties are purchased frozen. Frozen patties are placed on grill once ordered, assembled and served. Hamburger patties are not cooked in advance. All patties are cooked well-done. Bacon not cooked in advance.

**Chicken Salad (chicken, seasoning, mixed greens, celery, nuts, onions, croutons, cranberries, boiled egg, cheese)**, : - raw chicken is purchased frozen and thawed in the walk-in refrigerator. Frozen chicken are whole chicken. Thawed chicken is seasoned and marinated overnight in the walk-in refrigerator. Chicken is cooled in oven for rotissaire chicken. See rotissaure chicken food process flow. Left over rotissaire chicken are shredded and cooled using time in the walk-in refrigerator. Upon order, ccken is mixed with greens and salad topings per order. Vegetables are received whole at ambient air temperature. All salad greens and some toppings are rinsed each morning in the food preparation sink, cut, and stored in salad refrigerator until ordered. When ordered, salad is assembled and topped with boiled egg cheese, berries, and nuts. Desired dressing served on the side.
**Shrimp Pasta** *(dried pasta, canned sauce, shrimp, seasoning, butter)* – Shrimp is purchased pre-cooked and frozen. Shrimp is thawed in walk-in refrigerator. Pasta is par-cooked on stove and cooled at 2 inch food depth in preparation refrigerator. Once cooled, pasta is portioned, bagged and stored in the preparation refrigerator. When ordered by customer, portioned pasta is combined with raw shrimp and sauce in on skillet and cooked on stove-top

**Listing Examples:**

Roasted Chicken (marinate, chicken, seasoning) – cooked 12 whole chicken every MWF&Sat
1. Thaw frozen raw chicken breasts in the walk-in cooler
2. Cold hold raw chicken in the walk-in refrigerator until needed
3. Cook raw chicken in the oven to an internal temperature of at least 165°F
4. Hot hold cooked chicken in display case at 135°F or more for service
5. Cool leftover chicken in a single layer, on a sheet pan that is uncovered in the walk-in cooler. When temperature reaches 41°F or less, chicken is covered.
6. Cut cooled chicken used for house made chicken salad (see chicken salad process flow). Cooked check labeled with cooled date and discarded after 4 days for quality.

Chicken Salad (mixed greens, celery, red onions, apples, boiled egg, cheese, cranberries, nuts) – salad assembled upon order; chicken made from leftover roasted chicken breast (See Roasted Chicken food process flow)
1. Produce washed on site in dedicated rep sink
2. Cut up produce: celery, red onion, and apples
3. Cold hold prepared chicken salad ingredient
4. Assemble and mix chicken salad upon order.
5. Severed with boiled egg, cheese, berries, and nuts on top with desired dressing on the side.

Beef Hamburgers – cooked to order
1. Ground beef received from supplier and stored in walk-in cooler
2. Mix ground meat with seasoning and diced vegetables
3. Form patties and cold hold fresh raw patties in reach-in cooler on flat sheet single layered
4. Cooked fresh raw patties on grill to order. Consumer advisory posted on menu.
5. Assemble hamburger with cooked patties, veggie toppings, special sauce and option of bacon and fried egg (breakfast only). Bacon are cooked when ordered – not hot held. Eggs are cooked to order. Consumer advisory posted on menu.
6. Serve hamburgers topped with dill pickle and toothpick.

Asian BBQ Chicken/Beef:
1. Raw skinless, boneless chicken thighs and boneless beef short ribs are received cold and stored in walk-in cooler.
2. Portion out meats and marinate in 5 gallon tubs the walk-in cooler overnight. Marinade is made in house.
3. Meats are further portioned into small quart sized pans and held near grill until ordered. Leftovers are placed back into the walk-in coolers for later use.
4. Cook meats on grill until internal temperature reaches 145°F for beef and 165°F for chicken verified with a digital thermometer.
5. Slice meats on wooden cutting board.
6. Plate on top of warm rice and serve.
Chart Examples:

Example 1:

```
Food Delivered by Supplier
   | Food Purchased Straight From Supplier

Storage of Food at Room Temperature
   | Storage of Food in The Refrigerator

Preparing Food
   | Thawing Food

Cooking Food

Cooling of Food

Hot Holding Food

Reheating Food

Serving Food

Use of Leftovers and Further Storage
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Example 2:

```
Receiving
   | Refrigerated Storage
   | Frozen Storage
     | Thawing CCP

Plant Pre-Packaged

Plant Pre-Cooked & Packaged

Cut & Package

Cutting/Grinding

Packaging/Labeling

Cooling CCP

Hot Holding Display CCP

Cooling CCP

Reheating CCP

Consumer

Consumer

Consumer

Consumer

Consumer

Consumer
```

Example 3:

Simple Hot Dog with ketchup and mustard
Ingredients: Hot dog, bun, ketchup and mustard

**Hot Dog:** Kirkland beef polish sausage (precooked sausage)  
**Source:** Discount Grocery Store

**Buns:** King's Hawaiian Hot Dog Buns  
**Source:** Discount Grocery Store

**Condiments:**  
- Ketchup: Heinz  
- Mustard: Heinz  
**Source:** Haggans

1. **Received:** Owner delivered in cooler from personal van [42°F or less]
2. **Cold Stored:** in chest freezer; the rest stored in refrigerate [41°F or less]
3. **Thawing:** Packaged hot dogs in prep sink with warm running water until loosened [not in danger zone for more than 4 hours]
4. **Cold Store:** not for immediate service are stored in refrigerate [41°F or less]
5. **Reheat for hot holding:** Hot dogs placed in oven [reheat temperature of 160°F or more]
6. **Hot holding:** Hot dogs left on roller until ordered / maintained at 130°F or more

1. **Stored:** on shelf in dry storage
2. **Stored:** Bun warmer
3. **Prep:** refill bottles for customer use
4. **Stored:** on condiment counter

**Service:** Hot dogs are placed on bun; condiments added by customer
Detailed Floor/Site Plan Requirements

Site Plan – Include all areas for the Food Establishment on a site plan. Hand drawn site plans are acceptable as long as measurements are provided and text and notes are legible. Be sure to include all the following for all indoor and outdoor areas:

- Restrooms
- Seating areas and banquet rooms
- Location of tables
- Server stations
- Bar
- Bussing stations
- Remote storage, food preparation, and refrigeration
- Off-site storage or preparation facilities

If more than one building structure or outdoor cooking is used, you may need to submit a site plan to show proximity of building structures.

Floor plan for food and beverages storage, preparation, and service area(s) – include enough detail to clearly show all equipment, fixtures, work areas, storage areas, etc. Be sure to include:

- Plans drawn to scale – example: ¼ inch on the floor plan equal one foot in the food establishment
- Make and model numbers of all equipment
- Three-compartment sink (requirement) – include drain boards for both soiled and clean utensils (show dimensions of sinks and drain boards)
- Dish machine (optional) – if a dish machine is provided, it must be commercial
- Handwashing sink(s) (required) – must be located within the line of sight and no more than 25 ft (walking distance) from each work area. Note that handwashing sinks must provide water at a temperature of at least 100°F that’s available within 15 minutes of turning on the faucet.
- Vegetable/ ready-to-eat food preparation work station with sink(s) – required for rinsing produce and preparing ready-to-eat foods (show dimensions of sink)
- Raw meat / raw seafood work station with sink(s) – required for thawing, purging, and preparing raw animal products (show dimension of sink)
- Mop sink (required)
- Water treatment systems (must be approved by ICPH Drinking Water Program)
- Floor sinks and hub drains – note that indirect drainage is required for food preparation sinks, dish machines, ice machines, ice storage bins, cooler condensate, dip wells
- Cooking equipment (proper ventilation required – contact your local building services department)
- Refrigeration (commercial required) – refrigeration capacity must be adequate to support proposed menu and preparation methods (list dimensions)
- Freezers – must be able to maintain and keep foods frozen
- Hot food holding equipment
- Miscellaneous equipment – for example, mixer, blender, slicer, food processor, ice machine, soda fountain, milkshake machine, work tables, etc.
- Dry storage shelving – must be easy to clean
- Hot water heater – make, model number, and capacity
- Equipment schedule indexed to floor plan
- An Environmental Health Specialist may ask to see elevation plans (see Interior Elevation Plan examples)

Note: Example plans provided are used as examples only to illustrate health requirements.
Example of Floor Plans

Example 1: Restaurant A

Equipment Schedule
1. Hand sink
2. Prep sink
3. Dish washer
4. Reach in refers
5. Under counter refers
6. Freezers
7. 3-compartment sink
8. Dishwasher
9. Work station
10. Deli-refers
11. Mop Sink

Finish Schedule

Floor____________________________________
Kitchen: Vinyl Comp Tile with Base Coving
Restroom: Vinyl Comp Title with Base Coving
Dining: Low Fill Carpet
Garbage: Sealed Concrete

Wall____________________________________
Kitchen: Gypsum Board
Cook Line: Stainless Steel
Dishwash: Gypsum Green Board with FRP* BD**
Restroom: Gypsum Board with FRP* BD**
Dining: Gypsum Board with Enamel Paint

Ceiling__________________________________
Kitchen: Gypsum Board with Enamel Paint
Dining: Suspended with Acoustical Tile
Restroom: Suspended with Acoustical Tile

*FRP = Fiber Reinforced Plastic
** BD = Board
Example 2: Angry Stomach Café
**Interior Elevated Plans:**
In certain cases, the Environmental Health Specialist will ask for elevation plans for certain areas of the kitchen. Below are some examples.

Example 1:

![Diagram of Interior Elevated Plan 1](image1)

**Example 2:**

![Diagram of Interior Elevated Plan 2](image2)
Example 3:

6 NORTH ELEV. @ WORKROOM & KITCHEN

SCALE: 1/4"=1'-0"

Example 4:

8 SOUTH ELEV. @ KITCHEN

SCALE: 1/4"=1'-0"
EQUIPMENT AND FACILITY REQUIREMENTS

General: Surfaces must be smooth, durable, and easily cleanable. Plumbing, electrical, ventilators, fire suppression systems and other building requirements must be installed by appropriate licensed contractors and abide by local (city/county) and state codes.

Sinks: Sinks should be made from smooth, easily cleanable materials and be indirectly plumbed with an air gap.

Handwashing sinks. Required in all food preparation, food service and warewashing areas.
- Handsinks must remain accessible, within the line of sight and within 25 feet walking distance of all areas where food and/or beverages are handled, prepared or served, and in warewashing areas.
- This may require more than one handsink per food service area. Handsinks must be equipped with mixing faucets or combination faucet, hand soap and paper towels.
- The minimum hot water temperature allowed at all hand sinks is 100°F at the tap through a mixing valve. Ideally, the hot water should be 100-120°F. Self-closing or metering faucets shall provide a flow of water for at least 15 seconds.
- Minimum handsink compartment size must be able to fit both hands. Ideally the compartment should be at least 10in width by 10in length by 4in deep.
- Handsinks located within restrooms are permitted as handsinks for food and/or warewashing areas.

Dishwashing sinks. Required in all Food Establishments, except for limited foods establishments where all items are pre-packaged. Drain boards should be provided on both sides with raised edges. Each compartment must be large enough to accommodate the largest utensil or equipment used in the establishment.

A commercial dishwasher that can adequately accommodate the largest utensil or equipment and able to wash, rinse, & sanitize all dishware may replace the requirement for a 3-compartment sink.

Prep sinks:
- Vegetable/fruit preparation sink. Required if there is rinsing, washing, or draining of canned fruit or vegetables.
- Meat preparation sink. Required if there is rinsing or thawing under running water of raw meat, poultry, or seafood.
- Dump sink. Required in bars or taverns in close proximity to the 3-compartment sink or warewashing machine in the beverage service area. A handwash sink may not be used as a dump sink.
- Mop Sink (aka service sink or janitorial sink). Required in all Food Establishments. A mop sink must provide hot and cold water, and be equipped with a vacuum breaker if a hose will be attached to the faucet.

Restrooms
Employee restrooms are required in all Food Establishments with employees. Employees may use the same restrooms provided to the public.
Public restrooms are required with any on premise consumption of food and/or beverages. Public restrooms must be available during all hours of operation and accessible by the public.

Refrigeration
The refrigeration requirements for storing and cooling foods is dependent on menu and expected meals served. Certain menus may require more refrigeration as determined by ICPH. Freezers are optional, menu dependent, and do not take the place of the required minimum amount of food storage refrigeration as determined by ICPH.
Generally estimated requirements are:

- 0-12 customer seating capacity: no less than 2 commercial, upright refrigeration.
- 13-50 customer seating capacity: No less than 4 commercial, upright refrigeration
- 51+ customer seating capacity: No less than 6 commercial, upright refrigeration

**Ventilation (Hood Systems)**

Ventilation must be adequate so that all areas are kept reasonable free from excessive heat, steam, condensation, vapors, fumes or objectionable odors.

Exhaust hoods must be designed to prevent grease or condensate from dripping into the food and the filters or baffles must be readily removed for cleaning.

Type 1 hoods are to be use with appliances that produce grease and smoke such as fryers, griddles and ovens. Type 2 hoods are to be used with appliance that produce only heat and steam and no grease or smoke such as dishwashers and pasta cookers. Type 1 hoods have some type of grease filters or extractor and Type 2 hoods do not.

Contact the local building and/or fire department for specifications and/or if a hood system is required for the type of food preparation activities that will occur on site.

**Grease Trap/Interceptor**

Oil and grease entering a facility’s drainage waste water system will eventually solidify somewhere. The oil and grease from foods and cooking liquefy at high water temperatures primarily originating from the three-compartment sink and warewashing machine or some pieces of equipment such as an oriental wok cooker.

A grease interceptor or grease trap is a chamber designed for wastewater to pass through and allow any free or mechanically emulsified oil to float to the top for retention as the remainder of the effluent passes through. This concept is similar to a septic tank, but remember, a septic tank is designed to collect solids on the bottom and scum on the top of the tank.

Equipment that should discharge to a grease trap:

- Warewashing sink, prep sink, hand washing sinks
- Water wash cooking exhaust hood
- Wok stoves with in line food waste sink that strains food debris
- Large stationary kettles with pour off spouts
- Chemical dishwashers, not hot water dishwashers

If used, a grease trap shall be located to be easily accessible for cleaning. If inside grease interceptors are used, they should be flushed mounted with the floor.

**Finishings:**

Flooring, walls, and ceilings should be composed of materials that are smooth, durable, and easily cleanable for areas where food operations such as cooking, prep, and service. All materials should be nonabsorbent in areas subjected to moisture.

Fiberglass Reinforced Plastic (FRP) or similar waterproof materials are required on wall surfaces behind sinks and areas exposed to moisture:

- From floor level to 8 feet behind your scullery area (warewashing area)
- From floor level to 1 foot above the top of the sink faucet behind food preparation and hand washing sinks
- From floor level to 4 feet behind and adjacent to plumbing fixtures in the restroom
- Behind the sink from counter to 1 foot above the top of the sink faucet for sinks mounted in laminate counters that are attached/sealed to the wall
Equipment list:
Provide a list of your equipment. Similar equipment can be grouped together. List should include the general name of the equipment, make or brand name, and model #. The make and/or model can be found on your equipment’s owners’ manual and the manufacturer’s label directly on the equipment. In some cases you might have a used unit without an owners’ manual and/or the manufacturer’s label is missing. Providing other information such as dimensions, description and/or pictures will be accepted in lieu of the model #.

Food equipment that are certified or classified for sanitation by an American Nation Standards Institute (ANSI) such as the National Sanitation Foundation (NSF), Underwriters Laboratories (UL), Edison Testing Laboratories (ETL Interteck) are equipment that are properly designed for mitigating the risk of foodborne illnesses. ANSI certified organizations uses standards ratified by industry via organizations and governmental public health bodies. These organizations use a science based certification process to evaluate and test for equipment’s hygienic design and construction; material safety; and performance. Below are a few ANSI certified organization logos that may appear on an ANSI certified equipment.

Below are examples.

<table>
<thead>
<tr>
<th>Qty</th>
<th>Equipment</th>
<th>Make/Brand</th>
<th>Model#/Dimensions</th>
<th>Use: (hot/cooling)</th>
<th>New/Used/Refurbished</th>
<th>Residential/Commercial</th>
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</thead>
<tbody>
<tr>
<td>2</td>
<td>Refrigerator</td>
<td>True</td>
<td>TSSU-12D-2-HC</td>
<td>Cold &amp; Prep</td>
<td>1 used 1 refurbished</td>
<td>Commercial</td>
</tr>
<tr>
<td>3</td>
<td>Hand sinks</td>
<td>1 Halley (ceramic) 2 Regency (SS)</td>
<td>17 by 15 in 12 by 16 in</td>
<td>Handwashing</td>
<td>Used</td>
<td>Unknown</td>
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<tr>
<td>1</td>
<td>Refrigeration – walk in cooler</td>
<td>Unknown – SS finishing</td>
<td>21'ft by 17'ft by 8'</td>
<td>Cold &amp; Cooling</td>
<td>Used</td>
<td>Commercial</td>
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<td>Midea</td>
<td>WHS-709FW1</td>
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<td>New</td>
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<tr>
<td>2</td>
<td>Griddle</td>
<td>Vulkan</td>
<td>924RX-24C 36&quot;</td>
<td>Cooking</td>
<td>1 refurbished 1 used</td>
<td>Unsure</td>
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FREQUENTLY ASKED QUESTIONS

How long does the plan review process take? How long will it take for my Plan Review to be approved?
ICPH usually contacts you within 7 days of submitting your application. The Plan Review process is dependent on the completeness of your application and if plans submitted complies with WAC 246-215 and county regulations. Your Plan Review may be denied if corrections to comply with code are made.

What if I am not sure of the make and model for all of the equipment yet?
Just list what you intend to buy in general terms. You can provide more detailed information once you purchase your equipment. Note that some equipment must be commercial such as dish washers, ice machines, refrigeration, and food processors.

Can I draw the floor plans myself?
Yes, provided that the plans must be accurate, legible, drawn to scale (example: a ¼ inch on the floor plan equals one foot in the Food Establishment), and provide detail as shown on the layout example in this packet. Also, remember to ask the appropriate building/planning departments about their required format for plan submittal.

Why are so many sinks required?
Each type of sink has a purpose that is reflected in WAC 246-215. The Food Code requires sinks to be used for a single purpose or task unless written and approved modifications can be obtained by ICPH.

Will I need more than one handwashing sink?
Possibly. A handsink must be located in each work area, be easily accessible, and convenient to use. Handwashing sinks must be located within the line of sight and no more than 25 feet (walking distance) from each work area. Note: handwashing sinks must provide water at a temperature between 100-120°F that arrives within 15 seconds.

Why am I required to have a Commissary Kitchen?
A commissary kitchen, also known as a support kitchen, is an approved Food Establishment where food is stored, prepared, portioned, or packaged for service elsewhere. The commissary kitchen may also be the location where your Food Establishment would obtain approved drinking water and discharge waste water. Food establishments are not allowed to be conducted in a private home; in a room used as living or sleeping quarters; and/or an area directly opening into a room used as living or sleeping quarters WAC 246-215-02115(1) & 06290.

Do all surfaces need to be covered with stainless steel?
No. All surfaces do need to be smooth, durable, easily cleanable, non-toxic, and non-absorbent.

Can I sell wholesale or online?
Your ICPH Food License only covers retail sales in Island County and does not cover wholesale transactions. For wholesaling opportunities, you will need to contact Washington State Department of Agriculture (WSDA) and/or Unites States Department of Agriculture (USDA) depending your product and how you are selling your product.

Should I contact other regulatory agencies?
Your project may require permits and approval from other government agencies such as the local Building/Planning department, the State Liquor Board, etc. A list of contact resources is provided with this packet.

Do all of my employees need food worker cards?
Washington State Food Worker Cards are required for all individuals who handle any food or utensils, including those who wash dishes and the Person in Charge (PIC). Food workers must have their cards before they begin work unless food safety training is provided by the operator of the establishment and is documented in the Food Establishment. In this case, a food worker card is required within 2 weeks of the employee’s starting date. The only online food worker training authorized for Washington State is at [https://www.food.workercard.wa.gov](https://www.food.workercard.wa.gov).

**Is a Health Department inspection required before I open?**
Yes. At least one week prior to the completion of your project, contact the Health Department office to schedule a pre-operational inspection. If all the conditions and requirements of approval are not met using the pre-operational inspection, this may delay opening. Additional inspection(s) and fee(s) may be required before you receive approval to open.

**Can I store food in the establishment before Health Department inspection has occurred?**
Not unless you have received approval from the Health Department to do so. Food may not be prepared before approval is granted after the pre-operational inspection.

**What about personal food?**
Personal food needs to be limited to a day’s worth and be segregated from the food supply intended for customers and clearly labeled as personal food. Please note that all food in the Food Establishment is subject to inspection by the Health Department.

**What is indirect drainage (air gap) and its purpose?**
The purpose of an indirect drainage is to prevent sewage from backing up into the unit being drained, which could expose food products to sewage. Indirect drainage is a drainage piping that runs from a plumbing fixture or appliance and discharges into a separate waste pipe or receptacle. The waste piping connects to the building drainage system. The indirect waste line discharges by way of an air gap or break. Per WAC 246-215-05215 – Air gaps must be at least twice the diameter of the water supply inlet and the flood level rim of the plumbing fixture, equipment, or nonfood equipment must be at least twice the diameter of the water supply inlet and may not be less than one inch (25mm). An airgap used for an indirect waste is the separation between the outlet of the indirect waste and the overflow rim of the waste receptacle such as a floor sink or open-site drain.
FOOD SAFETY PROGRAM FEE SCHEDULE EFFECTIVE JANUARY 1ST 2019

<table>
<thead>
<tr>
<th>Food Establishment</th>
<th>Fee ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Level 1 – Simple food service with limited or no cooking</strong></td>
<td></td>
</tr>
<tr>
<td>Seating Capacity 0-24</td>
<td>721</td>
</tr>
<tr>
<td>Seating Capacity 25-50</td>
<td>773</td>
</tr>
<tr>
<td>Seating Capacity 51-100</td>
<td>824</td>
</tr>
<tr>
<td>Seating Capacity over 100</td>
<td>876</td>
</tr>
<tr>
<td><strong>Level 2 – Same day service of food. Only reheating and/or hot holding</strong></td>
<td></td>
</tr>
<tr>
<td>Seating Capacity 0-24</td>
<td>824</td>
</tr>
<tr>
<td>Seating Capacity 25-50</td>
<td>876</td>
</tr>
<tr>
<td>Seating Capacity 51-100</td>
<td>927</td>
</tr>
<tr>
<td>Seating Capacity over 100</td>
<td>979</td>
</tr>
<tr>
<td><strong>Level 3 – Complex food handling</strong></td>
<td></td>
</tr>
<tr>
<td>Seating Capacity 0-24</td>
<td>876</td>
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<tr>
<td>Seating Capacity 25-50</td>
<td>1030</td>
</tr>
<tr>
<td>Seating Capacity 51-100</td>
<td>1133</td>
</tr>
<tr>
<td>Seating Capacity over 100</td>
<td>1236</td>
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<tr>
<td><strong>Groceries</strong></td>
<td></td>
</tr>
<tr>
<td>1 – 4 checkout stands</td>
<td>668</td>
</tr>
<tr>
<td>5 or more checkout stands</td>
<td>711</td>
</tr>
<tr>
<td>Meat/fish market (in addition to checkout stand)</td>
<td>295</td>
</tr>
<tr>
<td>Delicatessen (in addition to checkout stands)</td>
<td>295</td>
</tr>
<tr>
<td>Bakery (in addition to checkout stands)</td>
<td>295</td>
</tr>
<tr>
<td><strong>Other Food Service</strong></td>
<td></td>
</tr>
<tr>
<td>Bakery (backed foods only)</td>
<td>519</td>
</tr>
<tr>
<td>Bed &amp; Breakfast</td>
<td>295</td>
</tr>
<tr>
<td>Candy Kitchen</td>
<td>295</td>
</tr>
<tr>
<td>Caterers &amp; Cottage Industries</td>
<td>429</td>
</tr>
<tr>
<td>Convenience Stores (pre-packaged food only)</td>
<td>372</td>
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<tr>
<td>Convenience Stores (with food service)</td>
<td>680</td>
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<tr>
<td>Espresso Stands/ Tea Rooms (non-hazardous food only)</td>
<td>372</td>
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<tr>
<td>Institutional Kitchen with Full Kitchen</td>
<td>394</td>
</tr>
<tr>
<td>Institutional Kitchen with Satellite Kitchen</td>
<td>165</td>
</tr>
<tr>
<td>Mobile Cart</td>
<td>494</td>
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<tr>
<td>Non-Profit Permanent (must provide proof of tax-exempt status)</td>
<td>158</td>
</tr>
<tr>
<td>Retail Commercial Fishing Vessel</td>
<td>139</td>
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<tr>
<td>Taverns (without food)</td>
<td>475</td>
</tr>
<tr>
<td>Wineries and Breweries and Distilleries</td>
<td>475</td>
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<tr>
<td>Vending Machine (potentially hazardous foods)</td>
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<td><strong>Food Establishment Plan Review</strong></td>
<td>103</td>
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<tr>
<td><strong>Semi-Annual Fee (for an annual license)</strong></td>
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<tr>
<td>January 1-June 30</td>
<td>½ of annual fee</td>
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<tr>
<td>July 1 – December 31</td>
<td>½ of annual fee</td>
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<tr>
<td><strong>Miscellaneous Activities</strong></td>
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<tr>
<td>Late Fees</td>
<td>103</td>
</tr>
<tr>
<td>Reprinting of lost license</td>
<td>26</td>
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<tr>
<td>Preopening Inspection – reschedule if FE is not ready</td>
<td>52</td>
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<tr>
<td><strong>Re-inspection</strong></td>
<td>113</td>
</tr>
<tr>
<td><strong>Temporary/Seasonal Events</strong></td>
<td></td>
</tr>
<tr>
<td>Level 1 Temporary Event (baked goods, popcorn, or similar products)</td>
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</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>1 day</td>
<td>43</td>
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<tr>
<td>2 days</td>
<td>77</td>
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<tr>
<td>3 days</td>
<td>172</td>
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<tr>
<td>4-8 days</td>
<td>223</td>
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<tr>
<td>Have an ICPH annual license – still required to submit a Temporary FE application</td>
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<table>
<thead>
<tr>
<th>Level 3 Temporary Event</th>
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<tr>
<td>1 day</td>
<td>79</td>
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<tr>
<td>2 days</td>
<td>110</td>
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<tr>
<td>3 days</td>
<td>215</td>
</tr>
<tr>
<td>4-8 days</td>
<td>257</td>
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<tr>
<td>Have an ICPH annual license – still required to submit a Temporary FE application</td>
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<tr>
<td>Samples only</td>
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<tr>
<td>Temporary Event Late Fee (if submitted within 7 days of the event)</td>
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</table>

### Administrative Fees

<table>
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<tr>
<th>Appeals</th>
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<tbody>
<tr>
<td>Administrative</td>
<td>52</td>
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<tr>
<td>Board of Health</td>
<td>488</td>
</tr>
<tr>
<td>Hourly Rate (unless otherwise specified)</td>
<td>95</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Operating without a required license or permit</th>
<th>Issuance of a Cease &amp; Desist &amp;/or Double fee</th>
</tr>
</thead>
</table>
LIST OF RESOURCES:
Island County Public Health Environmental Health Department
https://www.islandcountywa.gov/Health/EH/Pages/Home.aspx
Food Safety Program ................................................................. 360-678-8276
Onsite Sewage (Septic) Systems Program .................................... 360-679-5111
Drinking Water Program ............................................................ 360-678-7995

Island County Planning and Community Development
https://www.islandcountywa.gov/Planning/Pages/Home.aspx
Whidbey Office 1 NE 6th St. Coupeville, WA 98239 .......................... 360-679-7339
Camano Office 121 North East Camano Dr. Camano Island, WA 98282 ....... 360-387-3443

Washington State Department of Agriculture (WSDA)
https://agr.wa.gov/departments/food-safety
Food Safety Program ................................................................. 360-902-1876
Organic Program ...................................................................... 360-902-1805
Produce Safety ........................................................................... 360-902-1848

United States Department of Agriculture (USDA)
https://www.usda.gov/
Wholesale licensing – meat/poultry .............................................. 888-674-6854

United States Food and Drug Administration (FDA)
https://www.fda.gov/
Wholesale licensing – processed food ........................................... 888-463-6332

Tax and Licensing
Washington State Department of Revenue
https://dor.wa.gov/
Business licensing .................................................................... 360-705-6741

Department of Labor and Industries
https://ww.lni.wa.gov/
I. & I Headquarters .................................................................. 360-902-5800
Employer Services ..................................................................... 360-902-4817
Employment standards/workplace rights ...................................... 866-219-7321

Employment Security Department
https://esd.wa.gov/
General tax information and forms .............................................. 855-829-9243
Information for new businesses .................................................... 855-829-9243 Option 4

Internal Revenue Service
https://www.irs.gov/
Customer Service .................................................................... 800-829-1040
Food Trucks & Trailers ............................................................... 800-705-1411 Option 3

Washington State Liquor and Cannabis Board
https://liq.wa.gov/
3000 Pacific Ave SE, Olympia, WA 98204
Liquor Licenses 360-664-1600

Office of Secretary of State Corporation Division
https://www.sos.wa.gov/corps/
Republic Building, 801 Capitol Way S, Olympia, WA 98501
Registration of firm or corporate name 360-725-0377

Washington State Department of Licensing
https://www.dol.wa.gov/
405 Black Lake Blvd SW, Olympia, WA 9802
Statewide business license information, trade name registration 360-902-3900

Island County Assessor
https://www.islandcountywa.gov/assessors/Pages/Home.aspx
Whidbey Office Phone: 360-679-7303 Camano Office Phone: 360-629-4522

Island County Auditor
https://www.islandcountywa.gov/Auditor/Pages/Home.aspx
Whidbey Office Phone: 360-679-7366 Camano Office Phone: 360-629-4522

Recycling and Garbage Service
Island Disposal Inc (IDI)
19832 ST RT 20 Coupeville, WA 98239 360-678-5701

City of Oak Harbor
City of Oak Harbor Public Works
1400 NE 16th Ave. Oak Harbor, WA 98277 360-279-4750

Waste Management
http://wmnorthwest.com/camano/ 800-592-9995

Cascade Recycling Center

City Websites
City of Oak Harbor
https://www.oakharbor.org/
865 SE Barrington Dr. Oak Harbor, WA 98277
General 360-279-4500
Fire Department 360-279-4700
Development Services 360-679-4512
Public Works 360-279-4750

City of Langley
https://www.langleywa.org/
112 Second St. Langley, WA 98260
General 360-221-4246

Island County Commissioners’ Office
https://www.islandcountywa.gov/commissioners/Pages/Home.aspx
Whidbey Office 360-679-7354
Camano Island Annex 360-387-3443 ext. 0