



OFFICE USE ONLY	
Receipt #	_____
Amount Received	_____
Date Approved	_____

## PERMANENT FOOD SERVICE ESTABLISHMENT APPLICATION

**FOOD SERVICE ESTABLISHMENT (FSE) INFORMATION**

FSE Name: \_\_\_\_\_ Facility Phone: \_\_\_\_\_

Applicant/Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: \_\_\_\_\_

FSE Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Estimated Opening Date: \_\_\_\_\_ Email address: \_\_\_\_\_

**PERMIT INFORMATION** [check all that apply]

Type of Operation

- Bakery \*\*
  - Bed & Breakfast
  - Candy Kitchen/ Confectioner \*\*
  - Caterer\*\*
  - Convenience Store (prepackaged foods only)
  - Convenience Store w/ food service
  - Espresso Stand /Tea Room(non-hazardous foods only)\*\*
  - Farmer’s Market (operate at Market only)\*\*
  - Food Establishment; # \_\_\_\_\_ seats (see risk classification on back)
  - Grocery w/ 1-4 check-stands
  - Grocery w/ 5+ check-stands
  - Grocery w/ Deli
  - Grocery w/ Bakery
  - Grocery w/ Meat/Fish Market
  - Institutional Kitchen (full kitchen)
  - Institutional Kitchen (satellite kitchen)
  - Mobile Cart \*\*
  - Non-profit (attach proof of tax exempt status)
  - Wineries/Breweries/Distilleries
- \*\* submit completed restroom &/ or commissary agreement, if applicable**

Permit Type

- Permit Renewal  New Operation
  - Change of Classification/Remodel
  - Change of Ownership  Change of Name\*
- \*previous establishment name:** \_\_\_\_\_

Sewage Treatment

- Public Sewer System  Large Onsite Sewer System
  - On-site Septic System/Drainfield\*
  - Community System/Drainfield\*  Holding Tank\*
- \*submit completed/approved Form C**

Water Source

- Municipal Water System
  - Public Water System\* (name) \_\_\_\_\_
  - Individual Well\* Water source metered? yes no
- \*submit completed/approved Form C**

Schedule

- Open year round Hours: \_\_\_\_\_ am/pm - \_\_\_\_\_ am/pm
  - Months open: \_\_\_\_\_ thru: \_\_\_\_\_
- Circle days open: Mon Tue Wed Thur Fri Sat Sun
- Meals Served:  breakfast  lunch  dinner

**RISK CLASSIFICATIONS**

**Risk Level 1-** This risk level is assigned to a permit that allows limited preparation steps of potentially hazardous foods, such as hot dogs, and includes sectioning of melons, heating of individually pre-packaged ready-to-eat foods for immediate service without opening of the package, and preparation of espresso and/or blending drinks. It also includes cold holding of commercially pre-packaged ready-to-eat foods, such as sandwiches, without opening of the package. Risk 1 does not include hot holding of food. Mobile card operations with espresso are included in this risk category as are mobile trucks with frozen foods or meats. These types of operations are inspected once a year.

**Risk Level 2-** This risk level is assigned to a permit that allows food processing steps such as receiving, storing, preparing, cold holding, and serving potentially hazardous foods. It does not include hot holding of food. It includes limited preparation steps, such as baking bread, frying donuts, and grilling or toasting sandwiches for immediate service. Examples of this type of operation include on-site baking, making smoothies with raw ingredients (fruit, eggs, etc.), opening ready to eat prepackaged foods for heating or service, cooking waffle cones or cake mixes. Grocery stores with pre-packaged raw meat, poultry, or seafood are also included. These operations receive one routine inspection and one educational visit each year with the exception of schools which reviewed two routine inspections.

**Risk Level 3-** This risk level is assigned to a permit that allows operations with complex food preparation steps, including thawing, cutting, cooking cooling, cold holding, reheating, hot holding, and serving of potentially hazardous foods. It includes all operations that provide cooking or hot holding of foods, including meat and seafood markets and mobile trucks. These operations receive two routine inspections and one educational visit each year.

**OWNERSHIP INFORMATION**

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FSE permits are non-transferable. All FSE permits expire on December 31<sup>st</sup> of the permit year. Renewal applications are mailed each year in November. Notify this office with any changes in your mailing address or if you do not receive a renewal application. Permit fees for food service establishments are adopted by the Island County Board of Health. A late fee of \$103 will be assessed if payment is not received in the office by the last working day of December. This is an annual license that after the 1<sup>st</sup> year can be paid semi-annually.

**I attest to the accuracy of the information supplied and agree that the applicant/facility will comply with Washington State and Island County Public Health (ICPH) regulations. I understand that I cannot open this food service establishment until I have received written approval from the ICPH, obtained all annual operating permits, and had a pre-operational inspection. Enclosed is the non-refundable \$103.00 plan review fee.**

\_\_\_\_\_  
Signature of applicant/title / \_\_\_\_\_ Date