



This plan review guide is designed to help you through the plan review process for opening a new food service establishment in a new or existing building. You will find the following resources in this guide:

1. The 4-Step Plan Review Process
2. Minimum Equipment & Facility Requirements
3. Fee Schedule
4. Agency Resource List

Before you apply:

- Contact your local building and planning departments for additional requirements. (Common contacts are provided in the Agency Resource List included in this packet.) Inquire about any grease trap requirements.
- Get your Washington State Business License. You can apply online at www.bls.dor.wa.gov.
- Obtain water and sewer/septic approval. If the facility will be connected to an on-site septic system, please visit www.snohd.org/Septic/Septic-Permits.
- Review Minimum Requirements
- Make an appointment for a consultation (recommended)
- *For Mobiles:* Contact Washington State Department of Motor Vehicles (DMV). All mobile food trucks or trailers must be currently licensed as a truck or trailer by the Washington State DMV. If a trailer is used, proof of ownership of a tow vehicle to move the trailer is also required.
- *For Mobiles:* Contact Washington State Department of Labor & Industries (L&I). All mobile food trucks or trailers must pass inspection and be approved by the Washington State L&I for electric, structural, and mechanical correctness. Call 360.902.5221 to receive all necessary paperwork required for L&I approval.

STEP 1

Submit plans.

All items listed on the [Food Establishment Plan Review Checklist](#), including the nonrefundable [plan review fee](#) must be submitted to Snohomish Health District (SHD). Applications will not be accepted unless all items on the checklist are complete and submitted together.

We accept applications in person Monday through Friday from 8 a.m. to 5 p.m. or by mail to Snohomish Health District, Attn: Food Section Plan Review, 3020 Rucker Ave, Suite 104, Everett, WA 98201-3900.

STEP 2

Wait for approval letter.

Our goal is to send you a response letter within **30 days**, informing you that either that the project is approved and meets state and local codes, or that additional information or changes are needed before approval can be given. A copy of the approval letter will be sent to all applicable agencies, such as the Building Department, Washington State Liquor Control Board, and Labor and Industries.

To avoid costly mistakes, do not purchase equipment or begin construction until you have SHD written approval.

STEP 3

Pass inspection.

Once your project is complete, contact the Environmental Health Division to schedule a pre-operational inspection, which will allow SHD to verify that the establishment meets all state and local codes and matches the approved plans. For mobiles, the pre-operational inspection will take place at SHD.

Review the [Pre-operational Checklist](#) to see if you are ready for inspection. Schedule at least 7 days in advance. Charged reinspection may be necessary.

STEP 4

Pay for permit.

Once you have passed the pre-operational inspection, submit the Annual Operating Permit Application (available at snohd.org) and fee, and reinspection fees if applicable. A facility may be required to obtain multiple permits.

Once you have received approval from all other applicable agencies, such as local building inspection and/or fire marshal inspection, you are approved to operate your food business. Operating permits expire December 31 of each year.

Sinks

Handwashing sinks. Required in all food preparation, food service and warewashing areas.

- Handsinks must remain accessible, within the line of sight and 20 feet of all areas where food or beverages are handled, prepared or served, and in warewashing areas.
- This may require more than one handsink per food service area. Handsinks must be equipped with mixing faucets or combination faucet, hand soap and paper towels.
- The minimum hot water temperature allowed at all handsinks is 100 F at the tap through a mixing valve. Ideally, the hot water should be 100-120 F. Self-closing or metering faucets shall provide a flow of water for at least 15 seconds.



Dishwashing sinks. Required in all food service establishment, except for limited grocery stores where all items are pre-packaged. Drainboards should be provided on both sides with raised edges. Each compartment must have rounded corners and must be large enough to accommodate the largest utensil or equipment used in the establishment.



An automatic dishwasher does not replace the requirement for a 3-compartment sink.

Vegetable/fruit preparation sink. Required if there is rinsing, washing, or draining of canned fruit or vegetables. The sink must be stainless steel, have rounded corner basins, raised edges, indirectly plumbed with an air gap, and have at least one integral drainboard.



Meat preparation sink. Required if there is rinsing or thawing under running water of raw meat, poultry, or seafood. The sink must be stainless steel, have rounded corners, raised edges, indirectly plumbed with an air gap, and have at least one integral drainboard. Be aware that a double-basin prep sink cannot be used as both a vegetable and meat prep sink.

Dump sink. Required in bars or taverns in close proximity to the 3-compartment sink or warewashing machine in the beverage service area. A handwash sink may not be used as a dump sink.

Mop sink. Required in all food service establishments. A mop sink (or service sink or janitorial sink) must provide hot and cold water, and be equipped with a vacuum breaker if a hose will be attached to the faucet.



Restrooms

Employee restrooms. Employee restrooms are required. Employees may use the same restrooms provided to the public as long as they are located within 200 feet.

Public restrooms. Public restrooms are required with any on-premise consumption of food and beverages. Public restrooms must be conveniently located, available during all hours of operation, and accessible without going through areas of food preparation, food storage, or warewashing.

Refrigeration

Capacity & Cooling. The refrigeration requirements for storing and cooling foods is dependent on menu and number of seats provided for customers.

- 0-12 customer seating capacity: No less than 2 stainless steel doors of commercial, upright refrigeration.
- 13-50 customer seating capacity: No less than 4 stainless steel doors of commercial, upright refrigeration.
- 51+ customer seating capacity: No less than 6 stainless steel doors of commercial, upright refrigeration.

Certain menus may require more refrigeration, as determined by SHD. For each additional door of refrigeration, above the determined minimum, facility may cool 4 full size hotel pans, depending on hazard class. A 6x6 walk-in refrigerator or blast chiller would allow for unlimited cooling. An upright refrigerator is approximately 25 cubic feet. Prep refrigerators, glass door refrigerators, or freezers do not apply toward minimum refrigeration.

Prep (sandwich) refrigerator. Required if the menu includes make-to-order items, such as sandwiches, salads, hamburgers, or tacos.

Freezers. Freezers are optional, menu dependent, and do not take the place of the required minimum amount of food storage refrigeration.

Ventilation (hood system)

Ventilation must be adequate so that all areas are kept reasonably free from excessive heat, steam, condensation, vapors, fumes or objectionable odors.

Exhaust hoods must be designed to prevent grease or condensate from dripping into the food and the filters or baffles must be readily removed for cleaning.

Contact the local building department for specifications and/or if a hood system is required for the type of food preparation activities that will occur on site.

Commercial Equipment

All equipment shall be listed by the National Sanitation Foundation (NSF) or equivalent for its intended use.



PE #	TITLE	FEE	DESCRIPTION
	FOOD SERVICE ESTABLISHMENT PERMIT FEES		Permits expire annually on the last day of the month that is 12 full months after date of initial permit issuance. Permits are non-transferable. Change of ownership requires, at a minimum, payment of annual operating permit fee and plan review fee. Additional permits may be prorated to correspond with existing permit expiration dates for each facility.
5635	LATE CHARGE FOR RENEWAL OF ANNUAL PERMITS	\$300.00	Additional charge if annual permit renewal fee has not been received by the Health District by 5 p.m. on the last business day that the permit is valid.
	Expedited Review Fee Varies by Application Type	Varies	Additional fee equal to 50% of the standard application review fee. Available for the following submittals: Food Safety Program: Limited Grocery Plan Review, General Plan Review, and Multiple Permit Facility Plan Review. May apply to additional Environmental Health fees as approved by the division director on a case-by-case basis
BAKERY			
5630	Establishments Selling Baked Goods ONLY	\$385.00	Annual Permit Fee
BED AND BREAKFASTS			
56AI	Bed and Breakfast	\$385.00	Annual Permit Fee
CAMPGROUNDS / PARKS – FOOD SERVICE			
5629	a) Food Service - All Year (Valid June 1 through May 31) b) Food Service - Seasonal (No more than six consecutive months)	** \$401.00	**USE GENERAL FOOD FEES Seasonal Permit Fee
CATERER (All Caterers Will Be Permitted Separately)			
5632	a) Low Risk	\$385.00	Annual Permit Fees
5633	b) Medium Risk	\$580.00	
5634	c) High Risk	\$797.00	
CATERING ENDORSEMENT			
5643	For Permitted Food Service Establishments That ALSO Offer Catering Services.	\$195.00	Annual Permit Fee (In Addition to General Food Fee)

Environmental Health Division

3020 Rucker Avenue, Suite 104 ■ Everett, WA 98201-3900 ■ fax: 425.339.5254 ■ tel: 425.339.5250

FOOD SERVICE ESTABLISHMENT PERMIT FEES			
	<u>GENERAL FOOD</u> Includes but not limited to restaurant (with or without lounge), concession stand, mobile food vehicle, food stand concession, commissary, bakery, caterer, grocery with multiple permits, limited grocery with or without food prep, private club, retail meat dealer, retail fish dealer, tavern with or without food prep, year round campground/park food service. Additional onsite sewage system review fee and catering endorsement fee may apply.		
5631	LOW RISK PERMIT (All Low Risk Food Service Establishments)	\$385.00	Annual Permit Fee
5645	0 – 50 SEATS: a) Medium Risk	\$580.00	Annual Permit Fees
5647	b) High Risk	\$797.00	
5621	51 – 150 SEATS: a) Medium Risk	\$665.00	Annual Permit Fees
5622	b) High Risk	\$918.00	
5649	OVER 151 SEATS: a) Medium Risk	\$728.00	Annual Permit Fees
5651	b) High Risk	\$992.00	
FOOD SERVICE OPERATING WITHOUT A PERMIT			
5636	Double Prescribed Permit Fee	**	**Double Permit Fee
FOOD SERVICE WITH ONSITE SEWAGE DISPOSAL REVIEW			
5438	Review	\$195.00	Fee Charged at time of annual Food Service Permit Fee, Food Service Establishment Plan Review Submittal or with Change of Ownership.
FOOD WORKER CARDS			
5658	a) 2-Year Initial or 3-Year Renewal	\$10.00	
5660	b) Replacement For Lost Card	\$10.00	
MANAGER COURSES – No Longer Offering With Changes to WAC 246-215			
	a) Manager Self-Inspection Program Establishment Fee Credit. **For qualified food establishments with certified managers, up to 25% of the prior year's annual establishment permit fee will be credited to the establishment upon completion of the current year's inspection program per SHD procedures.	**	
MOBILE FOOD VEHICLE (All Mobile Food Vehicles Will Be Permitted Separately)			
5646	a) Low Risk	\$385.00	Annual Permit Fee
5648	b) Medium Risk	\$580.00	Annual Permit Fee
5650	c) High Risk	\$797.00	Annual Permit Fee

PLAN REVIEWS			
5670	a) Limited Grocery / Tap Room / Tasting Room	\$195.00	Plan Review & Pre-Operation Inspection Fee
56AJ	b) Limited Grocery / Tap Room / Tasting Room - Expedited Review Fee	\$292.50	Expedited Plan Review & Pre-Operation Inspection Fee
5672	c) General Plan Review	\$740.00	Plan Review & Pre-Operation Inspection Fee
5675	d) Multiple Permit Facility (Additional Permits)	\$195.00	Each Additional Permit
56AK	e) General Plan Review – Expedited Review Fee	\$1110.00	Expedited Plan Review & Pre-Operation Inspection Fee
5678	f) Food Stand Concession, Mobile Food Vehicle	\$464.00	Plan Review & Pre-Operation Inspection Fee
5642	g) Change of Ownership	\$390.00	Charged With the addition or subtraction of Owner Name or Change in UBI Number.
56AM	h) Variance without Hazard Critical Control Point (HACCP) Review	\$195.00	
5683	i) Variance with Hazard Analysis Critical Control Point (HACCP) Review (When Required by WAC for Menu Items)	\$390.00	Plus Lab Fees
5685	j) Remodel / Plan Revision	\$195.00	For Alteration to Existing Establishment or Revision of Approved Plan. Includes Pre-Operation Inspection
5677	k) Plan Review Consultation (On and/or Offsite)	\$195.00	
56AN	l) Mobile Approval by Reciprocity Processing Fee	\$195.00	
REINSPECTION AND REINSTATEMENT FEES			
5688	a) Office Conference per III.B.3, Enforcement Procedures (Includes Reinspection)	\$327.00	Reinspection and Office Conference Fee
5689	b) Reinspection after first Preoccupancy Inspection	\$195.00	Reinspection Fee After First Preoccupancy Inspection
5690	c) Reinstatement Following Closure by Health Officer's Order	\$390.00	Reinstatement Fee
5692	d) Food Service Establishment Reinspection	\$195.00	Reinspection Fee. Applies to All Permitted Food Service Operations.
SCHOOL – FOOD SERVICE			
5637	a) Central Kitchen, No Direct Food Service (Valid Sept 1 through Aug 31)	\$612.00	Annual Permit Fee
5638	b) Satellite Kitchen With Food Service (Valid Sept 1 through Aug 31)	\$390.00	Annual Permit Fee
5639	c) School Kitchen With Food Service (Valid Sept 1 through Aug 31)	\$464.00	Annual Permit Fee
			New Permits May Be Prorated To Correspond With Existing Permit Expiration Dates.

SCHOOL / YOUTH ACTIVITY CONCESSION STAND			
5641	a) Low Risk	\$148.00	Annual Permit Fee
5640	b) Medium Risk	\$243.00	Annual Permit Fee
5653	c) High Risk	\$348.00	Annual Permit Fee
TEMPORARY FOOD SERVICES			
5600	<u>LATE FEE CHARGE TEMPORARY FOOD SERVICES</u> Non-refundable fee charged if the application is not received in the Environmental Health Division office fourteen (14) days before the event.	\$56.00	Late Charge Fee
5699	<u>OPERATING WITHOUT A PERMIT</u> Temporary Food Services Operating Without a Permit	**	**Double Permit Fee
	<u>LOW RISK</u>		
5667	a) Single Event	\$69.00	Event Permit Fee
5669	b) Recurring Event - Must Meet WAC 246-215-01115	\$158.00	Annual Permit Fee
56RA	c) Recurring Low Risk – Additional Location	\$121.00	Annual Permit Fee
	<u>MEDIUM RISK</u>		
5655	a) Single Event	\$95.00	Event Permit Fee
5657	b) Recurring Event - Must Meet WAC 246-215-01115	\$243.00	Annual Permit Fee
5659	c) Recurring Medium Risk – Additional Location	\$121.00	Annual Permit Fee
	<u>HIGH RISK</u>		
5661	a) Single Event	\$211.00	Event Permit Fee
5663	b) Recurring Event - Must Meet WAC 246-215-01115	\$570.00	Annual Permit Fee
5666	c) Recurring High Risk – Additional Location	\$121.00	Annual Permit Fee
56AO	<u>BLANKET EVENT PERMIT</u>	\$540.00	Judged Cooking Events
	<u>FOOD DEMONSTRATOR PERMIT</u> (Non-Potentially Hazardous Foods Only)		
5671	a) Single Event	\$53.00	Event Permit Fee
5673	b) Recurring Event - Must Meet WAC 246-215-01115	\$106.00	Annual Permit Fee
56EP	<u>EXEMPT FROM PERMIT</u>	\$47.00	Only Processing Fee Required
VENDING MACHINES			
5652	With Potentially Hazardous Foods – Risk Level – Low	\$195.00	Annual Permit Fee

ENVIRONMENTAL HEALTH DIVISION / Miscellaneous Fees

	<u>APPEAL PROCEDURE</u>		
	Fee also applies to appeals to Health District enforcement of RCW 70.160, entitled <i>Presumptively Reasonable Distance</i> .		
9519	a) Step One	NO FEE	Except for Illegal Drug Manufacturing or Storage Sites.
9520	b) Step Two	\$1266.00	Fee Refundable if Appellant Prevails in Step Two Decision.
9512	<u>HOURLY CHARGE</u> For Project/Permit/Enforcement Investigations & Reviews.	\$195.00	Per Hour
	<u>MISCELLANEOUS PERMIT FEE</u>		
9510	a) The Health Officer is authorized to establish fees on an individual basis for any Environmental Health Division operations which do not precisely conform to any of the defined categories. Such fees to be determined by the Health Officer to be the closest related fee or \$195.00 per hour .		
	b) Post emergency waiver of Clearance and Repair fees for qualified damaged structures.		

ENVIRONMENTAL HEALTH DIVISION / Miscellaneous Fees - *Continued*

	<u>RECORD RETRIEVAL</u>		
9513	a) Duplicating	\$0.15	(Fee Set by RCW) Per Page
9514	b) Color Copies	\$0.26	Per Page
9518	c) Other (Oversized Doc, Postage, etc)	Varies	
9525	<u>REFUND PROCESSING FEE</u>	\$30.00	May Be Waived Upon Approval By Director.
9524	<u>SERVICE CHARGE</u>	\$30.00	Returned Check (Bank Service Charge)

Snohomish Health District

3020 Rucker Ave, Suite 104, Everett WA 98201-3900

Water & Wastewater Section, on-site sewage review 425.339.5250
Water & Wastewater, water/well review 425.339.5250
Food Safety Section, reviews for food establishments and school kitchens 425.339.5250

Washington State Department of Health (DOH)

Retail Food Code 877.485.7316 or 360.236.3385

Washington State Department of Agriculture (WSDA)

Wholesale licensing, cottage industry 360.902.1876

United States Department of Agriculture (USDA)

Wholesale licensing, meat/poultry 888.674.6854

Federal Food & Drug Administration (FDA)

Wholesale licensing, processed food 888.463.6332

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

Unified Business Identifier (UBI) number, retail sales, business and occupation tax
 19800 North Creek Parkway, Bothell 98011 425.984.6400

Department of Labor & Industries

Industrial insurance and medical aid, safety inspections & compliance, mobile food unit approvals
 525 E College Way, Mt Vernon 98273
 Electrical permits 360.416.3000
 Safety inspection 360.416.3000

Employment Security Department

Unemployment insurance
 1301 Tacoma Ave S, Tacoma 98402 253.593.7300

Internal Revenue Service

Federal unemployment tax, social security, and federal excise tax
 Rucker Building
 3020 Rucker Ave Suite 301, Everett WA 98201
 Toll-free 800.829.1040

Washington State Liquor Control Board

State Office, 3000 Pacific Ave SE, Olympia 98504
 Liquor licenses 360.753.6259
<http://liq.wa.gov>

Office of Secretary of State, Corporation Division

Registration of firm or corporate name
 Republic Building
 801 Capitol Way S, Olympia 98501 360.725.0377

Washington State Department of Licensing

Statewide business license information, trade name registration
 PO Box 9030, Olympia 98507 360.902.3900

Snohomish County Assessor

Parcel number information
 3000 Rockefeller Ave, M/S 510; Everett 98201 425.388.3433

Snohomish County Treasurer

Personal tax information
 3000 Rockefeller Ave, M/S 501; Everett 98201-4060 425.388.3366

Snohomish County Auditor

Unincorporated Snohomish County business licenses
 3000 Rockefeller Ave, Everett 98201 425.388.3388

Recycling & Garbage Service

Verify service for a particular city or area of Snohomish County with the specific service provider.

Waste Management Snohomish County1 800.592.9995
 Arlington, Brier, Darrington, Everett (South of 112th St SE), Granite Falls, Lynnwood (East of Hwy 99), Marysville, Mill Creek, Mountlake Terrace, Mukilteo, Stanwood, Unincorporated Snohomish County

[Rubatino Refuse Removal Inc.](#) 425.259.0044
 Everett

[Republic Services of Lynnwood, Allied Waste Division](#) 425.778.6508
 Edmonds, Gold Bar, Lake Stevens, Lynnwood, Woodway, Sultan, Unincorporated Snohomish County

Waste Oil Companies

This list is provided for informational purposes only and for the convenience of the user. This should not be taken as an endorsement by the Snohomish Health District. This is not a complete list of contractors available for services. Find more contractors in the Yellow Pages or similar references. This list may be amended at any time.

[Baker Commodities](#)
 5795 South 130th Pl, Seattle 98178 206.243.7387, 800.562.5058

[Darling International](#)
 2041 Marc Ave, Tacoma 98421 253.572.3922, 800.524.2410

[General Biodiesel](#)

6333 1st Ave S, Seattle 98108

206.932.1600

[Standard Biofuels](#)

Multiple Puget Sound locations

<http://www.generalbiodiesel.com>

888.872.9968

Additional waste oil company information may be found at the following Seattle Public Utilities website

[Seattle Public Utilities](#)

Sewer & Water Districts

Contact for sewer connections, grease traps/vaults/interceptors, and water connections.

[Alderwood Water & Wastewater District](#)

3626 156th SW, Lynnwood WA 98087

425.743.4605

[City of Brier \(Sewer District\)](#)

2901 228th St SW, Brier 98036

425.775.5440

[City of Edmonds \(Water and Sewer District\)](#)

7110 210th St SW, Edmonds 98026

425.771.0235

[City of Everett \(Water and Sewer District\)](#)

3200 Cedar, Everett 98201

360.257.8800

[City of Granite Falls \(Water and Sewer District\)](#)

PO Box 1440 (206 Granite Ave) Granite Falls 98252

360.691.6441

[City of Lynnwood \(Water and Sewer District\)](#)

PO Box 5008 (19100 44th Ave W 98036) Lynnwood 98046

425.775.1971

[City of Marysville \(Water and Sewer District\)](#)

80 Columbia St, Marysville 98270

360.363.8100

[City of Monroe \(Water and Sewer District\)](#)

806 West Main, Monroe 98272

360.794.7400

[City of Mountlake Terrace \(Water and Sewer District\)](#)

PO Box 72 (23204 58th Ave W) Mountlake Terrace 98043

425.670.8264

[City of Snohomish City Utilities](#)

116 Union Ave, Snohomish 98290

360.568.3115

[City of Stanwood Public Works](#)

10220 Union Ave NW, Stanwood 98292

360.629.2181

[City of Sultan \(Water and Sewer District\)](#)

PO Box 1199 (319 Main St) Sultan 98294

360.793.2231

Agency Resource List

Cross Valley Water District 8802 180 th SE, Snohomish WA 98296	360.668.6766
Lake Stevens Sewer District 1106 Vernon Rd. Ste A, Lake Stevens 98258	425.334.8588
Mukilteo Water and Wastewater District PO Box 260 (7824 Mukilteo Speedway) Mukilteo 98275	425.355.3355
Olympic View Water and Wastewater District 23725 Edmonds Way, Edmonds 98026	425.774.7769
Seven Lakes Water Association (Lake Goodwin area) 17507 W Lake Goodwin Rd, Stanwood 98292	360.652.8192
Silver Lake Water and Sewer District PO Box 13888 (15205 41 st Ave SE Bothell, 98012) Mill Creek 98082	360.793.1101

Cities/Snohomish County

Contact for zoning, building/plumbing permits, fire codes, occupancy requirements, other building requirements and local business licenses.

Arlington 238 N Olympic, Arlington 98223	360.403.3421
Bothell 18305 101st Ave NE, Bothell 98011	425.486.3256
Brier 2901 228th St SW, Brier 98036	425.775.5440
Darrington PO Box 397 (1005 Cascade St) Darrington 98241	360.436.1131
Edmonds 121 5th Ave N, Edmonds 98020	425.775.2525
Everett 2930 Wetmore, Everett 98201	425.257.8700
Gold Bar 201 Center St W, Eatonville 98328	360.832.3361
Granite Falls 107 5 th St, Gold Bar 98251	360.793.1101

Agency Resource List

<u>Index</u> PO Box 88 (511 Ave A) Index 98256	360.793.2488
<u>Lake Stevens</u> Po Box 257 (1812 Main St) Lake Stevens 98258	425.334.1012
<u>Lynnwood</u> PO Box 5008 (19100 - 44th Ave W) Lynnwood 98046-5008	425.670.5000
<u>Marysville</u> 1049 State Ave, Marysville 98270	360.363.8000
<u>Mill Creek</u> 15728 Main St, Mill Creek 98012	425.745.1891
<u>Monroe</u> 806 W Main St, Monroe 98272	360.794.7400
<u>Mountlake Terrace</u> PO Box 72 (6100 219th St SW Suite 200) Mountlake Terrace 98043	425.775.0420
<u>Mukilteo</u> 11930 Cyrus Way, Mukilteo 98275	425.263.8000
<u>Snohomish</u> 116 Union Ave, Snohomish 98290	360.568.3115
<u>Snohomish County Planning and Development</u> 3000 Rockefeller Ave, M/S 604, Everett 98201	425.388.3311
<u>Stanwood</u> 10220 270th St NW, Stanwood 98292	360.629.2181
<u>Sultan</u> PO Box 1199 (319 Main St, Suite 200) Sultan 98294	360.793.2231
<u>Woodway</u> 23920 - 113th Pl W, Woodway 98020	253.299.5530