San Juan County
Health & Community Services
Environmental Health

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FOOD ESTABLISHMENT PERMIT APPLICATION

FOR NEW, REMODEL OR CHANGE OF OWNERSHIP

Last Updated: 1/30/2025

Office Use Only Establishment Type: Risk Category:

For NEW food establishments & REMODELS/RELOCATIONS of existing establishments: Complete this page and submit all items on the checklist that appears on the next page. THE APPLICATION MUST BE APPROVED, in writing, BEFORE BEGINNING CONSTRUCTION.

This packet will help guide you through the steps to build a new food establishment or remodel an existing establishment. It is intended as a guide only and may not answer all of your questions. If you have questions about this packet or any of the requirements, please contact our department at (360) 378-4474. Please call or check our website for the fee schedule. **When submitting your application to our office, please include the plan review fee for new, remodel, or relocation permits. The Change of Ownership is a separate fee and does not require plan review.**

APPLICATION TYPE

☐ New Operation ☐ Remodel ☐ Relocation of Existing FSE ☐ Ownership Change

Project Scope/Brief Description of Proposal: _____

_____

MAILING INFORMATION

Name of Establishment: _____ **Island:** _____

Establishment Site Address: _____ **Parcel #** _____

Owner's Name: _____ **Telephone:** _____

Mailing Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Email Address: _____ **Website:** _____

ESTABLISHMENT INFORMATION

Number of Seats: _____ **Seasonal Operation (6 months or less a year):** ☐ **Yes** ☐ **No**

Manager's Name(s): _____ **Establishment Telephone:** _____

Days of Operation: _____ **Hours:** _____ to _____

Type of Service: (check all that apply) ☐ Breakfast ☐ Lunch ☐ Dinner ☐ Catering (must fill out Addendum)

Other_____

Water Supply: Water System (specify name/ID#) _____

Sewage Disposal: ☐ Sewer System (name): _____ ☐ Onsite Septic & last inspection date:_____

What are the planned activities in the food service establishment? (Please check all that apply):

□ **REFRIGERATE COMMERCIALLY PACKAGED FOODS**

□ **REFRIGERATE FOODS PREPARED IN FACILITY**

□ **CLEAN AND CUT PRODUCE and/or THAW FOODS UNDER RUNNING WATER**

□ **HANDLE COOKED MEATS and/or MAKE SANDWICHES**

□ **HANDLE and/or COOK RAW MEATS**

□ **SMOKE OR CURE MEATS OR SEAFOOD AS A METHOD OF PRESERVATION**

□ **STORE LIVE MOLLUSCAN SHELLFISH IN A TANK**

□ **COOK OR REHEAT POTENTIALLY HAZARDOUS FOODS**

□ **HOT HOLD FOODS**

□ **GRILL OR DEEP FRY FOODS**

□ **COOL POTENTIALLY HAZARDOUS FOODS**

□ **PRESERVE FOODS USING A REDUCED OXYGEN PACKAGING METHOD, I.E: VACUUM SEALING**

□ **PROVIDE SALAD BAR OR HOT FOOD BUFFET**

□ **SERVE AS COMMISSARY KITCHEN ONLY – no retail sales from this location**

□ **PRODUCE FOOD FOR WHOLESALE TO OTHER ESTABLISHMENTS (WSDA requirements must be met)**

❑ **Current menu and kitchen floor plan (11x17 or smaller if possible) is included with application**

The undersigned does hereby make application to operate a food establishment in compliance with the Rules and Regulations of both Washington State and the San Juan County Board of Health.

Applicant's Signature: _____ Date: _____

Complete and return the following to SJC HCS:

- ❑ The **application packet**. (Keep a copy for your records)
- ❑ The **Plan Review Fee**
- ❑ A copy of the proposed **menu**.
- ❑ A **list of equipment,** which includes all **refrigeration, cooking equipment, food warmers, sinks, ice machines, display cases, espresso machines, etc.** Please include the make and model numbers, if known. Food equipment should meet ANSI/NSF classification. Home style equipment is NOT allowed under most circumstances.
- ❑ A **floor plan** drawn to scale on no greater than 11x17 paper which includes:
  - ❑ A **site plan** outlining the seating, restroom, and food preparation areas;
  - ❑ Detailed **kitchen drawings** showing the equipment layout and location of work tables and counters; location of all **plumbing fixtures** showing floor drains (required in areas where floors are subject to wetting), grease trap (if required), and all sinks. Indicate which sinks are indirectly drained.
  - ❑ A **finish schedule** for the floors, walls, and ceilings;
  - ❑ The location of the **ventilation system**.
- ❑ If Catering, complete and submit the **Catering Addendum** questionnaire.

PROCEDURES & CHECKLIST FOR BUILDING A NEW FOOD ESTABLISHMENT OR REMODELING AN EXISTING FOOD ESTABLISHMENT

Your project may also require approval from other agencies, for example:

- The Town or county building department may require permits for plumbing, electrical, mechanical, structural, ADA compliance or other work;
- The state revenue department for business registration;
- The state liquor board or gambling commission and;
- The sewer system (if applicable), to determine requirements (grease trap sizing, connection items, etc) for your food establishment.

Prior to opening your food service, you will have to complete these additional steps:

- Call our office to schedule an inspection at least two working days prior to opening.
- Pay the annual Food Establishment Permit fee.
- Contact the appropriate building department for a **Certificate of Occupancy**.
- Obtain valid Food Handler Cards for all employees, as required.

The following items are a summary of the minimum requirements for all retail food service establishments in San Juan County. You must be in compliance with requirements or have a waiver issued by the Health Officer. The Washington State Retail Food Code documents the retail food service facility and equipment requirements http://www.doh.wa.gov/Portals/1/Documents/Pubs/332-033.pdf.

Plumbing

- ☐ Every plumbing fixture and all sanitary drainage from a food service establishment must be connected to either a public sewer or an approved on-site sewage disposal system.
- ☐ An approved grease trap may be required. Applicants must contact the sewer utility or septic system designer to determine if a grease trap is required and document location and capacity on floor plan.
- ☐ Hand washing sinks in each food prep area and restroom. Hand washing sinks must be equipped with mixing faucets not to exceed 120F, hand soap, paper towels, and a waste receptacle. (Hand washing sinks cannot be used for anything except washing hands).
- ☐ A three-compartment dishwashing sink with **indirect waste drain lines,** adequate drain boards on both sides, and able to accommodate immersion of the largest utensil/equipment used in the establishment.
- ☐ Sufficient food preparation sinks are required if raw fruits and vegetables are washed or if meats are rinsed or thawed under running water. These processes require two separate food prep sinks and must have an **indirect waste drain line**.
- ☐ A separate utility sink (mop sink) is required for cleaning wet floors and disposing of mop water.
- ☐ Liquor service bars and taverns must have a 4-compartment sink. An approved glass washing machine with a pre-rinse sink may be substituted for the 4-compartment sink. The four-compartment sink provides separate areas for washing, rinsing, sanitizing dishes, glasses, and utensils; and a sink for disposal of liquid wastewater. Must be equipped with **indirect waste drain lines.**
- ☐ Restrooms for staff (and public if seating is provided) with hand wash sinks are required.

Equipment

- ☐ Provide approved refrigeration and freezer units. Make and model of all units must be included. An American National Standards Institute (ANSI) -accredited certification program must certify all units.
- ☐ Provide details of all cooking and holding equipment (deep fryers, ovens, grills, steam tables, etc)
- ☐ Indicate self-service areas with sneeze guards (buffet lines, salad bars, etc.)

Finishes/Ventilation

- ☐ Floors, walls, and ceilings must be durable, cleanable, and impervious to water.
- ☐ Four-inch mop board at all floor/wall junctures in food preparation, dishwashing, and food storage areas.
- ☐ Durable, non-toxic, corrosion resistant food contact surfaces, equipment, and utensils.
- ☐ Show mechanical exhaust ventilation systems. Contact the local building department for specifications.
- ☐ Adequate lighting with shatterproof covers in all food preparation and food storage areas.
- ☐ Screens or screen doors on windows, entrances, exits, and other openings to exclude insects, rodents, and other pests.

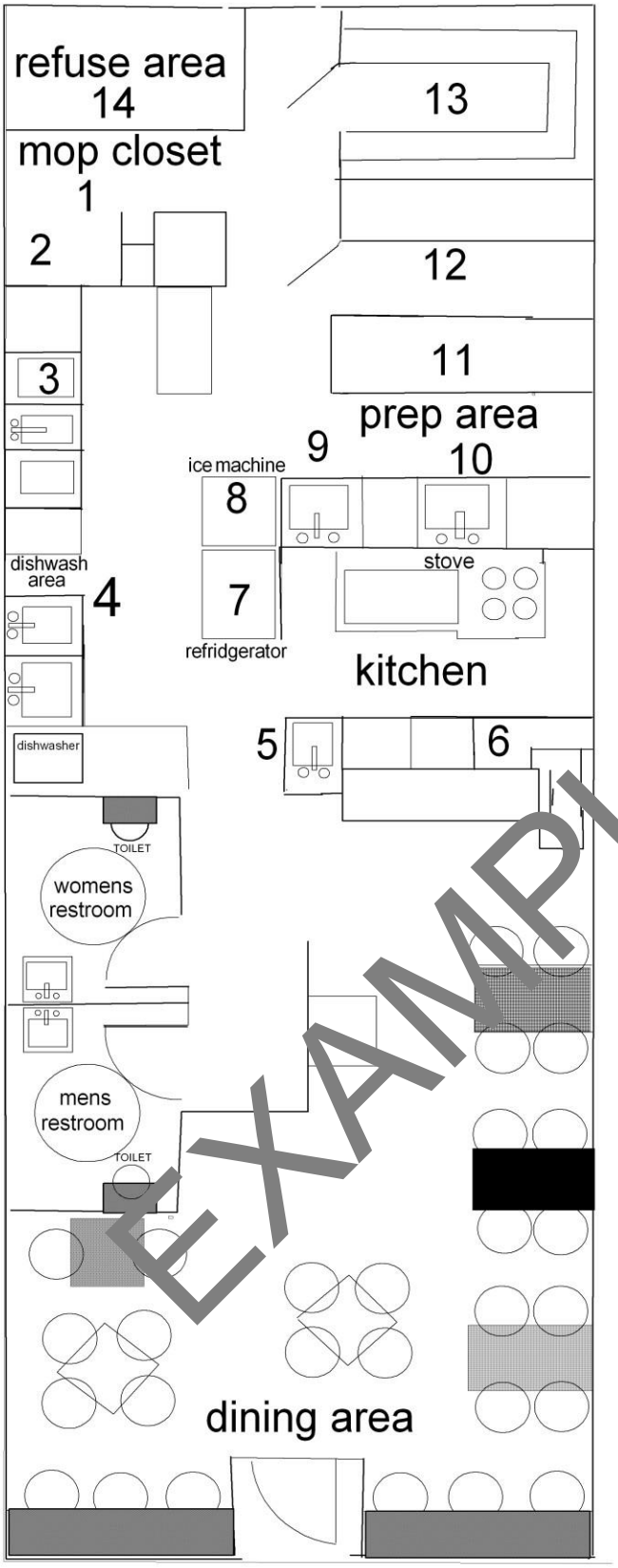
Additional Requirements for Mobile Food Establishments only:

Please contact our department if there are questions about whether this section applies to your Food Establishment Permit Application. Mobile Food Units requirements are listed in Chapter 9 of the Washington State Retail Food Code.

- ☐ Location of commissary or servicing area: Describe activities performed for the food establishment at this location. (Food prep, storage, cooling, waste dumping, etc.)
- ☐ Include floor plan or diagram of mobile unit and commissary and equipment specifications.
- ☐ Include location of any additional storage of food, equipment or supplies used in the food establishment.
- ☐ Describe itinerary or sites to be served; “where” and “when” the mobile establishment will operate. You must update this information if changes are made.
- ☐ Identify location of restroom available for employees. It must be within 500 feet of a location used for more than one hour. The restroom is required to have hot and cold running water, hand soap, and paper towels for handwashing.
- ☐ Identify water source and onboard plumbing specifications.
- ☐ Identify source of ice and method of storage on mobile unit.
- ☐ Identify sewage and wastewater plumbing specifications and disposal method or location.
- ☐ Describe cleaning schedule.
- ☐ Identify business name posted on the mobile unit.

Sample Floor Plan, Equipment Schedule & Finish Schedule

This plan illustrates SJC HCS requirements only



Equipment Schedule	
Number	Item
1	Mop Sink
2	Hot Water Heater
3	3-Compartment Pot & Pan Wash Sink w/drainboards
4	Dishwasher with two compartment Pre- Wash Sink and drainboard
5	Hand Sink
6	Sandwich Preparation Refrigerator
7	Reach-In Refrigerator
8	Ice Machine
9	Hand Sink
10	Food Preparation Sink
11	Stainless Steel Work Counter
12	Walk-In Refrigerator
13	Walk-In Freezer
14	Garbage Area

Finish Schedule	
Location	Material
Floor:	
Kitchen	Vinyl Comp. – Tile w/Base Coving
Restroom	Vinyl Comp. – Tile w/Base Coving
Dining	Low Pile Carpet
Garbage	Sealed Concrete
Wall:	
Kitchen	Gypsum Board w/Enamel Paint
Cook Line	Stainless Steel
Dishwash	Gypsum Green Board w/FRP[1] Board
Restroom	Gypsum Board w/FRP Board or Equal
Dining	Gypsum Board w/Enamel Paint
Ceiling:	
Kitchen	Gypsum Board w/Enamel Paint
Dining	Suspended w/Acoustical Tile
Restroom	Suspended w/Acoustical Tile
Misc.	
Counters	Stainless Steel & Formica®
Shelving	Stainless Steel
Cabinetry	Sealed Wood

[1] FRP – Fiberglass Reinforced Plastic

EXAMPLE ONLY