

This brochure is designed to provide a brief overview of Island County Public Health (ICPH) Food Establishment process. It should only be used as a reference and does not include all of the items that are required for your establishment.

**About the plan review process:**

Washington State Food Safety regulations require that all new or remodeled food establishments have their plans reviewed and approved by the local health department before starting construction.



A thorough plan review identifies changes that will be required prior to costly purchases, installation and construction. Ultimately, a plan review will help to identify issues that could potentially result in violations, penalties for poor inspections and even foodborne illnesses.

The plan review may take two to three weeks to complete once all elements are received by ICPH. Environmental Health Specialists (EHS) and Sanitarians will review your plans to ensure they are in compliance with WAC 246-215. You will be notified of any changes needed by email/mail to meet all requirements. Plans may need to be revised and resubmitted several times.

Before contacting us, have you:

1. Contacted your local Building & Planning department for any required plumbing, electrical, mechanical, structure, ADA compliance or other works?
2. Applied for a Washington State business license?
3. Contacted liquor board or gambling commission?
4. Contacted the local fire department regarding any requirements?
5. Contacted the local water and/or sewer system to determine requirements?

If you answered no to any of the above, ICPH recommends scheduling a consultation with the Food Program Lead prior to submitting your application and non-refundable plan review fee.

*We don't bite, we're here to help.*

**Contact Us:**

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Environmental Health  
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A guide to help you through the plan review process and pre-operational inspection.



## OPENING A FOOD ESTABLISHMENT



Island County Public Health  
Food Safety Program

## The Plan Review Process:

### Step 1: Complete and submit all of the following items to ICPH:

- ✓ Application
- ✓ Sample menu
- ✓ Written procedures
- ✓ Scaled food establishment layout
- ✓ Recent septic inspection (within 6 months)
- ✓ Commissary kitchen agreement
- ✓ Mandatory \$103 plan review fee

A team of Environmental Health Specialists (EHS) will review submitted documents and may ask for additional information. During this time, plans may need to be revised and resubmitted several times. NOTE: incomplete or inaccurate applications may be sent back.



### Step 2: Approval Letter

Once your plans have been approved, you will receive an email/letter of the approval. The facility must be constructed according to the approved plans. Any changes to construction, the EHS must be notified and provide written approval for such changes. Failure to do so may result in a failed pre-operational inspection.

### Step 3: Licensing fees

Information obtained in the plan review will determine the risk level and “category” of your food establishment, which determines your food licensing fee. A pro-rated invoice will be sent out via email/mail. Invoice must be paid-in-full prior to the pre-operational inspection.

### Step 4: Pre-operational Inspection

An EHS will conduct a pre-operational inspection to ensure the food establishment was constructed according to the approved plans. The EHS will also determine if equipment are working adequately to start operations.

If the pre-operational inspection is not satisfactory, a detailed correction notice will be issued. You may be invoiced for a re-inspection fee of \$113. Once the items are corrected, you may reschedule another inspection. You will not be able to operate until you receive a written approval.

### Step 5: Approval to Operate

If all facilities are in place according to the approved plans, equipment is functioning properly, workers are trained and have food worker cards and all fees are paid, you will be given a written approval to operate.

### Step 6: Post-operational Inspection

An EHS will conduct an unscheduled post-operational inspection which will act as your first routine inspection.

### Tips in completing the process:

- ✓ Forms are filled out as completely and accurately as possible.
- ✓ Submit documents at least 30 days prior to your planned opening date.
- ✓ If you are unsure of any part of the process, call and ask us.
- ✓ Read through the Washington State Food Code (WAC 246-215).

### What you need to report:

- Any proposed changes to the food establishment such as a remodel or major menu change. Changes must be approved by ICPH prior to initiation of.
- Changes to your contact information; business name; ownership; and/or location of operations.
- Any imminent health hazard such as fire, flood, loss of electricity or water, or if a sewage spill or back-up happens.
- Foodborne illness complaint and/or when a food employee is diagnosed with any condition, illness, or infection by a pathogen that can be transmitted through food.

### Few Reminders:

- Food employees are required to obtain their Food Worker Cards within 14 days of starting work.
- At least one Person-In-Charge must be present at all times during food operations to ensure all food safety rules are followed.
- Cook and store foods at appropriate cooking temperatures.
- Wash your hands frequently!



**FOOD SAFETY**

Stay updated with the latest information:  
Visit our website:

<http://www.islandcountywa.gov> and/or  
Subscribe to our Food Safety Program