



Initial		Item	Description	Office Use Only
	1	Application	Provide a complete application. Include a copy of your business license.	
	2	Menu	Provide a detailed menu of all of the food and beverages you will be serving.	
	3	Floor Plan	Provide a floor plan of the entire facility. Show locations of equipment, sinks, and restrooms.	
	4	Equipment List	Provide make and model number for all equipment.	
	5	Finish Schedule	Provide the materials used for all floors, walls, and ceilings.	
	6	Soda Fountain	Provide the type of back flow prevention device if applicable.	
	7	Sinks	Food preparation sinks, hand washing sinks, 3-compartment sink, and mop sink are adequate in number and location.	
	8	Dishwashing	Label 3-compartment sink on floor plan. Provide information about dishwashing machine if applicable.	
	9	Exhaust Hoods and Fans	Exhaust hoods and fans are installed and inspected by the Fire Marshal	
	10	Lighting	Lighting in applicable areas is adequate and shielded from breakage.	
	11	Garbage	Refuse area can accommodate waste from the entire facility, and is properly constructed.	
	12	Restrooms	Restrooms are provided for employees and labeled on floor plan. Restrooms are provided for customers if applicable.	
	13	Payment	Payment must be received before a permit will be issued.	

I understand that I cannot open this food establishment until I have received written approval from this program, obtained all annual operating permits, and have been inspected and approved by all applicable city, county, and state agencies.

Signature _____ Date _____

Revised: 3/27/17 **This form may be scanned and available for public view on the Mason County Web site.**



FOOD ESTABLISHMENT PLAN REVIEW REQUIREMENTS

Introduction

The following information is to be used by food establishment owners who are either opening a new establishment or doing major renovations to their current establishment. These are some of the basic requirements, and a full list of regulations can be found in the Washington State Administrative Code (WAC) 246-215, which is adopted by Mason County Community Services. Please read and review all of the items listed below. Strongly consider the menu and flow of food when designing the layout of the establishment. Types of food, preparation steps, and service style will determine what equipment is required and where it should be located.

Please use the checklist provided above to complete the plan review application. Initial next to each completed item that applies to your establishment, and mark "N/A" next to the items that do not apply. Submit completed Food Establishment Permit Application, plan review checklist, and interior finish schedule.

Proposed Menu

Be as specific as possible. Include all menus that are used, including drink menus. If serving raw or undercooked animal foods, provide an example of the consumer advisory required for these foods.



Manufacturers Specification Sheets

All equipment is to be easily cleanable and in good repair. All stationary floor and counter mounted equipment that is not easily movable is to be installed in a manner that allows easy cleaning beneath and behind the equipment. This requires 6 inch legs on floor mounted equipment. Equipment must meet food safety standards.

Post-Mix Soda Fountain

Such fountains are to have a reduced pressure (RP) backflow prevention device installed on the waterline to the carbonator. RP backflow prevention devices are to be located as close as possible to the pump-carbonator setup in a location easily accessible for testing and maintenance.

Food Preparation Sinks

Food establishments must have a designated food preparation sink in the processing of any food requires placement in a sink. The sink must be constructed to be easily cleanable. It is highly recommended that one sink be installed for use with only animal meats and that a second sink be installed for use with only ready to eat foods such as produce. These sinks must have an indirect floor drain connection.





Hand Washing Sinks

These sinks must be present and easily accessible in each food preparation area, food cooking area, food dispensing area, and service area. Hand washing sinks must be separate from other sinks and may not be used for any other purpose other than hand washing. These sinks must be stocked with soap and paper towels. Install splash guards when these sinks are installed near food preparation surfaces and food sinks.

Dishwashing Requirements

A 3-compartment sink is required. The size of the compartments of the 3-compartment sink must be large enough to accommodate the largest utensil or piece of equipment used in the establishment. A commercial dishwashing machine may also be added in addition to the required 3-compartment sink. Clean dishware must be air-dried on a clean drain board or wire rack shelving. High temperature machines that sanitize by means of hot water must achieve a temperature of 160°F. Low temperature machines that sanitize by means of chemical injection must provide a concentration of chemical sanitizer as specified under the Washington Administrative Code (WAC) 246-215, 04656.

Mop Sink

At least one service sink with a floor drain must be provided and conveniently located for the cleaning of mops and disposal of mop water. Any hose bib or faucet requires the installation of a vacuum breaker.

Exhaust Hoods & Fans

Cooking equipment hoods, if required by the Building Department or the Fire Marshal, are to be designed to prevent grease and condensation from collecting on walls and ceilings, and from dripping into food or food contact surfaces.



Lighting

Adequate shielded or shatter proof lighting shall be provided in the kitchen, food preparation areas, food storage areas, food equipment storage areas, dishwashing, and bar areas.

Garbage Area

Provide a hard, cleanable, sloped-to-drain surface under all outside garbage cans, grease cans, and dumpsters. These refuse containers are to be non-absorbent, covered and of sufficient size to handle the entire restaurant's waste.

Bathroom Requirements

Restrooms must be located within 200 feet and accessible to employees at all times. If seating is provided for on-premises consumption of food, restrooms must be provided for patron use. Hand washing stations must be located in or immediately adjacent to restrooms. Soap and paper towels or hand drying devices are also required.



Finish Schedule

All surfaces that may come into contact with food must be smooth and easily cleanable. They must also be durable, corrosion-resistant, and nonabsorbent. Recommended materials are as followed:

Flooring- Quarry tile, poured seamless epoxy, solid sheet flooring, and sheet vinyl

Walls- Fiberglass Reinforced Panels (FRP), ceramic tile, and stainless steel

Ceilings- Dropped ceiling tile, dry wall

Food Contact Surfaces- Stainless steel, FRP, granite/marble, and plastic laminate.

Use the following chart to indicate all interior finishes (quarry tile, stainless steel, smooth FRP, etc.)

	Floors	Walls	Ceilings	Food Contact Surfaces
Kitchen				
Bar				
Dishwashing Area				
Walk-in Refrigerators and Freezers				
Restrooms				
Storage Rooms				