

Food Establishment Plan Review Process

This form and the Food Establishment Application and Food Establishment Plan Review Checklist guide you through the plan review process.

When must I apply?

Apply for plan review before you:

- ☐ Start a new food business in a new or existing building.
- ☐ Remodel or change a current food business.
- ☐ Reopen a food business that has been closed for more than 30 days.
- ☐ Change your menu.
- ☐ Change the commissary kitchen of a mobile food unit.

Prefer a language other than English?

Let us know. We have free language services, like document translation and interpreters. Contact (253) 649-1706 or food@tpchd.org.

What must I do before I apply?

- ☐ Contact your local building, planning, and zoning departments for additional requirements. See the enclosed Agency Resource List for contact information. Inquire about any grease trap requirements.
- ☐ Get your Washington State Business License. You can apply online at dor.wa.gov.
- ☐ Complete the enclosed Water Adequacy Verification and Application form.
- ☐ Complete the enclosed Sewer/Septic Verification form.

How long will the process take?

Our goal is to email approval or ask additional questions within 10 business days of receiving your plan review application packet.

How much will it cost?

Plan review and permit fees are listed on the back of this sheet. Please note the remodel fee applies only when proposed changes will not require a new permit and the facility has not been closed for more than 30 days.

What happens once I'm approved?

- We'll email an approval letter to you and send a copy of the letter to the building department.
 - The letter will include the annual permits you need and the fees you must pay.
- Once you complete construction you must schedule a pre-opening inspection at least 5 business days before your opening date.
 - 1 pre-opening inspection is included in your plan review fee. Additional pre-opening inspections will require a re-inspection fee.

What else should I know?

- Double check your UBI. A change in UBI requires a new application, fee, and permit.
- Plan review fees are non-refundable.
- A plan review fee is required for each operating permit you need. If you have questions, contact Plan Review at (253) 649-1706.
- Operating permits expire Jan. 31 each year.
- Do not purchase equipment or begin construction until we approve your plan in writing.
- Facilities found operating without pre-opening approval are subject to additional fees.

Questions?

- Email food@tpchd.org or call (253) 649-1706.
- We're available for in-person consultation by appointment or on a walk-in basis Monday through Friday, 8 a.m. to 4 p.m.
- You can submit your application:
 - Online at eco.tpchd.org.
 - In person at the Health Department Monday through Friday, 8 a.m. to 4 p.m.
 - By mail your application to Food Safety, 3629 S. D St., MS 1059, Tacoma, WA 98418.

Food Establishment Plan Review Process

Food Establishment Plan Review

Fee

Per permit, includes 1 pre-opening inspection and water adequacy office review

New	\$1,074
Remodel	\$603
Change in Menu/Equipment and/or Process	\$603
Commissary Kitchen	\$603
Bed and breakfast 3 + Rooms	\$603
Grocery	\$603
Tasting Room/Lounge.....	\$603
Variance/Waiver Review (3-hour minimum)	\$651
Vending.....	\$603
Re-submittal fee (1-hour minimum).....	\$217/hour
Expedited plan review (subject to staff availability)	\$326/hour
Opening without a pre-opening inspection (new)	Double permit fee
Opening without a pre-opening inspection (change of menu and/or equipment)	\$380
Opening without a permit/approval—1 st notice.....	n/a
Opening without a permit/approval—2 nd notice	\$1,078
Opening without a permit/approval—3 rd notice	\$1,953

Food Establishment Annual Permit

Fee

50% Prorated Fee

If open less than 6 consecutive months or after Aug. 1, fee is prorated 50% (\$100 min.)

0–25 seats.....	\$770	\$385
26–74 seats.....	\$992	\$496
75 or more seats.....	\$1,254	\$627
Bakery.....	\$475	\$237.50
Bed and Breakfast 3 + Rooms.....	\$347	\$173.50
Buffet with 125 + Seats	\$1,697	\$848.50
Caterer—(part of a permitted food establishment).....	\$299	\$149.50
Caterer—(not part of a permitted food establishment)	\$770	\$385
Enrolled in Self Inspection Program	Annual fee less 25%	N/A
Cocktail lounge—(part of a permitted food establishment)	\$347	\$173.50
Commissary—high risk.....	\$770	\$385
Commissary—low risk	\$271	\$135.50
Continental breakfast—high risk.....	\$770	\$385
Continental breakfast—low risk.....	\$397	\$198.50
Fish market.....	\$475	\$237.50
Fish and meat market combined.....	\$475	\$237.50
Grocery—1–2 checkstands.....	\$260	\$130
Grocery—3 or more checkstands.....	\$586	\$293
Low risk (includes tasting rooms, taverns without food)	\$347	\$173.50
Meat market.....	\$475	\$237.50
Mobile food unit—high risk.....	\$770	\$385
Mobile food unit—low risk.....	\$395	\$197.50
Smokehouse (retail)	\$770	\$385
Vending machine.....	\$271	\$135.50
School central kitchen/commissary serving more than one school.....	\$1,085	\$542.50
School kitchen serving milk and refrigerated pre-packaged items only	\$239	\$119.50
School kitchen	\$597	\$298.50

Refrigeration Guidance for Food Establishments

You need to have enough refrigeration in your food establishment to operate safely.

The amount of refrigeration you need varies for each business. Each food establishment has unique operating procedures and menus that determine refrigeration needs.

We look at several factors to determine refrigeration capacity:

- Separation of raw and ready-to-eat foods.
- Beverage storage needs.
- Amount and type of food you need to cool.
- Amount and type of food that needs refrigeration.
- Number of meals served per day.
- Shelving space.
- Where refrigeration is located.

We work with operators to help ensure facilities are set up for success.

We recommend you contact us for a consult early in the design phase. Wait to buy and install equipment until review is complete. We can provide general guidance but need your plan review application to determine how much refrigeration you need.

How do we determine refrigeration space?

When constructing a building, you cannot determine how much lumber to buy until you look at detailed plans and measurements. Determining refrigeration capacity works the same way. During plan review we look at your operating procedures in depth. This includes your menu, food preparation processes, seating capacity and other proposals. We look at how much refrigeration you plan for storing, serving, and preparing foods. After we review these factors, we let you know you if you need more refrigeration.

How much refrigeration do I need?

Refrigeration requirements vary based on the project. For example, a small coffee stand serving only coffee and espresso may need less refrigeration than a full-service restaurant.

Most food establishments need to start with at least 96 cubic feet of refrigerated storage space. You may need more refrigeration based on your specific menu and operating procedures. We add up how much space you need to store and prepare food to find out how much refrigeration you need.

- Menus with many kinds of raw meat need to have enough refrigeration space to store them safely away from ready-to-eat items.
- Cooking and cooling foods requires a walk-in cooler. Walk-in coolers move air over foods to cool them quickly and prevent other foods from warming up. An alternative to a walk-in cooler would be a blast chiller or more stand-alone coolers. The walk-in cooler must be at least 8'x8'.

What kind of refrigeration will I need?

Some menu items and processes need specific kinds of equipment.

- If your floor plan has an espresso machine, you need an under-counter cooler for easy access to refrigerated ingredients like milk. You are less likely to leave foods that need refrigeration on the counter with a cooler right below the machine.
- If you have made-to-order foods on your menu like pizza, sandwiches, or salads, you need a prep top cooler. Prep top coolers keep foods cold while being open to use ingredients.

Refrigeration needed to support specific menu items or processes is not usually part of your storage capacity needs. It is in addition to the amount needed for storage and back stock.

What if I don't have enough room to meet refrigeration requirements?

Sometimes you must decide your menu based on the size of your facility. If you don't have enough refrigeration to safely prepare your menu, you'll need to remove menu items and change preparation procedures. You may need to remove cooling steps or raw meat preparation.

Questions?

For more information or a free consult before or during your project:

- Visit our office at 3629 South D St. in Tacoma.
- Call us at (253) 649-1706.
- Email questions to food@tpchd.org.

Food Establishment Plan Review Checklist

Facility Name _____ Service Request _____

Use this checklist to prepare a complete plan review packet. Check off items as you complete them. Provide items in the order listed. Make a copy of your plan review packet for your records.

Submit plan review fee and completed checklist with plan review packet. Fees are non-refundable.

✓	#	Item	Description	Office Use Only
	1	Water Verification	Provide proof the facility is connected to an approved water system.	
	2	Sewer/Septic Verification	Provide proof the facility is connected to an approved sewer or septic system.	
	3	Application	Provide completed Food Establishment Application form. Include a copy of your Washington State Business License. Double check your UBI. A change in UBI requires a new application, fee and permit.	
	4	Plan Review Questions	Provide completed Plan Review Questions form.	
	5	Floor Plan	Provide a floor plan of the entire facility. It must show the location of all equipment (sinks, refrigeration, blenders, countertop appliances, etc.), restrooms, storage areas, etc.	
	6	Equipment List	Provide the make and model numbers of all equipment (including countertop appliances). Show location on floor plan. Only commercial grade (NSF or equivalent) equipment is acceptable	
	7	Finish Schedule	Must include materials used for all floors, walls, and ceilings.	
	8	Menu	Provide a detailed menu of all food and beverages you will serve or a list of food and beverages you will sell. Include condiments, iced beverages and baked goods. Include specials and seasonal items. Only food and beverages listed may be served.	
	9	Food Sources	Provide a list of all food and beverage suppliers.	
	10	Food Preparation Steps	Provide a description of how each menu item will be prepared.	
	11	Waste Disposal	Provide a completed Waste Disposal form.	
	12	Supplemental Questions	Applies to mobile units, catering, and vending. Provide completed supplemental question form(s).	
	13	Fee	Pay plan review fee.	
Mobile units also require the following:				
	14	Commissary Kitchen Agreement	Provide completed Commissary Kitchen Agreement form.	
	15	Sales Site Agreement	Provide a completed Sales Site Agreement form for each stop over one hour.	
	16	L&I Approval	Provide a copy of approved Labor & Industries License.	
	17	Items from Commissary File (see supplemental checklist)	<input type="checkbox"/> Commissary floor plan <input type="checkbox"/> Commissary equipment list <input type="checkbox"/> Commissary finish schedule <input type="checkbox"/> Approved water/sewer (may need to pull copies)	

I understand I cannot open this food establishment until I have received written approval from Tacoma-Pierce County Health Department, obtained all operating permits and have been inspected and approved by all applicable city, county and state agencies.

Signature _____ Title _____ Date _____

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Water Adequacy Verification

Food & Community Safety



Facility Name _____

An important first step in the Application process is to have a safe and reliable water supply. Facilities must be connected to an approved public water system.

If you are connected to a water system listed below...

You must attach one of these with your Application:

- ☐ Copy of your water bill showing the site address; or
 - ☐ Water availability letter from your water company, including site address and parcel number.
-
- | | |
|--|---|
| • City of Bonney Lake Water (253) 862-8602 | • Olympic Mall (253) 851-4060 |
| • Buckley Public Works (360) 829-1921 | • Parkland Light & Water Co. (253) 531-5666 |
| • City of DuPont Water (253) 912-5381 | • City of Puyallup Water (253) 841-5508 |
| • Fife Department of Public Works (253) 922-9315 | • Spanaway Water Co. (253) 531-9024 |
| • Firgrove Mutual Water Co. (253) 845-1542 | • Southwood Water System (877) 408-4060 |
| • Fruitland Mutual Water Co. (253) 851-8136 | • Town of Steilacoom Water (253) 581-1912 |
| • City of Gig Harbor Water (253) 851-8136 | • Summit Water & Supply Co. (253) 537-7781 |
| • Lakewood Water District (253) 588-4423 | • City of Sumner Utilities (253) 299-5546 |
| • City of Milton Water (253) 922-8738 | • Tacoma Water (253) 502-8600 |
| • Mt View-Edgewood Water Co. (253) 863-7348 | |

For all other water systems...

Complete the Water Adequacy Application on the back of this page and submit it for review before you turn in your Application.

Your Application will not be accepted until you get approval for use of your water system.

Frequently Asked Questions

How do I determine my water system?

Ask your landlord for a copy of the water bill.

What if I'm proposing a new building?

Get a Water Availability Certificate from the water system serving your site. It must include your site address and parcel number. Some water systems may charge for this letter. Include the completed certificate in your application. A template is available at www.tpchd.org/wateravailabilitycert

Need help?

Email ehdrinkingwater@tpchd.org or call (253) 649-1420 for more information.

Information submitted is subject to Public Records Act, Chapter 42.56 RCW.

Water Adequacy Application

Food & Community Safety



Complete this form only if your facility is not connected to a water system listed on the back of this page.

Facility Name _____ Applicant Name _____
Site Address _____ City _____ State _____ Zip _____
Mailing Address _____ City _____ State _____ Zip _____
Phone _____ Email _____
Parcel Number _____

Complete all items that apply to your facility.

Describe existing water source:

☐ Public Water System ☐ Other: _____

If public water: Water System Name _____

Attach either (dated within the past 12 months):

- ☐ Copy of your water bill/letter from the company serving your facility, showing the site address; or
☐ Water Availability Certificate from your water company, including site address and parcel number (if you need a new connection).

Proposed use: ☐ Food Establishment ☐ Pool ☐ School ☐ Camp

Describe existing use of the facility (☐ N/A) _____

Describe proposed project in detail _____

Are public restrooms available? ☐ Yes ☐ No ☐ N/A

Is seating available to the customer? ☐ Yes ☐ No ☐ N/A If yes, proposed max. number of seats _____

Proposed number of employees _____ Days of operation _____

Will water be used for beverages or food preparation? ☐ Yes ☐ No ☐ N/A

List main menu items (or attach a copy of menu) _____

If school or camp, is there water to the building? ☐ Yes ☐ No Drinking fountains? ☐ Yes ☐ No

HEALTH DEPARTMENT USE ONLY

Name of Water System _____ State ID Number _____

Water bill/letter received? ☐ Yes ☐ No Date _____ Initials _____

Information submitted is subject to Public Records Act, Chapter 42.56 RCW.

Sewer Verification

Before we accept your application, we must verify you have a sewer connection or your septic system is approved for use. Please complete the information below and submit with your plan review packet.

Facility name _____ Applicant name _____

Facility address _____ Email _____

Parcel number _____ Phone _____

☐ New facility. ☐ Changes to existing approved facility.

Proposal description _____

If your facility will connect to a public sewer:

Please provide one of the following:

☐ A copy of a sewer bill showing the site address. ☐ A copy of a paid application to connect to public sewer.

If your facility will connect to an on-site septic system:

Proposing a new structure or changing the current use of the existing septic system?

You need to submit a New Septic Design or a Commercial Remodel application. See the guidelines and information on the back of the On-site Septic System Verification (OSSV) form.

No new structures or changes to the current septic system?

Complete an OSSV form and email it to our On-site Sewage Program at ehsepticssystems@tpchd.org for initial review. Incomplete applications will be put on hold until we receive all information below, which will delay the process of your plan review application.

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On-site Septic System Verification



Before your plan review application can be accepted, we must verify your septic system is approved for use. Please complete the information below and email to ehsepticssystems@tpchd.org for initial review. Incomplete applications will be put on hold until we receive all information below.

Proposed use:

- ☐ New facility (New Plan Review)
☐ Changes to existing approved facility (Change of menu/Equipment/Remodel)

Facility type (check all that apply):

- ☐ Food Establishment ☐ Pool ☐ School ☐ Camp

Facility name _____ Parcel number _____

Facility/sale site address _____ Applicant name _____

Email _____ Phone _____

Commissary address (If applicable) _____

Proposal description (Specify what menu and equipment items you plan to change): _____

Identify which items apply:

If you are an existing approved facility, include previous approved items along with proposed changes.

Are public restrooms available? ☐ Yes ☐ No ☐ N/A Will there be drinking fountains? ☐ Yes ☐ No

Is seating available to the customer? ☐ Yes ☐ No ☐ N/A If yes, proposed max. number of seats _____

Previous number of seats approved _____ Will you use water for beverages or food preparation? ☐ Yes ☐ No ☐ N/A

How many employees will you have? _____ Previous number of employees approved _____

Provide a copy of:

- ☐ Menu ☐ Floor Plan ☐ Equipment used ☐ Hours of Operation

Our goal is to complete initial review within 10 business days of receiving a complete application. After your initial review, you may be approved or required to submit an On-Site Sewage Remodel application.

HEALTH DEPARTMENT USE ONLY

ON Number: _____

☐ Approved: Existing septic system is adequate for proposal.

☐ Approved with Remodel application review.

Comment _____

Signature _____

Date _____

Phone _____

Information submitted is subject to Public Records Act, Chapter 42.56 RCW.

Proposing a new structure?

- Contact a licensed septic system designer or engineer to design a septic system that meets the needs of your proposal facility and our current regulatory requirements.
- For a list of designers and engineers visit tpchd.org/designers.
- For more information about on-site septic system applications and guidelines visit tpchd.org/healthy-homes/septic-systems/applications-and-forms.

Changing the use of the existing septic system?

This applies if your facility is one of the following:

- Part of a site used as a residential structure (home, apartments, multiplex, etc.) that is now being proposed as a commercial business (any type of business).
- A camp, school, or other public center (church, community center, etc.) proposing a new food service or an increase in population/the number of people using the services (campers, students, parishioners, employees, etc.).
- A retail sales/office space (insurance company, banks, clothing store, real estate agency, etc.) proposing a food service (coffee stand/shop, grocery store with food prep or deli counter, restaurant/fast food etc.).

You should:

- Hire a licensed septic system designer or engineer to complete a Commercial On-Site Sewage Remodel Application with a justification for waste strength and flow. For a list of designers and engineers visit tpchd.org/designers.
- Complete a satisfactory Operation and Maintenance (O&M) septic inspection within the last year. For a list of septic service companies, visit tpchd.org/septic-service-companies.
- Your septic designer will submit the application and analysis. You can check the status of your application at eco.tpchd.org/#/pa2/search.

Food Establishment Application

Opening/Change of Ownership Date _____

Facility

Facility Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Parcel Number _____

Commissary (if applicable)

Address _____

City _____ State _____ Zip _____

Parcel Number _____

Are you the owner of the commissary? ☐ No ☐ Yes

Owner

Corporation Name _____

Individual Name(s) _____

UBI Number _____ Enclose copy of business license

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

Do you own other food establishments in Pierce County? ☐ No ☐ Yes, list below

Send operating permit, invoices, and correspondence to: ☐ Owner ☐ Facility

Plan Review Contact ☐ Same as owner

Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

HEALTH DEPARTMENT USE ONLY

Double check your UBI.

A change in UBI requires a new application, fee, and permit.

Questions?

Call (253) 649-1706
or email food@tpchd.org.

Submitting your application in person?

Applications must be received by 4 p.m.

HEALTH DEPARTMENT USE ONLY

GeoSearch _____ FA _____ AR _____ OW _____

Consult by: _____

Date: _____

Provided:

☐ Current approval letter ☐ Floor plan ☐ Equipment list
☐ Menu ☐ Plan review application packet

Information submitted is subject to Public Records Act, Chapter 42.56 RCW

Facility Name and Address _____

Permit _____

Hours of Operation ☐ Annual

☐ Open 24 hours every day ☐ Seasonal

Sun _____ to _____

Mon _____ to _____

Tue _____ to _____

Wed _____ to _____

Thu _____ to _____

Fri _____ to _____

Sat _____ to _____

Permit _____

Hours of Operation ☐ Annual

☐ Open 24 hours every day ☐ Seasonal

Sun _____ to _____

Mon _____ to _____

Tue _____ to _____

Wed _____ to _____

Thu _____ to _____

Fri _____ to _____

Sat _____ to _____

Permit _____

Hours of Operation ☐ Annual

☐ Open 24 hours every day ☐ Seasonal

Sun _____ to _____

Mon _____ to _____

Tue _____ to _____

Wed _____ to _____

Thu _____ to _____

Fri _____ to _____

Sat _____ to _____

Permit _____

Hours of Operation ☐ Annual

☐ Open 24 hours every day ☐ Seasonal

Sun _____ to _____

Mon _____ to _____

Tue _____ to _____

Wed _____ to _____

Thu _____ to _____

Fri _____ to _____

Sat _____ to _____

If seasonal, dates of operation _____

Permits expire Jan. 31 each year. Permit renewal invoices are due Feb. 1 each year.

A 25% late fee is applied to invoices 1–30 days late. An additional 25% late fee is applied to invoices 31–60 days late.

Facilities with an invoice 61 or more days late are subject to closure.

Owner Signature _____

Date _____

HEALTH DEPARTMENT USE ONLY

Sample Floor Plan

1. Submit one floor plan with the name and address of establishment, contact person and phone number.
2. Draw each plan to scale (no smaller than ¼" = 1') and show in detail:
 - a. Number, type and location of all sinks and drainboards.
 - b. Refrigeration and cooling equipment.
 - c. Food preparation and service areas.
 - d. Employee restrooms.
 - e. Customer restrooms (required if you have indoor or outdoor seating).
 - f. Dry goods storage area (show detail of shelving area and describe type of shelving).
 - g. Employee storage (required).
 - h. Service, bus or wait areas.
3. Label all equipment on the floor plan. Correspond to equipment list.

Equipment List:

#	Item Name	Qty	Make	Model
1.	Freezer	1	Ice Line	F-158Z4
2.	Refrigerator 8x8 walk-in	1	ACME	R-789WI
3.	Rice cooker	1	ACME	CR-543
4.	Deep fryer	1	ACME	DF-876
5.	Char-Broiler	1	ACME	CB-123
6.	Gas range	1	GAPP	GR-332
7.	Wok	1	ACME	CW-3323
8.	Work table	4	ACME	EQ-4LOC
9.	3-compartment dish wash sink (with 2 drainboards)	1	ACME	S-3CWD
10.	Dishwasher	1	GAPP	DW-1234
11.	Shelving	5	ACME	EQ-3S
12.	Refrigerator sandwich prep	1	GAPP	R-SP1
13.	1-compartment produce food prep sink (with drainboard)	1	ACME	S-FPWD
14.	Mop sink	1	ACME	S-MOP
15.	Hot water heater	1	GAPP	HW-123G
16.	Ice machine	1	GAPP	IM-987
17.	Soda pop fountain dispenser	1	ACME	SP-5000
18.	Handwash sink wall mount	4	PORCLEAN	S-HWM
19.	Handwash sink	1	PORCLEAN	S-POR100
20.	Cash register	1	POS	CR-5582
21.	Coffee maker	1	GAPP	CM-37475
22.	Hood ventilation	1	GAPP	EQ-HV200
23.	Food warmer	1	ACME	EQ-FW1000
24.	Refrigerator 2 door beverage cooler	1	GAPP	R-200BC
25.	Splashguards 12" stainless steel	5	ACME	SG-412
26.	Employee storage	1	ACME	ES-6FTL
27.	1-compartment raw meat/seafood food prep sink (with drainboard)	1	ACME	S-FPWD

Facility Name:

John Doe's Diner

Facility Address:

123 Main Street
Tacoma, WA 98111

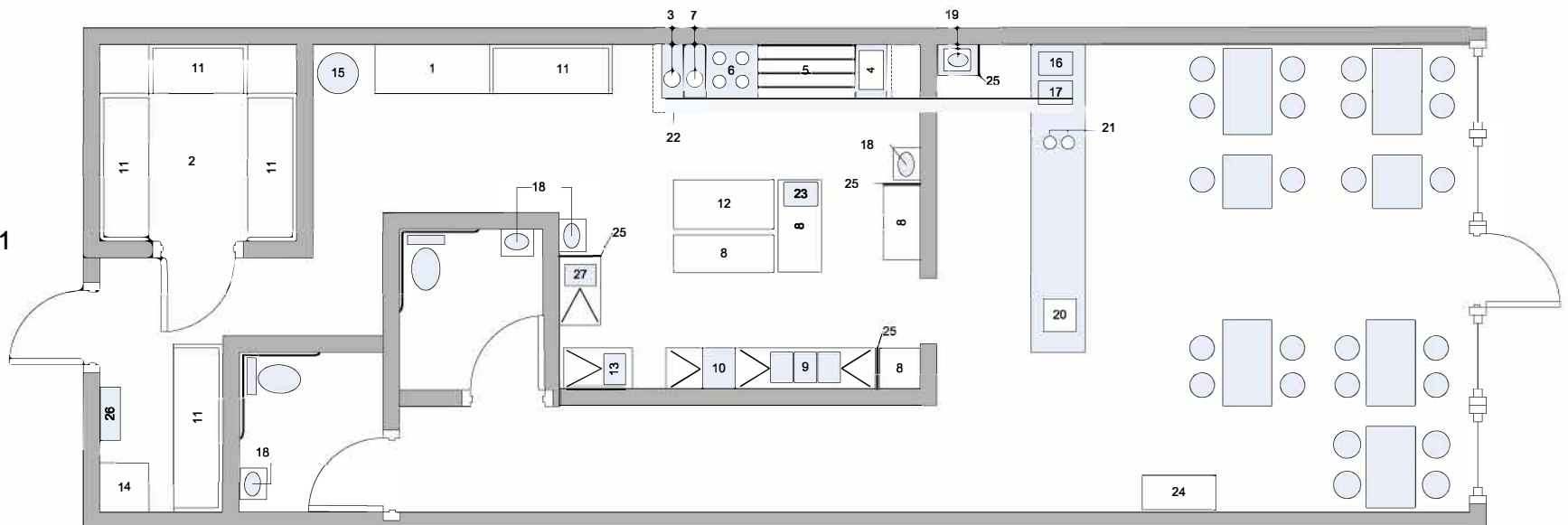
Contact Person:

John Doe

Contact Phone:

(253) 888-7777

Scale ¼" = 1'



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Food Establishment Plan Review Questions

Facility Name _____

1. Provide a description of your project.

2. ☐ Yes ☐ No Will facility stay open during the construction/remodel?

If yes, when will the work occur and how will food and food preparation surfaces be protected from construction debris?

3. ☐ Yes ☐ No Will you offer catering? If yes, you must submit a *Catering Questions* form.

4. ☐ Yes ☐ No Will you offer off-site food delivery?

5. ☐ Yes ☐ No Will alcoholic beverages be served? (Must include on menu.)

6. ☐ Yes ☐ No Is there customer seating inside the facility?

How many seats are in the facility—including the bar and lounge? _____

7. ☐ Yes ☐ No Is there customer seating outside the facility?

How many seats are outside the facility? _____

8. ☐ Yes ☐ No If you have seating, is your restroom accessible to customers without passing through food preparation or food storage areas?

9. ☐ Yes ☐ No Do you have to go outside to access any food storage, equipment, cooking or preparation areas? (All locations must be clearly marked on floor plans.)

10. Where will chemicals like cleaning products be stored?

11. Where will employee belongings be stored?

12. ☐ Yes ☐ No Is all lighting above food preparation, storage and service areas shatterproof or covered? (Required)

13. ☐ Yes ☐ No Are all ceilings above food preparation or service areas, including kiosks, finished and closed or with a drop or suspended ceiling? Open ceilings with exposed ductwork, conduits and piping are not allowed.

14. ☐ Yes ☐ No Will any food be self-service?

If yes, list food and how you will prevent contamination:

15. ☐ Yes ☐ No Are all food and single-service items protected from customer contamination by a sneeze guard? This includes self-service condiment bars, salad bars, buffet lines, espresso counters and all other food preparation areas.

16. ☐ Yes ☐ No Is a 3-compartment sink with attached drainboards on both sides provided? (Required)

17. ☐ Yes ☐ No Is each compartment of the 3-compartment sink large enough to submerge and wash all equipment?

18. ☐ Yes ☐ No Do all sinks, including 3-compartment sinks and food preparation sinks, have basins with rounded corners? (Required)

19. ☐ Yes ☐ No Can you completely fill 2 compartments of the 3-compartment sink with hot water without the temperature dropping below 100°F?

20. ☐ Yes ☐ No Does your menu include fresh fruit and vegetable items (like lemons, limes, onions, tomatoes, potatoes, lettuce or berries)?

21. ☐ Yes ☐ No ☐ N/A If your menu includes fresh fruit and vegetable items, is an indirectly drained food preparation sink with an attached drainboard provided? (Required)

22. ☐ Yes ☐ No Will you prepare raw meat or seafood items?

If yes, list:

23. ☐ Yes ☐ No ☐ N/A If raw meat or seafood items are prepared, is a second indirectly drained food preparation sink with an attached drainboard provided?

24. ☐ Yes ☐ No Are 12" high splash guards installed on both sides of all handwash sinks?

25. ☐ Yes ☐ No Are 12" high splash guards installed between all sinks that are less than 18" apart?

26. ☐ Yes ☐ No Are soap and paper towel dispensers installed inside the splash guard area at all handwash sink locations?

27. ☐ Yes ☐ No Are all handwash sink basins at least 10" long by 10" wide and 5" deep?

28. ☐ Yes ☐ No Do you have a mop sink? (Required)

29. ☐ Yes ☐ No Is the mop sink located so food and equipment are not contaminated when used?

30. ☐ Yes ☐ No Does the mop sink have a vacuum breaker installed?

31. ☐ Yes ☐ No ☐ N/A Are all ice machines, ice bins, dishwashers, food preparation sinks, hot wells, drip trays, espresso machines, beer taps and dipper wells indirectly drained with an air gap? (Buckets are not allowed.)

32. ☐ Yes ☐ No ☐ N/A If a soda fountain system is used, is a reduced pressure backflow assembly (RPBA) installed and tested?

33. ☐ Yes ☐ No Is all equipment commercial grade, NSF or UL-S?

34. ☐ Yes ☐ No Will any food be stored or prepared at another location?

If yes, list name and address where food will be stored or prepared:

35. ☐ Yes ☐ No Will any food be cooked or hot held overnight?

If yes, list:

36. ☐ Yes ☐ No Will there be any cooking or food preparation outside? (All locations must be clearly marked on floor plans.)

37. ☐ Yes ☐ No Will any food of animal origin be undercooked at the customer's request (like steak, eggs, hamburger)?

If yes, list:

38. ☐ Yes ☐ No Will any food be smoked as a method of food preservation rather than flavor enhancement? (Used to preserve or change a food so it no longer requires refrigeration.)

39. ☐ Yes ☐ No Will any food be cured or use any curing ingredients (like pink salt)?

40. ☐ Yes ☐ No Will any food additives be used to preserve or change a food so it no longer needs to be refrigerated?

41. ☐ Yes ☐ No Will a display tank for molluscan shellfish (like clams or oysters) be used?

42. ☐ Yes ☐ No Will custom processing of animals for a customer's personal use as food and not for sale or service in a food establishment (like deer) be offered?

43. ☐ Yes ☐ No Will any food be grown specifically for sale or service in the food establishment (like sprouting)?

44. ☐ Yes ☐ No Will any food be vacuum packaged or reduced oxygen packaged?

45. ☐ Yes ☐ No Will you operate on fresh water and wastewater holding tanks rather than being plumbed directly to approved water and sewer?

If you answered yes to any question 38–45, you must submit a Variance Application, fees and supplemental forms.

Equipment List

Facility Name _____

List all food service equipment, including make and model numbers. Examples include, but are not limited to, refrigerators, sinks, stoves, ovens, steam tables, blenders, ice machines and countertop appliances. If make and model number cannot be found, a picture of the equipment is required.

All equipment ID numbers must correspond to location on floor plan. Equipment must be commercial grade and meet ANSI standard (NSF, ETL or UL Sanitation listed). Only one item per line.

ID #	Kind of Equipment	Make	Model #
1	Refrigerator 8x8 walk-in	ACME	R-789WI
2	Ice machine	GAPP	IM-987
3	Rice cooker	ACME	CR-543
4	3-compartment dish wash sink (with 2 drainboards)	ACME	S-3CWD

☐ The equipment list is provided on the floor plan instead of on this form.

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Please add a second page if needed.

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Finish Schedule

Facility Name _____

Provide the materials used for all floors, walls, coving and ceilings.

- All bare wood surfaces (doors, trim, counters, shelves, cabinets, etc.) must be painted or sealed.
- Floors must be constructed of smooth, easily cleanable, non-absorbent material.
- Coving must be installed at all wall/floor junctions.
- Walls must be constructed of smooth, easily cleanable, non-absorbent materials. Fiber Reinforced Plastic (FRP) or similar waterproof material is recommended on wall surfaces behind sinks and areas exposed to moisture.
- Ceilings above the kitchen, lounge, wait and service areas must be constructed of smooth, easily cleanable, non-absorbent materials. Unfinished ceilings with exposed ductwork, conduits and piping are not allowed.
- Unsealed acoustical ceiling tiles are not allowed. Vinyl covered ceiling tiles such as vinyl rock or other washable surfaces are allowed. All lighting over food preparation, handling and storage areas must have a cover or shatterproof bulbs. All insulation must be covered by a cleanable material.

Sample Finish Schedule

	Floors	Coving	Walls	Ceiling	Counters
Kitchen	<i>vinyl tile</i>	<i>6" rubber base</i>	<i>FRP</i>	<i>painted gypsum board</i>	<i>laminare</i>
Wait Area	<i>vinyl tile</i>	<i>4" rubber base</i>	<i>painted gypsum board</i>	<i>vinyl rock</i>	<i>laminare</i>
Lounge	<i>sealed concrete</i>	<i>4" rubber base</i>	<i>varnished wood</i>	<i>Armstrong VL tiles</i>	<i>granite</i>
Dining Area	<i>carpet</i>	<i>4" rubber base</i>	<i>painted gypsum board</i>	<i>painted gypsum board</i>	<i>n/a</i>
Bathrooms	<i>ceramic tile</i>	<i>ceramic tile</i>	<i>painted gypsum board</i>	<i>painted gypsum board</i>	<i>n/a</i>

Shelving	<i>Refrigerators: stainless steel shelves. Dry storage: painted wood. Liquor storage: varnished wood.</i>
Lighting	<i>Bar lights are shatterproof bulbs. All kitchen lights have covers.</i>

Finish Schedule

☐ Included on floor plans

	Floors	Coving	Walls	Ceiling	Counters
Kitchen					
Wait Area					
Lounge					
Dining Area					
Bathrooms					

Shelving	
Lighting	

Information submitted is subject to Public Records Act, Chapter 42.56 RCW.

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Provide a copy of your menu. Include all food and beverages you will serve. If the facility is a grocery store serving only fruits, vegetables or commercially prepackaged food, a list of goods sold may be submitted in place of the menu. Be sure to include specials and seasonal items. **Only food and beverages listed may be served.** Include copies of all menus you will use including bar menus, fresh sheets, table tops or menu boards. If a menu board will be used, provide photographs of the menu showing all food and beverages listed. All menu items must be readable in photographs.

A consumer advisory is required for all food of animal origin that are offered raw, undercooked, or cooked to the customer’s specification. Be sure all menu items requiring a consumer advisory are clearly identified and remind the patron that consuming these foods may result in foodborne illness.

Sample Menu

John Doe’s Diner

Breakfast

Pancakes	\$2.00
Eggs*, hash browns and toast.....	\$3.00
Oatmeal	\$2.00

Lunch

Ham Sandwich	\$3.00
Beef Stew	\$3.00
Rib Eye Steak*	\$10.00

Dinner

Prime Rib*	\$10.00
Shrimp Pasta	\$10.00
Deluxe Cheeseburger*	\$10.00
Chicken Salad	\$10.00

Salads

Mixed Greens	\$3.00
Romaine.....	\$3.00
Caesar*	\$3.00

Beverages

Fountain Beverages	
Large	\$3.00
Medium	\$2.00
Small	\$1.00
Coffee	\$1.00
Tea	\$1.00

Be sure to include a complete consumer advisory if foods are served raw or undercooked (ex. poached eggs) or can be ordered undercooked by the customer.

- A consumer advisory must have all 3 parts:
1. The disclosure that tells them the menu items may be served raw/undercooked (ahi) or may be ordered undercooked (steak) an example would be, *cooked to order.
 2. The health advisory that informs the customer that consuming raw or undercooked menu items may increase their risk of foodborne illness, and
 3. Each menu item must have a link connecting it to the consumer advisory.

Example: *May be ordered undercooked or is served raw. Consuming raw or undercooked foods may increase your risk of foodborne illness.

The (*) would then be printed next to each applicable menu item. A consumer advisory is not allowed on a children's menu.

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Food Sources

Facility Name _____

All food and beverage suppliers you use must be listed below. Please check the boxes of the common suppliers you use and add the name and phone number of any of your suppliers that are not already listed.

Name of Supplier	Phone Number
<input type="checkbox"/> Boyd’s Coffee	(800) 545-4077
<input type="checkbox"/> US Foods CHEF’SSTORE	(253) 472-6879
<input type="checkbox"/> Charlie’s Produce	(206) 625-1412
<input type="checkbox"/> Coke	(800) 647-2653
<input type="checkbox"/> Costco	(253) 475-5595
<input type="checkbox"/> Costco-Business Center	(253) 719-1950
<input type="checkbox"/> Food Services of America	(425) 251-9100
<input type="checkbox"/> Franz Bakery	(206) 682-2244
<input type="checkbox"/> Pepsi	(206) 255-0714
<input type="checkbox"/> Restaurant Depot	(253) 922-4704
<input type="checkbox"/> Sam’s Club	(253) 333-1026
<input type="checkbox"/> Sunfood Trading	(206) 682-8823
<input type="checkbox"/> Sysco	(206) 721-1777
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

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Food Preparation Steps

Provide the food preparation steps for all menu items. Include how each menu item is obtained, stored, prepared, cooked, cooled, and kept hot before serving. Menu items that are prepared in an identical way may be grouped together.

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 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 in the front area steam table until served. Leftover items are cooled in the walk-in refrigerator at 2-inch food depth uncovered.

All Hamburgers – patties are purchased frozen. Frozen patties are placed on grill once ordered. Hamburger patties are not cooked in advance.

Bubble Tea – tapioca pearls are purchased dehydrated. Two cups of tapioca pearls are cooked on stove in boiling water for 30 minutes. Once tapioca pearls are soft, they are placed in a colander to drain and then placed at 2-inch food depth uncovered in the walk-in refrigerator to cool. The next day cold tapioca pearls are placed in under counter refrigerator by bubble tea wrapper. Flavors are mixed and tapioca pearls are added per customer order.

Chicken Salad – raw chicken is purchased frozen and thawed in the walk-in refrigerator. Chicken is marinated overnight in the walk-in refrigerator. Chicken is cooked on char-broiler, cut into small pieces and placed on sheet pan at 2-inch food depth to cool in the walk-in refrigerator. After chicken has cooled to 41°F, the chicken is portioned and wrapped. Portioned chicken is kept in the preparation refrigerator until ordered. Chicken is mixed with greens and salad toppings per order. All salad greens are rinsed each morning in the food preparation sink and stored in the preparation refrigerator.

Ham/Turkey/Roast Beef Sandwiches – ham, turkey and roast beef are purchased pre-cooked. Meat is sliced daily, portioned, and placed in the preparation refrigerator. All fruits and vegetables are rinsed each morning in the food preparation sink and stored in the preparation refrigerator. Sandwiches are made to order and served cold or heated on panini grill.

Shrimp Pasta – shrimp is purchased pre-cooked and frozen. Shrimp is thawed in the walk-in refrigerator. Pasta is par-cooked on stove and cooled at 2 inch food depth uncovered in the walk-in refrigerator. Once cooled to 41°F, the shrimp and pasta are portioned, bagged, and stored in the preparation refrigerator. When ordered by customer, portioned pasta and shrimp are sautéed on stove-top.

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Waste Disposal

Facility Name _____

Garbage

Name of the Company _____

Size and Type of Container _____

Frequency of Pick-Up _____

Location of Container _____

Distance from Building _____

Waste Oil

Name of the Company _____

Size and Type of Container _____

Frequency of Pick-Up _____

Location of Container _____

Distance from Building _____

Recycling

Name of the Company _____

Size and Type of Container _____

Frequency of Pick-Up _____

Location of Container _____

Distance from Building _____

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Agency Resource List

Tacoma-Pierce County Health Department, tpchd.org

3629 S. D St., Tacoma, WA 98418

On-Site sewage review	(253) 649-1420
Water and well review	(253) 649-1420
Food establishment, school and pool review	(253) 649-1417

Washington State Department of Agriculture (WSDA), agr.wa.gov

1111 Washington St. S.E., Olympia, WA 98504

Wholesale licensing, cottage industry	(360) 902-1876
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United States Department of Agriculture (USDA), usda.gov

Wholesale licensing, meat/poultry	(360) 704-7700 or (833) 663-8732
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Federal Food and Drug Administration (FDA), fda.gov

Wholesale licensing, processed food	(888) 463-6332
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Tax and License

Contacts for tax and licensing requirements for general business licenses, liquor licenses, business taxes, property taxes, and occupational taxes

Washington State Department of Revenue, dor.wa.gov

3315 S. 23rd S., Ste. 300, Tacoma, WA 98405

Unified Business Identifier (UBI) number, retail sales, business and occupation tax	(253) 382-2000
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Department of Labor and Industries, lni.wa.gov

950 Broadway, Rm. 200, Tacoma, WA 98402

Industrial insurance and medical aid	(360) 902-4817
Safety inspections	(253) 596-3800
Electrical plan review	(360) 902-5246
Mobile unit plan review	(800) 705-1411

Employment Security Department, esd.wa.gov

1305 Tacoma Ave. S., Tacoma, WA 98402

Unemployment Insurance	(253) 593-7300
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Internal Revenue Service, irs.gov

Columbia Bank Center, 1301 A St., Rm 530, Tacoma, WA 98402	(844) 545-5640
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Federal unemployment tax, social security, federal excise tax	(253) 428-3518 or (800) 829-1040
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Washington State Liquor and Cannabis Board, lcb.wa.gov

1025 Union Ave. S.E., Olympia, WA 98501

[Liquor licenses](#)..... (360) 664-1600

747 Market St., 3rd Floor, Tacoma, WA 98402

[Special Event permits](#), banquet permits..... (253) 573-2523

Office of Secretary of State Corporation Division, sos.wa.gov

Legislative Building, 416 Sid Snyder Ave. S.W., Olympia, WA 98501

[Registration of firm or corporate name](#)..... (360) 725-0377

Washington State Department of Licensing, dol.wa.gov

405 Black Lake Blvd. S.W., Olympia, WA 98502

[Statewide business license information](#), [trade name registration](#)..... (360) 902-3900

Pierce County Assessor-Treasurer, piercecounitywa.gov

2401 S. 35th St., Ste. 142, Tacoma, WA 98409

[Parcel number information](#), [personal property tax information](#)..... (253) 798-6111

Pierce County Auditor, piercecounitywa.gov

2401 S. 35th St., Rm. 200, Tacoma, WA 98409

[Unincorporated Pierce County business licenses](#)..... (253) 798-7427

Recycling and Garbage Service

LeMay Enterprises/Lakewood/Pierce County Refuse, lemaypiercecounityrefuse.com

Anderson Island, DuPont, Eatonville, Graham, Lakewood, Parkland, Roy, Spanaway, Steilacoom, Puyallup zip codes 98373 (South of 112th St.) and 98375

4111 192nd St. E., Tacoma, WA 98446 (253) 875-5053

Murrey's/American/DM Disposal, murreysdisposal.com

Bonney Lake, Browns Point, Buckley, Carbonado, Edgewood, Fife, Gig Harbor, Key Peninsula, Milton, Orting, Purdy, South Prairie, Sumner, Wilkeson, Puyallup zip codes 98371, 98372, 98373 (North of 112th St.) and 98374

4822 70th Ave. E., Fife, WA 98424 (253) 414-0345 or (888) 806-7048

University Place Refuse/Westside Disposal, uprefuse.com

Fircrest, University Place

2815 Rochester St. W., University Place, WA 98466 (253) 564-3212

City of Tacoma Solid Waste Management, cityoftacoma.org

Tacoma

3510 S. Mullen St., Tacoma, WA 98409 (253) 502-2100

Town of Ruston, rustonwa.org

Ruston

5219 N. Shirley St., Ruston, WA 98407 (253) 759-3544

Waste Oil Companies

DAR PRO Solutions, darpro-solutions.com

2041 Marc St., Tacoma, WA 98421..... (855) 959-2316

Baker Commodities, bakercommodities.com

4020 Bandini Blvd., Vernon, CA 90058 (855) 422-5370

Mahoney Environmental, mahoneyes.com

6333 1st Ave. S., Seattle, WA 98108..... (800) 892-9392

Building Departments

Contacts for zoning and building occupancy requirements, sewer-grease traps/interceptors, other building requirements

Auburn, auburnwa.gov

25 W. Main St., Auburn, WA 98001..... (253) 931-3090

Bonney Lake, ci.bonney-lake.wa.us

21719 96th St. E., Buckley, WA 98321 (253) 447-4356

Buckley, cityofbuckley.com

811 Main St., Buckley, WA 98321 (360) 761-7811

Carbonado, carbonado.org

818 8th Ave., Carbonado, WA 98323..... (360) 829-0125

DuPont, dupontwa.gov

1700 Civic Dr., DuPont, WA 98327 (253) 964-8121

Eatonville, eatonville-wa.gov

201 Center St. W., Eatonville, WA 98328 (360) 832-3361

Edgewood, cityofedgewood.org

2224 104th Ave. E., Edgewood, WA 98372..... (253) 952-3299

Fife, cityoffife.org

5411 23rd St. E., Fife, WA 98424..... (253) 922-2489

Fircrest, cityoffircrest.net

115 Ramsdell St., Fircrest, WA 98466..... (253) 564-8901

Gig Harbor, cityofgigharbor.net

3510 Grandview St., Gig Harbor, WA 98335..... (253) 851-6170

Lakewood, cityoflakewood.us

6000 Main St. S.W., Lakewood, WA 98499..... (253) 512-2261

Milton, cityofmilton.net

1000 Laurel St., Bldg. C, Milton, WA 98354 (253) 922-8738

Orting, cityoforting.org

104 Bridge St. S., Orting, WA 98360 (360) 893-9007

Pacific, pacificwa.gov

100 3rd Ave. S.E., Pacific, WA 98047 (253) 929-1110

Puyallup, cityofpuyallup.org

333 S. Meridian, 2nd Floor, Puyallup, WA 98371..... (253) 864-4165 or (253) 841-4321

Pierce County Planning and Land Services (PALS), piercecounitywa.gov

2401 S. 35th St., Rm. 200, Tacoma, WA 98409..... (253) 798-3739 or (253) 798-7210

Roy, cityofroywa.us

216 McNaught St. S., Roy, WA 98580 (253) 843-1113

Ruston, rustonwa.org

5219 N. Shirley St., Ruston, WA 98407 (253) 759-3544

South Prairie, townofsp.com

Pierce Co. Development Center, 2401 S. 35th St., Rm. 200, Tacoma, WA 98409 (360) 897-8878

Steilacoom, townofsteilacoom.org

1030 Roe St., Steilacoom, WA 98388..... (253) 581-1912

Sumner, sumnerwa.gov

1104 Maple St., Sumner, WA 98390..... (253) 299-5530

Tacoma, cityoftacoma.org

747 Market St., 3rd floor, Tacoma, WA 98402 (253) 591-5030

University Place, cityofup.com

3609 Market Pl. W., Ste. 200, University Place, WA 98466

Building Inspection..... (253) 460-2540

Planning (253) 460-2509 or (253) 460-5405

Wilkeson, townofwilkeson.com

540 Church St., Wilkeson, WA 98396 (360) 829-0790