

Facility name _____

To begin the process of changing ownership of an existing food service establishment, you must submit all the items on this list below. Incomplete submittals will not be accepted.

✓	ITEM	DESCRIPTION	Office Intake Use Only
1	General Plan Review Application	Provide completed general plan review application.	
2	Conditional Operating Permit Application	Provide completed conditional operating permit application.	
3	Copy of Menu	Provide a detailed menu of all the food and beverages you will be serving or a list of food and beverages you will be selling. Include condiments, iced beverages and baked goods. Be sure to include menu specials and seasonal items. Only food and beverages listed may be served. All breakfast, dinner, lunch, bar/lounge, happy hour, kids, catering, and online menus must be submitted.	
4	Photo of 3-compartment sink	Provide a picture of the 3-compartment sink for washing dishes. A 3-compartment sink is a minimum equipment requirement for washing, rinsing, and sanitizing dishes. An automatic dishwasher is not an adequate replacement for a 3-compartment sink. Some older facilities may not be equipped with a 3-compartment sink. In the case that no 3-compartment sink is present, you will be unable to apply for a Conditional Operating Permit, and instead be required to apply for plan review to receive approval to install a 3-compartment sink. Once approval is received, and the installation of the sink is completed, a pre-operational inspection will be conducted. Upon passing the pre-operational inspection, you may obtain an operating permit.	
5	Commissary Agreement Letter (If applicable)	For mobile units and food stand concessions, provide a complete commissary agreement letter with a food service establishment permitted in Snohomish County. Hours of operation of the commissary must be the same as the mobile/food stand's hours of operation, or the operator of the mobile/food stand and his/her employees must have keyed access to the commissary.	
6	Restroom Agreement Letter (If applicable)	For mobile units and food stand concessions, provide a complete restroom agreement letter. Restrooms must be located in a commercial building accessible to the public within 200 feet of the sale site, and be connected to water and sewer or an approved septic system. Does not apply to mobile units with sale sites less than one hour.	
7	Fee	Include application fee.	