



Skamania County Community Development Department

Skamania County Courthouse Annex
Post Office Box 790
Stevenson, Washington 98648
Phone: 509 427-3900 Fax: 509 427-3907

Dear Applicant:

Attached is the **Food Service Establishment Application Packet**.

In accordance with WAC 246-215-200, an inspection is required by the health officer to determine compliance with these regulations before issuing a new license to a new food service establishment and following remodeling of an existing food service establishment. An inspection may be required for the renewal of a license, and is required for an existing food service establishment when the on-site management or ownership has changed.

The plan review fee is dependent on the type of establishment and is for the first two hours of application review and the pre-opening inspection. If additional review time, inspections, or services are requested or required, you will be billed at a rate of \$73 per hour for technical assistance. The annual license fee is also dependent on the type of establishment and must be submitted with the application. **Fees are subject to change by resolution of County Commissioners.**

A minimum of two weeks is necessary for the Environmental Health Specialist to review any complete food service establishment plans. Any revision of plans must be submitted to the Community Development Department in writing for review and modification of approval. The Community Development Department issues permits to the owners/operators of food service establishments, not the building facility owners. Upon receipt and review of the application, you will be notified in writing of any comments or concerns that the County may have. **You will then need to call to schedule a pre-opening inspection. Pre-opening inspections will be scheduled within eight business days of the request.** All construction and cleaning must be completed prior to the pre-opening inspection. In addition, all equipment must be in place and functioning at the time of the inspection.

If you have any questions regarding the plan review, permit process, or application, please contact the Skamania County Community Development Department at (509) 427-3900.

Please submit the following as part of your food service establishment application:

- Application (include mobile unit/caterer pages if applicable)
- Food handling questionnaire
- Food item checklist
- Facility requirements form
- Floor, wall and ceiling finish requirements form
- Attach a floor plan of food service establishment with equipment placement, including, but not limited to, the layout of all sinks, refrigerators, equipment, etc. (see sample to use as a guide) – Also include all manufacturer, model number, and National Sanitation Foundation compliance information for all proposed equipment.
- Attach proposed menu
- Non-refundable plan review and annual license fees (fees vary based on the type of establishment)

THIS PAGE INTENTIONALLY LEFT BLANK



Skamania County Community Development Department
 Skamania County Courthouse Annex
 170 NW Vancouver Avenue, PO Box 790
 Stevenson, WA 98648
 509-427-3900 Fax: 509-427-3907

Food Service Establishment Plan Review and Annual License Application

Type of Food Service Establishment (Check the category that applies)

- Restaurant/ café
 Annual Itinerant/Mobile truck
 Tavern/Bar
 Grocery Store (only)
 Grocery store with deli
 Grocery store with bakery
 Grocery store with meat/fish market
 Convenience store (only)
 Convenience store/deli
 Concession stand/Cart
 Caterer
 Public Kitchen/Grange
 Little League
 Bakery (only)
 Espresso Stand/Cart
 School/Cafeteria
 Meat/Fish Market (only)
 Bed and Breakfast facility (only)

*Is off premise catering offered? Yes No

Name of Food Service Establishment: _____

Site Address: _____

Mailing Address: _____

Phone No.: _____ Fax No. _____

E-mail Address: _____ Estimated opening date: _____

Application for:

- New Establishment
 Remodel
 Change of Ownership
 Renewal/Other: _____

Contractor: _____ Phone No. _____

Business Name: _____

Ownership status of above: Sole proprietor
 Partnership
 Corporation
 LLC

List all Owners, Partners, Corporate Officers or Members (attach additional sheets if necessary):

Owner Name: _____ Owner Name: _____

Owner Name: _____ Owner Name: _____

Business/Mailing Address _____

Business Phone _____ Emergency Phone _____

Billing Information/ Contact Name _____

Billing Address: _____

Billing Phone: _____ Billing Fax No.: _____

Does the above owner/company own or operate other food service establishments in Skamania County? If so, please list: _____

Water: Individual Well Shared well (two connections) Public Water Supply
 Name of public water supply: _____ ID # _____

Sewage: Public On-site (Septic System)

Hours of Operation: _____ Number of employees per shift _____

Anticipated number of meals served per day _____ Anticipated seating capacity _____

Annual Gross Foods, Beverage and Alcohol Revenue

Washington State Tax ID: _____

Select one:

- A. 0- \$250,000
- B. \$250,000 - \$500,000
- C. \$500,000 - \$750,000
- C. \$500,000 - \$750,000
- D. \$750,000 - \$1,000,000
- E. \$1,000,000 and over

The undersigned, as Food Service Establishment owner, does hereby make application to operate a food establishment in compliance with the Rules and Regulations of the State Board of Health for Food Service, WAC 246-215, and the Local Board of Health. I understand that this License is NON-REFUNDABLE and NON-TRANSFERABLE to a new owner or a new location. I give the Skamania County Community Development Department permission to obtain and verify revenue information about my establishment.

Food Service Establishment Owner's Signature

Date

For Department Use Only	
Date received:	Date complete:
File No.:	Assigned to:
Fee amount:	Receipt #:

Mobile Units & Caterers Using Mobile Units: Please show which activities will happen at the commissary and which will happen on the mobile unit. The commissary is the location where food is store, prepared, portioned and/or packaged for service elsewhere.

Commissary

- Food Storage
- Dry/Paper Goods Storage
- Freezer
- Refrigeration
- Food Preparation
- Cooking
- Hot-Holding
- Cooling

Mobile Unit

- Food Storage
- Dry/Paper Goods Storage
- Freezer
- Refrigeration
- Food Preparation
- Cooking
- Hot-Holding
- Cooling

Commissary: Attach a letter from the owner of the commissary kitchen detailing the agreement for your use of this space.

Address: _____

Will the mobile unit be store at the commissary overnight or when not in use? _____

If not, address of unit storage: _____

Location(s) of operation for espresso cart or mobile truck: _____

Water/Waste: Where will the fresh water tank be filled? _____

What is the capacity of the fresh water tank? _____

Where will the waste water be emptied? _____

What is the capacity of the waste water tank? _____

Labor & Industries: Has the unit been approved by L&I? Yes No

Cooking Methods: (Check all that apply) Oven Microwave Broiler
 Stovetop Deep Fryer Other _____

Hot Holding: Please list the hot holding equipment or methods you will use: _____



Skamania County Community Development Department
Skamania County Courthouse Annex
170 NW Vancouver Avenue, PO Box 790
Stevenson, WA 98648
509-427-3900 Fax: 509-427-3907

Food Handling Questionnaire

Please complete this questionnaire with as much detail as possible. Answers to the following will determine if your food handling techniques are consistent with proper food safety and public health protection.

Potentially Hazardous Foods (PHF) are defined as those foods which will support the growth of food borne illness causing bacteria and are those foods which have a high moisture and protein content and a low amount of acidity. PHFs, which have been frequently identified as vehicles of a food borne illness, include meat, poultry, seafood, dairy products, cooked rice/potatoes/beans, soups and gravies, potato and other combination salads. The definition does not include commercial hard cheeses, commercially prepared mayonnaise or salad dressings, raw vegetables or fruits (except cut melons and sprouts). **Please use additional sheets of paper if necessary to give complete answers.**

1. Cooling of Potentially Hazardous Foods:

Will any potentially hazardous foods be cooled? Yes No

If yes, please explain in detail how you are cooling foods. Include:

- a. Technique
- b. Time, if any foods are allowed to pre-cool at room temperature
- c. Types of containers used, and the level of food placed in these containers to cool
- d. Whether foods are covered during the cooling process or not
- e. How the process will be monitored
- f. If using an ice bath, when are foods placed in refrigeration (at what temperature); how often are foods being stirred; what level is the ice in relation to the food.

2. Reheating Potentially Hazardous Foods (Complete this area if you answered yes above)

If you are going to reheat PHFs, please describe the process and include:

Heating equipment used for reheating (stove burner, convection oven, etc.)

Total amount of time taken to reheat before service or hot holding

Temperature you will be reheating to

How the process will be monitored

3. Hot and Cold Holding of PHFs

If you are going to be hot or cold holding PHFs, describe:

- a. The temperature of PHFs before they are placed into hot holding units (steam tables, crock pots, hot cases, etc.) or cold holding units other than refrigerators (salad bars, cold wells, ice storage, refrigerated drawers, etc.)
- b. The internal temperature of PHFs in hot or cold holding units to be maintained throughout the day
- c. How the process will be monitored

4. Personnel Hygiene

Describe how the hygiene of personnel will be addressed in your establishment and include:

- a. Policy on where and when handwashing occurs
- b. Policy of ill food service workers
- c. How employees will limit the amount of direct hand contact with food
- d. Handwashing after handling raw meats, seafood and before handling ready-to-eat foods

5. Cooking Temperatures

Beef: _____	Fish/Shellfish: _____
Poultry: _____	Ground Beef: _____
Pork: _____	Casseroles containing PHFs _____

How will you monitor the cooking temperatures of these and other foods?

6. **Cleaning and Sanitation Procedures:** Describe the type and concentration of sanitizer you will be using and when it is to be used. Include how meat slicer, cutting boards, etc. will be cleaned and sanitized after becoming contaminated.

Facility Requirements Form

Facility Requirements: The following is a list of facility requirements for opening a food service establishment. Read each requirement below and initial if in compliance or mark NA if not applicable in OWNER USE column. Please make sure that you understand and satisfy all applicable requirements for your food service establishment. An inspector will check each requirement off using the left column (marked EHD USE) during the pre-opening inspection. Failure to meet these requirements upon the pre-opening inspection may delay opening of your establishment. Please call if you have any questions. Incomplete applications will be returned.

EHD USE		PERMIT APPLICATION SUBMITTED: You must pay for your annual license before you open to the public or operate the business. The annual license fee is non refundable.	OWNER USE
	1.	<p>WATER SUPPLY: Provide water that is:</p> <ul style="list-style-type: none"> a. Adequate in quantity and quality; b. Supplied by a source approved under WAC 246-290; and c. Monitored according to standards (WAC 246-215-1290(1)) <p>Water supply approved: <input type="checkbox"/> Public Water Source <input type="checkbox"/> Individual Well</p>	
	2.	<p>SEWAGE SYSTEM:</p> <ul style="list-style-type: none"> a. Provide that all liquid wasters, including gray water, mop water, and ice melt are disposed into an approved sewage disposal system. (WAC 246-215-129(2)) b. Sewage disposal system approved: <input type="checkbox"/> Public sewer <input type="checkbox"/> On-site 	
	3.	<p>HAND WASH SINK:</p> <ul style="list-style-type: none"> a. Provide a hand wash sink that is accessible, convenient to food preparation, food service and utensil washing areas and used exclusively for hand washing. b. The hand wash sink shall have a minimum hot water temperature of 100 degrees Fahrenheit and cold water provided through a mixing faucet. c. Provide hand soap and single use towels, or air dryer, at the sink. d. Automatic faucets must have a minimum cycle of 15 seconds. (WAC 246-215-120(9)(10)(11)) 	
	4.	<p>FOOD PREPARATION SINK:</p> <ul style="list-style-type: none"> a. Provide sufficient and separate food preparation sinks in which food may be washed, rinsed, drained, cooled, and thawed. b. A food preparation sink may not be used for hand washing or utensil washing. (WAC 246-215-090) c. Food preparation sinks with indirect drains (per approved plan) 	
	5.	<p>DISH WASHING FACILITIES:</p> <ul style="list-style-type: none"> a. Provide a method of cleaning and sanitizing equipment and utensils, by either: <ul style="list-style-type: none"> a. A mechanical dishwasher with a two-compartment sink, or b. A three-compartment sink with a drain board. b. Indirectly drained dishwasher 	

	6.	<p>MOP SINK:</p> <ul style="list-style-type: none"> a. Provide a mop sink for supplying and disposing of water for cleaning floors and walls. b. Mops may not be cleaned in food preparation or hand washing sinks. c. A mop bucket is not considered a substitute for a mop sink. (WAC 246-215-090) 	
	7.	<p>PLUMBING:</p> <ul style="list-style-type: none"> a. Provide plumbing sized, installed and maintained in accordance with applicable state and local plumbing codes. b. Provide indirect drains from the ice machine, food preparation sinks, beverage ice sinks, salad bars, dipper wells and mechanical dishwashers into a floor sink, hub drain or similar device. c. Provide a property vented dual check valve device or an approved reduced pressure back-flow assembly between copper pipe or tubing and carbonated beverage dispensing machines. 	
	8.	<p>REFRIGERATION:</p> <ul style="list-style-type: none"> a. Provide National Sanitation Foundation (NSF) refrigeration units and shelving design in walk-in units, sufficient for all necessary foods, rapid cooling, pre-chilling, and thawing, as well as separation of raw meats, aquatic foods and poultry from other foods. 	
	9.	<p>THERMOMETERS:</p> <ul style="list-style-type: none"> a. All refrigeration equipment must have thermometers accurate to +/- three degrees Fahrenheit b. There must be at least one metal stem thermometer (pocket thermometer) accurate to +/- two degrees Fahrenheit to monitor hot and cold food preparation and food holding. c. This stem thermometer should have a range of at least zero degrees Fahrenheit to two hundred twenty degrees Fahrenheit. (WAC 246-215-070) 	
	10.	<p>FLOORS, WALLS, AND CEILINGS:</p> <ul style="list-style-type: none"> a. The flows, walls, and ceilings in all food preparation and storage areas, walk-ins and toilets shall be easily cleanable, water impervious, grease resistant and durable. 	
	11.	<p>TOILETS:</p> <ul style="list-style-type: none"> a. The toilet rooms must have automatic door closing devices, mechanical ventilation, covered metal trashcans (women's room), and toilet paper dispensers b. The toilet room must have a hand-washing sink, hot and cold water, mixing faucet, with single service soap dispenser and towel dispensers or air dryer (per approved plan). c. There must be toilet facilities for patrons when there is on-premise consumption of food. d. Toilets must be within at least 200 feet of food service establishment. (WAC 246-215-080(6)(7)) 	
	12.	<p>FOOD AND BEVERAGE WORKER CARDS:</p> <ul style="list-style-type: none"> a. All food and beverage service workers must obtain and maintain a valid food and beverage worker card. The cards must be available 	

		<p>for inspection by the Environmental Health Specialist upon request.</p> <ul style="list-style-type: none"> b. If an employee begins work before obtaining a food and beverage worker card, the employer is required to provide and document food safety training to the employee prior to commencement of employment. (WAC 246-215-080(6)(7)). c. Food and Beverage Worker Cards can be obtained at Skamania County Community Development Department, located at 170 NW Vancouver Avenue, Stevenson, Washington 98648, (509) 427-3900, Monday through Thursday from 7:30 AM to 4:30 PM. d. Cards will be issued after completion of three required activities, which take approximately one hour: <ul style="list-style-type: none"> a. Pay the Card/Test Fee and complete the Food and Beverage Worker Card Application b. View and educational video at the Skamania County Community Development Department office on safe and effective food handling of food to be served to the public; or on the Internet at http://ccph.gibbymedia.com/foodsafety2/. Internet applicants must print out and provide the training or certificate to register for the test. c. Take and pass the food handler test. Applicants may miss up to six questions on the test. e. Card renewal requirements are: <ul style="list-style-type: none"> a. New Food Handler Card – Expires in two years b. Expired Card Renewal – Expires in two years c. Current Card Renewal – Expires in three years d. The grace period for obtaining a card is 14 days. 	
	13.	<p>EQUIPMENT AND UTENSILS:</p> <ul style="list-style-type: none"> a. Equipment and utensils must be cleanable, durable, in good repair, and in conformance with the current standards and listings of the National Sanitation Foundation. (WAC 246-215-090(6)(8)). b. Ice machine and ice bins with indirect drains. c. Sneeze guards or covered food display. Food storage shelves 6' above floor. Gloves on site. d. Chemical sanitizer test papers or test kits. 	
	14.	<p>PUBLIC HEALTH LABELING:</p> <ul style="list-style-type: none"> a. When raw or undercooked meats, eggs or aquatic foods are offered for consumption as ready-to-eat, these foods need to be identified as such on the menu or reader board. Examples: Caesar Salad Dressing (unless the eggs are pasteurized), Lox, Oysters on the Half Shell, Pickled Fish. b. In grocery stores, raw milk or foods prepared from raw milk must be labeled with a warning stating that raw milk or food prepared from raw milk may be contaminated with dangerous bacteria capable of causing severe intestinal illness. 	
	15.	<p>LIGHTING:</p> <ul style="list-style-type: none"> a. There must be at least 30-foot candles of light in the food preparation area, as well as utensil washing, hand washing, and toilet facilities. b. All lights in the food preparation and storage areas must have shields or guards. (WAC 246-215-150(5)). 	

	16.	<p>LOCKERS:</p> <p>a. Lockers or shelves must be provided for storage of employee's clothing and personal belongings. (WAC 246-215-080).</p>	
	17.	<p>VENTILATION:</p> <p>a. In accordance with state and local mechanical and fire codes, ventilation system design, installation and maintenance must be provided. (WAC 246-215-150(6)).</p>	
	18.	<p>DOORS/PEST CONTROL MEASURES:</p> <p>a. Doors to the exterior of the building should have automatic door closers or screen doors to prevent the entrance of insects and rodents (WAC 246-215-140).</p>	
	19.	<p>GARBAGE STORAGE:</p> <p>a. To prevent overflows and nuisances, garbage containers must be watertight, vermin proof, and covered. Appropriate frequency of garbage pickup must be arranged. (WAC 246-215-130)</p>	
	20.	<p>BARS AND TAVERNS:</p> <p>a. Bars and Taverns are required to have a sink compartment for disposing of liquid drink wastes in addition to sinks necessary for cleaning and sanitizing. (WAC 246-215-090(8)).</p> <p>b. The bar area must have a hand wash sink and a drink disposal sink (per approved plan)</p> <p>c. Bar dishwasher (indirectly drained) with two-compartment sink or three-compartment sink (per approved plan)</p>	
	21.	<p>BULK FOOD DISPENSING:</p> <p>a. Bulk food must be separated from chemicals and/or pet food by partitions, different aisles, or by horizontal separation.</p> <p>b. For horizontal separation, chemical or pet foods must be below bulk foods.</p> <p>c. Bulk food containers must be gravity dispensing units or display units with covers.</p> <p>d. Dispensing utensils must be present for each unit with a holder so that the handle of the scoop or tongs is held out of the food.</p> <p>e. The lowest access point of bulk food containers of ready-to-eat foods must be at least thirty inches above the floor. (WAC 246-215-170(1)(2)).</p>	
	22.	<p>NON-SMOKING IN PUBLIC PLACES</p> <p>a. If you operate a public place or place of employment, smoking is not allowed at your establishment effective December 8, 2005. If you see customers, staff, or visitors smoking, you or your staff must tell them not to smoke indoors. Smoking outside your establishment is prohibited within 25 feet of entrances and exits, windows that open, and ventilation intakes. Outside service areas, such as patio seating and "beer garden" locations fall under the 25-foot rule.</p> <p>b. A "No-Smoking" sign must be conspicuously posted at each entrance as well as in prominent locations in your establishment.</p>	

		<p>These signs are available at the Skamania County Community Development Department.</p> <p>c. The law prohibits employers from providing a smoking break room for employees. However, outdoor covered shelters are permissible. Local building and fire codes apply. Shelters can be covered but must be open on at least one side. Shelters must be 25 feet or more away from doors, windows and air intake vents.</p>	
--	--	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

If there is a significant change to the method of food preparation or style of service from the original plan review, you must notify the Community Development Department to obtain advanced approval of the proposed change.

FOR OFFICIAL USE ONLY

You are approved to open after the corrections noted above are accomplished.

You are NOT approved to open. After corrections noted above are accomplished, call (509) 427-3900 for a re-inspection.

Environmental Health Specialist

Date

Floor, Ceiling and Wall Finish Requirements Form

Finish Requirements: Fill out this chart and include all rooms or areas used for food preparation and food storage. Include restrooms. Example: kitchen, bar, dishwashing area, etc.

Floors, walls, and ceilings must be smooth, impervious, non-absorbent, and easily cleanable. Coved floor-wall junctures must be provided. Walls and ceilings must be light in color. **In all food prep/kitchen and dishwashing areas, bars, and wait stations, acoustical tile is NOT acceptable.** Inside of bar area must be smooth, non-absorbent and easily cleanable. Four-inch minimum required for baseboard coving.

Room or Food Area	Floors: Finish/Material	Coving	Walls: Color and Finish/Material	Ceilings: Color and Finish/Material
EXAMPLE: Restrooms	Ceramic Tile	Rubber Base 4"	White Fiberglass Reinforced Panels (FRP)	White Vinyl Clad Ceiling Tile
Kitchen/Food Preparation				
Restrooms				
Dry Storage				
Dishwashing Areas				
Waitress Station or Service Counter Area				
Walk-in Cooler/Freezer				
Other: Bar, meat cutting, or bakery area, etc. Please specify				

Floor Plan

Provide a floor plan drawing, to an approximate quarter-inch scale, of the proposed facility along with the following:

- a. Plumbing information
 - a. Location of sinks, including the hand washing sink(s), the food preparation sink(s) and the mop sink;
 - b. Location and type of drains;
 - c. Location of toilet(s) and number of fixtures; and
 - d. Location of garbage storage facilities and leachate drain location (if necessary)
- b. Equipment information (chart showing make and model of equipment)
 - a. Location and type of refrigeration and freezer equipment;
 - b. Location, size, and shelving design of walk-in units;
 - c. Location of ice making equipment and the indirect drain;
 - d. Location of cooking, reheating, and hot-holding equipment;
 - e. Location of dish washing machine and associated equipment; and
 - f. Location of three-compartment sink with drain board.
- c. Miscellaneous additional information:
 - a. Show location of employee lockers/shelves;
 - b. Show location of shelving for dry food storage.

SAMPLE – equipment placement list for floor plan

Item #	Item	Manufacturer	Model #	NSF* compliant
1	Ice Maker			
2	Coffee Maker			
3	Counter w/ Water & Ice Basin			
4	Employee Hand Sink			
5	Salad Bar			
6	Work Table S/S			
7	Refrigerated prep Unit			
8	Reach in Freezer			
9	Exhaust Hood (Type I)			
10	Convection Oven/Stand			
11	6 Burner Range/Oven			
12	Grill			
13	Fryer Dump Station S/S			
14	Deep Fat Fryer			
15	Dirty Dish Table S/S			
16	Scrap Sink w/pre-rinse & Garbage Disposal			
17	High Temp Dishwasher			
18	Vapor Hood (Type II)			
19	Clean Dish Table S/S			
20	3-Compartment Pot Sink			
21	Storage Shelving			
22	Worktable S/S			
23	Food Prep S/S			
24	Worktables S/S			
25	Reach in Freezer			
26	Refrigerated Prep Unit			
27	Walk in Cooler			
28	Walk in Cooler Shelving S/S			
29	Employee Lockers			
30	Mop Sink			
31	Water Heater			
32	Garbage Dumpster			

*NSF: National Sanitation Foundation

Sample Floor Plan

