

Plan Review Information and Guidelines

For use in conjunction with SHD Sanitary Code, Chapter 10.3

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The Goal of These Guidelines

It is our goal to help you become familiar with state and local plan review laws and to prepare you for the expectations of this agency. Enclosed you will find the necessary information you need to get started.

Our offices are open Monday through Friday from 8:00 AM to 5:00 PM, except legal holidays, and we are closed daily from 12:00-1:00 PM. You can reach the Snohomish Health District (SHD) plan reviewer by phone at 425.339.5250 or e-mail at foodquestions@shd.snohomish.wa.gov. A copy of this document as well as application forms for plan review are available at the SHD web site www.snohd.org.

Frequently Asked Questions

What is plan review?

Plan review is the process by which we ensure that your plans and equipment meet the state and local health requirements before you begin construction of your project. By communicating with you early in your endeavor, we hope to prevent costly mistakes, while ensuring that your food service establishment is built in compliance with the minimum standards and in the best interest of the public's health. The process of opening, remodeling or repairing a food service establishment may also require the approval of other departments such as the Department of Labor and Industries, the Liquor Control Board, and local building, planning and fire departments.

When is plan review required?

Plan review is required under the following circumstances:

- when a food service establishment is newly constructed
- when an existing structure is converted for use as a food service establishment
- when an existing food service establishment undergoes an extensive remodel or repair
- when significant changes to the menu items occurs or when there is a significant increase in the number of menu items
- when there are significant change in the methods of food preparation, volume of foods produced or operation of the food service establishment

Can my home kitchen be licensed as a Food Service Establishment?

Home kitchens cannot qualify for a Permit to Operate from SHD.

What is the procedure for beginning the plan review process?

To begin the plan review process, you will need to submit the following information to SHD:

1. A completed plan review application form.
2. The appropriate plan review fee (see current fee schedule).
3. One completed copy of the construction plans. Plans do not have to be professionally drawn. Plans are required to be drawn 1/4 inch per foot and be clearly legible.
4. Specific equipment and operations information including:
 - a. A complete menu submitted with your plans will expedite SHD plan review.
 - b. Food service establishments serving potentially hazardous food (PHF) may also be required to submit a description of the preparation processes for some menu items. This description is part of a Hazard Analysis Critical Control Point (HACCP) review providing documentation of the food handling steps used in preparing PHF. SHD uses this information to evaluate adequacy of proposed equipment and allotted space. Submittal of a required HACCP at the time of initial application will speed up plan review.
 - c. An equipment list for all food service equipment which includes manufacturers names and model numbers.
 - d. A finish schedule.
 - e. Plumbing details.
 - f. Lighting details.

Plan for success!

As you prepare your plans, think about the future of your business. Now is the time to allow space for that additional refrigerator, walk-in refrigerator, food preparation sink, handwash sink, or other equipment you may need as your business grows. Planning now for future changes and upgrades will make the future remodel easier.

How long does the plan review process take?

Frequently, small projects can be turned around in a few days, while larger projects may take up to three weeks. The clarity and completeness of your submitted plans will also affect plan review time. You may get an idea of your project timeline by contacting the food service establishment plan reviewer.

What will happen if SHD requires plan revisions?

The person listed as the contact person on the plan review application will be notified in writing if revisions are required. Revised plans indicating all of the required changes must be submitted to SHD. An additional plan review fee will not be assessed if SHD requires the revision.

What will happen if I revise my plans after the original plans have been approved?

Plan resubmittal is required if changes are made after SHD has approved the original plans. An additional plan review fee will be assessed for this service. Failing to resubmit plans when changes have been made after original plan approval will delay final approval for the facility.

How will I be notified of my project status?

A letter will be sent to the contact person listed on the plan review application form indicating approval, disapproval, or a need for additional plan review information. A copy of the letter will also be sent to the facility owner if the owner is not the designated contact person. Additional copies are sent to other agencies such as building and planning departments and the Liquor Control Board.

Can I stay open during a remodel?

Food service establishments, such as grocery stores with multiple food service operations, wanting to continue operation during a remodel must submit written documentation detailing what procedures will be used to ensure food safety during the remodel. The documentation must include the following:

1. Where and how handwashing facilities will be set up
2. What methods will be used for maintaining proper temperatures for all potentially hazardous foods
3. Where produce and raw poultry or meats will be prepared (if applicable to menu)
4. Where ware washing will occur
5. What procedures will be followed if interruptions in water, power or sewage disposal occur
6. A floor plan of any temporary food preparation areas

Can I open for business immediately after construction is completed?

Avoid lengthy delays! After construction is complete there are still three important steps to complete prior to opening for business.

1. A preoperational inspection is required before the food service establishment may open. Call at least seven days in advance to schedule this inspection to help avoid delays in opening.
2. Ensure the application for a food service establishment permit has been submitted to SHD with the appropriate fee (see current fee schedule).
3. Obtain final approvals from other city, county and state agencies as required.

What will the inspector look for during the preoperational inspection?

The inspector will be ensuring that the following items have been satisfactorily completed during the preoperational inspection:

1. The facility was constructed as indicated on the last set of SHD approved plans.
2. The facility has obtained final approval for all other applicable agencies, such as the Department of Labor and Industries, the Liquor Control Board and the local building, planning and fire departments.
3. The utilities such as water, gas, electric and wastewater disposal are provided.
4. All equipment is in working order.

OK, I have completed everything listed so far in this outline. Now can I open for business?

Congratulations! You have successfully completed plan review and are now ready to begin serving your first customers. The food service establishment will receive its first operational inspection by SHD soon after opening for business.

What if I have questions after I open?

You may have questions regarding food safety after you begin operations. You can contact us at 425.339.5250 by phone or e-mail us at foodquestions@shd.snohomish.wa.gov with any food safety concerns. You may also visit us in person at our office located at 3020 Rucker Ave, Suite 104, Everett. We have inspectors available during all regular business hours who can assist you.

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Limited Grocery Checklist
Items required for opening a Food Service Establishment

- Obtain a copy of the Plan Review Guide.
- Submit the Application for Food Service Establishment Plan Review, plan review Fee, plans (scale 1/4 inch = 1 foot), specifications and menu.

Plan Review Application Submittal Will Include:

Menu

- List all foods to be sold.
- Provide HACCP for the three highest volume foods if ready to eat food is served.

Floor Plan: Locate and Label

- All refrigeration and freezers
- All cooking and hot hold equipment
- All countertop equipment
- All plumbing fixtures and drains
- All work areas, counters, cocktail lounges, storage areas and wait stations
- Handwash sink(s)
- Three compartment sink with drainboard at each end and/or dishwasher with pre-rinse sink(s) with spray attachment (if applicable)
- Mop sink
- Dipper well (if applicable)
- Employee restrooms

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Plan Specifications Will Include:

- Manufacturer names and model numbers for each piece of equipment, including countertop equipment
- Include details of sneeze protection for buffet lines, salad bars, bulk food displays
- Finish schedule for floors, walls, ceilings, countertops, and work tables. Include additional back splash behind sinks (including mop sinks), non-movable work tables and food preparation counters per guidelines
- Plumbing schedule or details
- Lighting details, including type of shatterproof light shielding used in kitchen, food preparation, and scullery areas
- Ventilation details
- Garbage/trash disposal details

Inspections and Operating Permit:

- After your plans have been approved and construction completed it is time to schedule a pre-operational inspection
- Submit operating permit application and permit fee anytime between plan submittal and requesting a pre-operational inspection

Opening for Business:

- You may open for business after obtaining final approval from the Snohomish Health District

AND

- After obtaining final approvals from other appropriate agencies

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Additional Agencies You May Need To Contact:

- City Building Department or Snohomish County Planning and Development Services
- Sewer District
- Snohomish Health District Water and Wastewater Section if the proposed food service establishment will be served by an on-site sewage disposal system and/or a well
- Fire Marshal
- Washington State Liquor Control Board
- Local City Hall for Business License Requirements
- Washington State Department of Revenue
- Internal Revenue Service
- Washington State Department of Licensing
- Washington State Department of Labor and Industries

LimitedGroceryChecklist_EH_07_2014_kkc

***Food Service Establishment
Plan Review Schedule Examples***

Finish Schedule

The following table provides examples of some of the acceptable finish materials for floors, walls and ceilings by area. Note that this is not an all-inclusive list; after being reviewed finish materials not included in this table may also be acceptable

AREA	FLOOR	WALL	CEILING
<i>Kitchen</i>	Quarry tile, poured seamless sealed concrete, sheet vinyl	Stainless steel, tile with sealed grout, FRP board	Vinyl clad, non-perforated tiles, plastic laminate panels, drywall with gloss enamel finish
<i>Food prep and Ware-washing</i>	Quarry tile, poured seamless sealed concrete, sheet vinyl	Stainless steel, tile with sealed grout, FRP board	Vinyl clad, non-perforated tiles, plastic laminate panels, drywall with gloss enamel finish
<i>Dry Storage</i>	Quarry tile, poured seamless sealed concrete, sheet vinyl	Stainless steel, tile with sealed grout, FRP board, drywall with gloss enamel finish	Vinyl clad tiles, plastic laminate panels, drywall with gloss enamel finish
<i>Wait and Serving stations</i>	Quarry tile, poured seamless sealed concrete, sheet vinyl	Stainless steel, tile with sealed grout, FRP board, drywall with gloss enamel finish	Vinyl clad tiles, plastic laminate panels, drywall with gloss enamel finish
<i>Toilet room</i>	Quarry tile, poured seamless sealed concrete, sheet vinyl	Stainless steel, tile with sealed grout, FRP board, drywall with gloss enamel finish	Vinyl clad tiles, plastic laminate panels, drywall with gloss enamel finish
<i>Janitor closet</i>	Quarry tile, poured seamless sealed concrete, sheet vinyl	Stainless steel, tile with sealed grout, FRP board	Vinyl clad tiles, plastic laminate panels, drywall with gloss enamel finish
<i>Walk-ins</i>	Quarry tile, poured seamless sealed concrete, aluminum, stainless steel	Aluminum, stainless steel, FRP board	Aluminum, stainless steel, FRP board

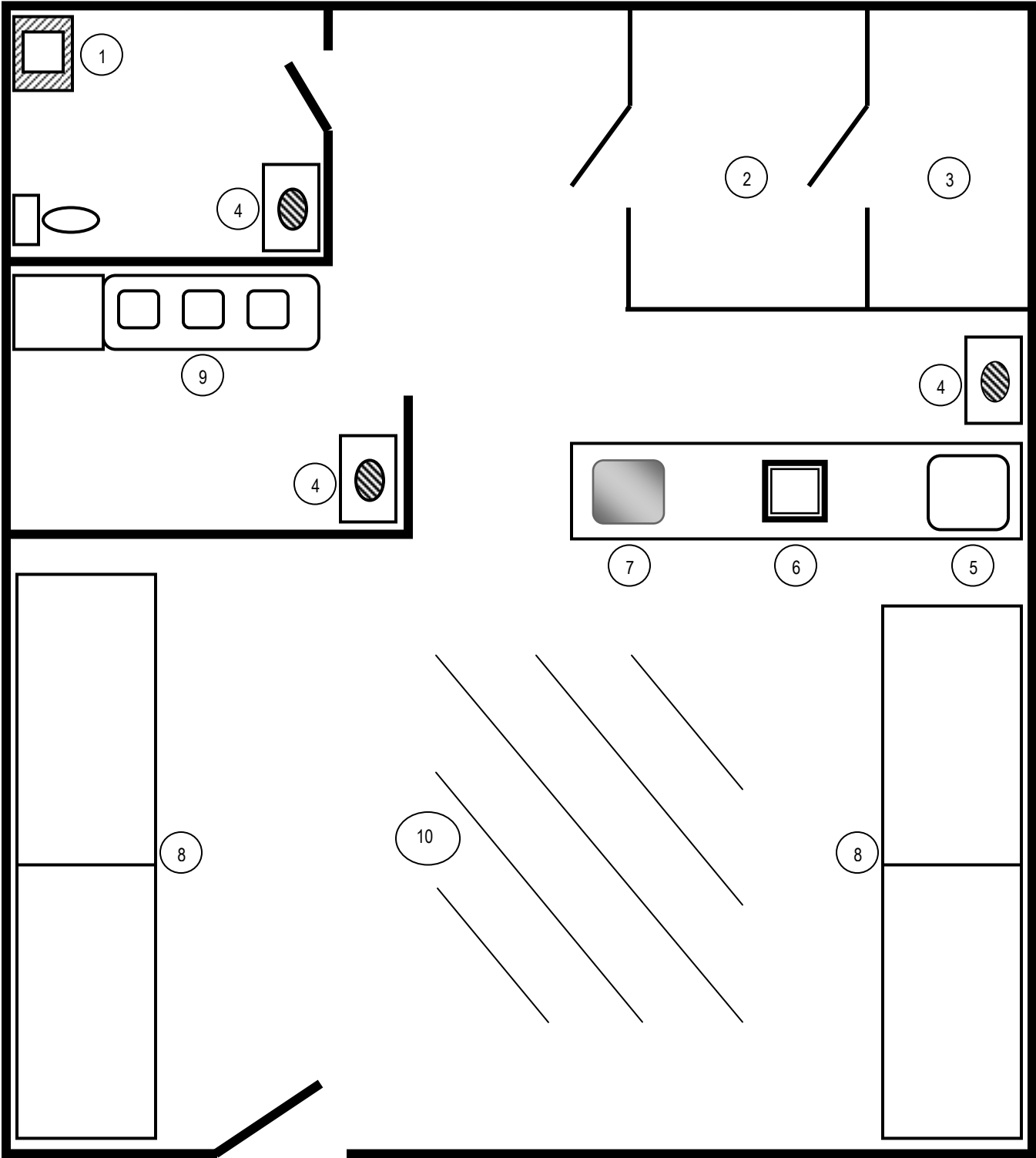
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EXAMPLE FLOOR PLAN – LIMITED GROCERY

NOTE: This plan is meant to illustrate health requirements only. 1/4 inch = 1 foot

Equipment, finish & plumbing schedules, and menu/HACCP details are in the attached pages.



1. Mop Sink	5. Hot dog roller	9. 3 compartment sink
2. Walk-in refrigerator	6. Cash register	10. Shelving
3. Walk-in freezer	7. Pop dispenser	
4. Hand sink	8. Display refrigerator/freezer	

TITLE	FEE	DESCRIPTION
<u>LATE CHARGE FOR RENEWAL OF ANNUAL PERMITS EXPIRING DECEMBER 31</u>	\$300.00	Annual permit fee and completed Health District invoice must be received in the Environmental Health Division office by 5 p.m. on the last business day of the following January.

LESS THAN FULL YEAR PERMIT / NEW ANNUAL PERMITS EXPIRING DECEMBER 31

Does NOT apply to Change of Ownership or Temporary Event fees.

Permits obtained on or after April 1 will be pro-rated at 75% of the annual fee.

Permits obtained on or after July 1 will be pro-rated at 50% of the annual fee.

Permits obtained on or after October 1 will be pro-rated at 25% of the annual fee.

TITLE	FEE	DESCRIPTION
<u>CHANGE OF OWNERSHIP</u>	\$132.00	Annual operating permit
<u>FOOD SERVICE WITH ONSITE SEWAGE DISPOSAL REVIEW</u>	\$168 .00	Fee charged annually with food service permit

FOOD SERVICE ESTABLISHMENT PERMIT FEES

GENERAL FOOD

Includes but not limited to restaurant (with or without lounge), concession stand, mobile food vehicle, food stand concession, commissary, bakery, caterer, grocery with multiple permits, limited grocery with or without food prep, private club, retail meat dealer, retail fish dealer, tavern with or without food prep, year round campground/park food service.

0-12 seats	<i>Seat count includes lounge seats</i>		
a) Low Risk		\$326.00	Annual permit fee
b) Medium Risk		\$489.00	Annual permit fee
c) High Risk		\$651.00	Annual permit fee
13-50 seats	<i>Seat count includes lounge seats</i>		
a) Low Risk		\$357.00	Annual permit fee
b) Medium Risk		\$531.00	Annual permit fee
c) High Risk		\$704.00	Annual permit fee
51-150 seats	<i>Seat count includes lounge seats</i>		
a) Low Risk		\$389.00	Annual permit fee
b) Medium Risk		\$573.00	Annual permit fee
c) High Risk		\$788.00	Annual permit fee
151-250 seats	<i>Seat count includes lounge seats</i>		
a) Low Risk		\$420.00	Annual permit fee
b) Medium Risk		\$615.00	Annual permit fee
c) High Risk		\$840.00	Annual permit fee
Over 250 seats	<i>Seat count includes lounge seats</i>		
a) Low Risk		\$452.00	Annual permit fee
b) Medium Risk		\$657.00	Annual permit fee
c) High Risk		\$893.00	Annual permit fee

TITLE	FEE	DESCRIPTION
<u>CATERING ENDORSEMENT</u> (for licensed food establishments that also offer catering services)	\$25.00 In addition to General Food fee	Annual permit fee
<u>MOBILE FOOD VEHICLE</u> (except frozen food vendors refer to General Food annual permit fee 0-12)	General Food fee plus \$130.00 per vehicle	Annual permit fee
<u>ATHLETIC FIELD CONCESSION STAND</u>		
a) Low Risk	\$132.00	Annual permit fee
b) Medium Risk	\$210.00	Annual permit fee
c) High Risk	\$289.00	Annual permit fee
<u>VENDING MACHINES</u>		
With potentially hazardous foods – risk level – Low	\$121.00	Annual permit fee
<u>FOOD THERMOMETERS</u>		
a) Dial probe	\$9.00	Fee includes sales tax
b) Digital tip sensitive	\$24.00	Fee includes sales tax
<u>FOOD WORKER CARDS</u>		
a) 2-year initial or 3-year renewal	\$10.00	
b) Replacement for lost card	\$10.00	
<u>MANAGER COURSES</u>		
a) Manager Certification	\$175.00	Instructional and supplies fee
b) Manager Recertification	\$132.00	Instructional and supplies fee
c) Manager Recertification without purchasing book	\$79.00	Instructional fee
d) Serve Safe Certification and Test	\$175.00	Includes Serve Safe curriculum, book, materials, and test.
e) Manager Self-Inspection Program Establishment Fee Credit		For qualified food establishments with certified managers, up to 25% of the prior year's annual establishment permit fee will be credited to the establishment upon completion of the current year's inspection program per SHD procedures.
<u>PLAN REVIEWS</u>		
a) Limited Grocery	\$168.00	Plan review and pre-operational inspection fee
b) General Plan Review New Food Service Establishment including School and Satellite Kitchens	\$630.00	Plan review and pre-operational inspection fee
c) Multiple Permit Facility	\$630.00	Base fee for plan review and pre-operational inspection PLUS \$150.00 for each additional permitted facility plan review and pre-operational inspection
d) Food Stand Concession, Mobile Food Vehicle	\$420.00	Base fee for plan review and pre-operational inspection PLUS \$168.00 for each additional hour over 2.5 hours.
e) Site Inspection to re-open former food service establishment	\$168.00	Per inspection to reopen former Food Service Establishment
f) Hazard Analysis Critical Control Point Review (HACCP)	\$168.00	When required by WAC for menu items Plus lab fees

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TITLE	FEE	DESCRIPTION	
Plan Review Continued			
g) Plan Revision	\$168.00	Base fee for alteration to existing facility or revision of approved plan PLUS \$168.00 per hour for each additional hour over 1 hour	
h) Reactivate Plan Review	\$168.00	Applicable on projects idle for more than one year	
<u>REINSPECTION AND REINSTATEMENT FEES</u>			
a) Reinspection and office conference per III.B.3, Enforcement Procedures	\$273.00	Reinspection and office conference fee	
b) Reinspection after first preoccupancy inspection	\$168.00	Reinspection fee	
c) Reinstatement following closure by Health Officer's Order	\$315.00	Reinstatement fee	
d) Reinstatement fee following closure by Health Officer's Order for an existing, immediate health hazard.	\$541.00	Reinstatement fee	
e) Reinspection due to uncorrected red item violation	\$168.00	Reinspection fee	
<u>CAMPGROUNDS / PARKS</u>			
a) Food service / all year	General Food Fees	Annual permit fee	
b) Food service / seasonal (3 consecutive months or less)	\$336.00	Annual permit fee	
<u>SCHOOLS</u>			
a) Central kitchen, no direct food service	\$525.00	Annual permit fee	
b) Satellite kitchen with food service	\$336.00	Annual permit fee	
c) School kitchen with food service	\$400.00	Annual permit fee	
<u>TEMPORARY FOOD SERVICES</u>			
LATE FEE CHARGE <i>Temporary Food Service & Mobile Food Vehicle</i>	\$48.00	Late charge fee	
Non-refundable fee charged if the application is not received in the Environmental Health Division office seven (7) days before the event.			
a) Low Risk	Valid 1-21 consecutive days	\$79.00	Event permit fee
Annual / Restrictive	No more than 3 days per week at same location (see WAC 246-215-011)	\$200.00	Annual permit fee for first location PLUS \$100.00 for each additional location
b) High Risk	Valid 1 day	\$111.00	Event permit fee
	Valid 2-3 consecutive days	\$163.00	Event permit fee
	Valid 4-8 consecutive days	\$221.00	Event permit fee
	Valid 9-21 consecutive days	\$378.00	Event permit fee
Annual / Restrictive	No more than 3 days per week at same location (see WAC 246-215-011)	\$475.00	Annual permit fee for first location PLUS \$168.00 for each additional location
c) Food Demonstrator (<i>Low Risk foods only</i>)	Valid 1-21 consecutive days	\$79.00	Event permit fee
Annual (<i>Low Risk foods only</i>)	No location restrictions apply	\$184.00	Annual permit fee
d) Judged Cook-off	1-20 entrants – <u>not</u> open to public	\$263.00	Event permit fee
	1-20 entrants – <u>open</u> to public	\$578.00	Event permit fee
	21-over entrants – <u>not</u> open to public	\$263.00	Event permit fee
	21-over entrants – <u>open</u> to public	\$840.00	Event permit fee
e) Mobile Food Vehicle	Operating with an annual permit	\$37.00	Event permit fee
f) Exempt or Product ID only		\$40.00	Processing fee

ENVIRONMENTAL HEALTH DIVISION / Miscellaneous Fees

APPEAL PROCEDURE:

- | | | |
|-------------|---------------|--|
| a) Step One | NO FEE | |
| b) Step Two | \$920.00 | Fee refundable if appellant prevails in Step Two |

MISCELLANEOUS PERMIT FEE:

- a) The Health Officer is authorized to establish fees on an individual basis for any Environmental Health Division operations which do not precisely conform to any of the defined categories. Such fees to be determined by the Health Officer to be the closest related fee or \$168.00 per hour.
- b) Post emergency waiver of Clearance and Repair fees for qualified damaged structures.

RECORD RETRIEVAL

Duplicating	\$.15	Per page
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SERVICE CHARGE

\$25.00	Returned check (bank service charge)
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REFUND PROCESSING FEE

\$20.00	May be waived for a bona fide reason approved by the Director
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