

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. Plan review fees are non-refundable.

✓		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	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.	
	5	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.	
	6	Fee	Include application fee.	

General Food Plan Review Application

Application must be completed <u>in full</u> and submitted <u>with fee(s)</u> and the items listed for processing:				
Reviewed by:			PA Initials:	
TYPE OF PLAN REVIEW (Check applicable box)				
	\$815 (PE 5672) General Food Plan Review	New food service establishment plan review and pre-operational inspection fee		
	\$1225 (PE 56AK) Expedited General Food Plan Review	Expedited New food service establishment plan review and pre- operational inspection fee		
	\$205 (PE 5670) Tap Room / Tasting Room Plan Review	New tap room / tasting room plan review and pre-operational inspection fee		
	\$305 (PE 56AJ) Expedited Tap Room / Tasting Room Plan Review	Expedited tap room / tasting room plan review and pre-operational inspection fee.		
	\$815 Multiple Permit Facility General Plan Review base fee plus \$205 for each additional permit (PE 5672 & PE 5675)	New multiple permit food service establishment. New food service establishment with multiple permits (I.e., deli, meat/fish, etc.). Fee includes plan review and pre-operational inspection.		
	\$1225 Expedited Multiple Permit Facility General Plan Review plus \$205 for each additional permit (PE 5672 & PE 5675)	Expedited new food service establishment with multiple permits (I.e., deli, meat/fish, etc.). Fee includes plan review and pre-operational inspection.		
	\$410 (PE 5642) Change of Ownership	Change of ownership includes conditional operating permit (valid for 90 days) and inspection.		
	\$205 (PE 5685) Alteration to Existing Establishment/Approved Plan	Alteration to currently permitted food service establishment or revision of approved plan. Includes plan review and pre-operational inspection.		
	\$205 (PE 5677) Consultation Fee	Plan review consultation (on or offsite)		
	\$2000 (PE 5683) HACCP Review (with or without variance)	Hazard Analysis Critical Control Point (HACCP) plan review with or without a variance – when required by WAC for food proposed food preparation steps. Includes plan review and pre-operational inspection.		
	\$205 (PE 56AM) Variance Request without HACCP Review	Variance request without HACCP Plan review. Includes plan review and pre-operational inspection.		
ESTABLISHMENT INFORMATION			ESTABLISHMENT MAILING ADDRESS	
Establishment Name:			Name:	
Site Address:			Mailing Address:	
City:	ZIP:	City:	State:	ZIP:
OWNER INFORMATION				
Name:			Phone:	
Address:			E-mail Address:	
City:	State:		Zip:	
CONTACT INFORMATION (if different than owner)				
Name:			Phone:	
Address:			E-mail Address:	
City:	State:		Zip:	
<p><i>Review is based upon requirements of WAC 246-215; Rules & Regulations of the State Board of Health for Food Service Sanitation. Other agency approvals required prior to permitting with SHD may include county or city Planning, Building, Plumbing and Fire Departments, Water and Sewer Utilities.</i></p> <p><i>Signature of the owner or appointed contact person affirms the accuracy of the information provided in this application and that the permitted facility will be operated in compliance with the rules of the Washington State Retail Food Code.</i></p>				
Signature:			Date:	
Print Name:				

Change of Ownership/Conditional Operating Permit

Copy given (initial):		Date:	
Date of ownership change:			
Former establishment name (if changing):			
Previous owner's name:			
Is facility currently open?	Yes	No	If no, you must submit as a New Establishment and must remain closed.
Copy of menu submitted:"	Yes	No	If no, see statement below, completed and signed agreements must be submitted to Snohomish Health District.
Will there be changes to kitchen and/or equipment?			Yes No
If yes, briefly describe changes:			
Please initial each statement below indicating you have read and understand them:			
	I understand this document constitutes as a <i>Conditional Operating Permit</i> which may be revoked by Snohomish Health District at any time without prior notification. The permit will expire after 90 days.		
	I understand I must provide a completed and signed Commissary and Restroom Agreement to Snohomish Health District immediately upon request and must have copies available onsite (If applicable).		
	I understand my facility will be inspected by Snohomish Health District within 30 days. I understand that a fee(s) will be charged if additional inspections are required.		
	I understand that changes and/or improvements may be required.		
	I understand that all changes and/or improvements must be completed by the compliance date listed during my inspection.		
	I understand that my facility may be closed if changes and/or improvements are not completed by the date listed during my inspection or the <i>Conditional Operating Permit</i> expires.		
	I understand that I may need to make changes that were not required of the previous owner.		
	I understand that all changes to menu, equipment, and the building must be pre-approved in writing by Snohomish Health District.		
	I understand that I may be required to submit a remodel/plan revision plan review which has additional fees.		
Print first and last name:			
Owner/responsible party signature:			Date:
<i>Signature of the owner or an officer of the legal ownership affirms the accuracy of the information provided in this application and that the permitted facility will be operated in compliance with the rules of the Washington State Food Code.</i>			

\\snohomish.lan\shd\EH\OfficeAssistants\MASTERS\FOOD\OWNER_CHANGE_72621t

Environmental Health Division

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

Provide copies of your menus. 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. Submit copies of all breakfast, dinner, lunch, bar/lounge, happy hour, kids, catering, and online 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 is 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. Consumer Advisory information may be found at the [Washington State Department of Health](http://www.wa.gov/department-of-health) website under Code Clarifications.

The menu, food preparation steps, and the mode of operation may be restricted to protect public health (WAC 246-215).

Sample Menu

AAA #1 Drive In

Breakfast

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

Lunch

Ham sandwich..... \$3.00
Pho soup* \$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

*These menu items are served raw, undercooked or cooked to your specification.
Consuming raw or undercooked food may increase your risk of foodborne illness

- I own **both** the business requiring and the business providing commissary services.
- This agreement between the commissary owner and the vendor signifies that both parties agree to the vendor's **access to and use of** the services identified below. Snohomish Health District (SHD) will not recognize any transfer of this agreement to food service facilities or persons not specifically identified in this agreement

Mobile Food Unit (MFU) requiring commissary support to qualify for a permit to operate

Name of MFU:	
Owner of MFU:	
Mailing address:	
Phone number(s):	
Email address:	
Business days & hours:	

The following services will be provided by the commissary:

Approved water supply (If yes, attach water bill to application)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Handwashing sink	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Approved waste water disposal (If yes, attach sewer bill to application)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Food preparation sink for vegetables	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Garbage disposal	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Food preparation sink for raw meats	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Dry storage for food and single service	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Approved 3-compartment sink	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Refrigeration space ____cubic feet	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Approved restroom	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Freezer space ____cubic feet	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Entrance key for after-hours access	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Ice in pounds per day ____lbs.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Power Supply	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Commissary sewage system	<input type="checkbox"/> Sewer bill or availability letter attached	
Commissary water system	<input type="checkbox"/> Water bill or availability letter attached	
Is this facility connected to a septic system?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is a grease trap required by sewer district or building department?	<input type="checkbox"/> Yes	<input type="checkbox"/> No



Commissary Agreement

I verify the information provided in this agreement is accurate and we are responsible to comply with the Washington State Food Code (WAC246-215) and will allow access for inspection during business hours for either business.

Commissary name:	
Commissary address:	
Business hours:	
Commissary owner's name:	
Commissary phone:	

Printed name of commissary owner

Signature of commissary owner

Date

Printed name of mobile food unit owner

Signature of mobile food unit owner

Date

*****Washington State Retail Food Code Requirement (WAC 246-215-09126.4):** The PERSON IN CHARGE shall document presence at the COMMISSARY on a log, maintain records for one year, and shall make the records available for inspection by the REGULATORY AUTHORITY upon request. ***

I, the mobile food unit operator, acknowledge that I will be required to maintain logs detailing when I visit my commissary, how often, and for how long. I will maintain these logs for a minimum of 1 year and will keep the documents readily available for inspection at the commissary. _____ [initial]

I, the mobile food unit operator, acknowledge that the commissary logs may only be filled out and stored at my approved commissary kitchen. Commissary logs will not be filled out and kept onboard the mobile food unit. _____ [initial]

Date: _____

Food Safety Program
Snohomish Health District
3020 Rucker Ave., Suite 104
Everett, WA 98201-3900

Restroom letter for: _____
(Name of Food Stand Concession or Mobile Food Vehicle)

I, _____ have an agreement with _____
(Owner name of Restroom facility) (Owner name of Food Stand/Mobile)

giving _____ and his/her employees the right to use the restrooms
(Name of Food Stand/Mobile)

at _____
(Name and address of Restroom facility)

The hours that I allow the restroom to be used are: _____

- These hours are during my normal operating hours.
- These hours are outside my normal operating hours. I have provided afterhours access.

This agreement begins _____ I am not responsible for any actions of _____
(Date) (Name of Food Stand/Mobile)

outside of my establishment and may terminate my agreement with _____
(Name of Food Stand/Mobile)

for _____
(Reason for termination of agreement)

***I understand that Snohomish Health District has the right to inspect the restroom while the restroom is in operation.
I will notify Snohomish Health District at such time as the agreement is terminated.***

Signed: _____ Date: _____
(Restroom Owner)

(Consult your attorney before signing any legal document)