 <p>GRAYS HARBOR COUNTY 1854</p>	<p>GRAYS HARBOR COUNTY DEPARTMENT OF PUBLIC SERVICES ENVIRONMENTAL HEALTH DIVISION</p>	<p>100 W Broadway, Suite 31 Montesano, WA 98563 360-249-4222 Phone 360-249-3203 Fax EHD@graysharbor.us</p>
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Food and Beverage Establishment Permit Application

It is highly recommended to submit this application prior to any remodeling or construction at the establishment. This will allow Environmental Health Staff to review your plans and make changes to the establishment design or layout prior to construction. Should you choose not to apply prior to construction, you will be responsible to meet the requirements in the current Washington State Retail Food Code, Washington Administrative Code (WAC) 246-215, even if materials have been purchased or installed and it creates additional cost to your project. Please note the Environmental Health Division permits owners/operators of food establishments, not the facility. Permits are NOT transferable from one person to another. No person shall operate a food establishment who does not have a valid permit issued to him or her by the Health Officer.

Application Type & Plan Review Fee (CHECK ONE)

- NEW Food Establishment \$255
- Change of Menu \$105
- Expansion/Remodel \$105
- New Owners, No Menu Change \$50

Food Service Type

- Restaurant/Drive-In/Deli with Cocktail Lounge: Yes No
- Commissary
- Tavern – On-site Food Preparation: Yes No
- Caterer: Off-site by restaurant Stand alone
- Grocery/Convenience Store with:
 - Deli Bakery Seafood Meat Espresso
- Retail Market with Meat/Fish/Seafood/Bakery
- Private Club/Fraternal Organization/Institution/Senior Center
- Bed & Breakfast
- Espresso

Permit Fee: Based on menu and seating. Contact our office prior to submission to inquire fee amount. Must be paid prior to issuance of permit.

Establishment Name:		
Establishment Street Address:		
City:	State: WA	Zip Code:
Estimated Opening Date:		
Seating Capacity (total number of seats including indoor <u>and</u> outdoor):		
Applicant Name:		
Applicant Phone Number:		
Applicant Mailing Address:		
City:	State:	Zip Code:
Email Address:		
Business License Name:		
Business License Type: <input type="checkbox"/> LLC <input type="checkbox"/> CORP <input type="checkbox"/> INC <input type="checkbox"/> SOLE PROPRIETOR		
Business/Establishment Owner Name (if different from Applicant):		
Phone Number:		
Mailing/Billing Address:		
City:	State:	Zip Code:
Email Address:		



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Certified Food Protection Manager (CFPM)

As of March 1, 2023 most food establishments must have at least one Certified Food Protection Manager on staff and a valid certificate must be available from an ANSI accredited program. Establishments required to obtain the CFPM certification are those that prepare raw animal products, wash raw produce, cool time/temperature control for safety (TCS) foods, use specialized processes, operate a facility that serves a highly susceptible population, or have other increased potential risk of foodborne illness. Some low-risk food establishments are exempt from the CFPM requirement, these establishments typically include espresso stands, ice cream shops, doughnut shops, movie theaters, hot dog carts, and convenience stores without food service. Please contact our office if you are unsure if your establishment meets the exemption criteria. **Indicate below if exempt or if applicable, include a copy of your certificate with your application.**

- Exempt CFPM certificate

REQUIRED WRITTEN PLANS

Employee Illness and Hygiene Policy

Food establishments must submit a written policy that outlines how employee illness will be monitored including when to exclude from work and when employees can return to work. The plan must also include kitchen hygiene practices to prevent foodborne illness. The policy must be posted on the premises for employees to view. If you do not have a written policy prepared, you must complete the enclosed Employee Health Plan Toolkit (this document can also be found on our website). **Indicate which option will be submitted with your application:**

- Written policy Employee Health Plan Toolkit

Vomit and Diarrhea Clean Up Plan

Food establishments must have written procedures for minimizing the spread of contamination when cleaning up vomit and diarrhea. If you do not have a written policy prepared, you must complete the enclosed Vomit and Diarrhea Clean-up Plan Toolkit (this document can also be found on our website). **Indicate which option will be submitted with your application:**

- Written policy Vomit and Diarrhea Clean-up Plan Toolkit

Time as a Public Health Control

Will time as a control be used to hold TCS foods at room temperature? If yes, on a separate sheet of paper, include written procedures that align with WAC 246-215-03530.

- Yes No

Transporting Food Off-Site

Will food be transported to another location? If yes, on a separate sheet of paper, provide your procedures that include how food will be protected from contamination and held at proper temperatures.

- Yes No

STANDARD OPERATING PROCEDURES (SOPs)

Employee Personal Belongings

Provide where employees can store clothing and/or personal belongings if a dressing room is not provided.

Off-site Catering

- Yes No

Outdoor Cooking Area

Will the establishment use outdoor cooking equipment such as a BBQ, smoker, etc.? *Note additional requirements apply such as but not limited to the installation of a permanently plumbed hand sink with hot and cold running water.*

- Yes No

Food Display

Will unwrapped food be placed on display such as on a salad bar or buffet? If yes, food must be protected against contamination from customers by using easily cleanable sneeze guards, display cases, or other effective protective equipment.

- Yes No

Specialized Food Processes Conducted at the Establishment

- Yes No

If yes, check all that apply:

- | | |
|---|---|
| <input type="checkbox"/> Vacuum packaging | <input type="checkbox"/> Sous vide |
| <input type="checkbox"/> Curing | <input type="checkbox"/> Smoking (for food preservation rather than flavor enhancement) |
| <input type="checkbox"/> Custom meat processing | <input type="checkbox"/> Acidifying food |
| <input type="checkbox"/> Growing sprouts | <input type="checkbox"/> Molluscan shellfish life-support system display tank |
| <input type="checkbox"/> Other: _____ | |

Please note additional information will be required including submittal of a Hazard Analysis and Critical Control Point (HACCP) plan and/or Variance Application along with applicable fees.

Food Source

1. Provide where all food and beverages will be sourced (Sysco, Costco, etc.).
2. How often will food deliveries be made to the establishment (weekly, twice per week, etc.)?

Cleaning and Sanitizing

1. How often will food contact surface be cleaned and sanitized?
2. How often will non-food contact surfaces be cleaned and sanitized? Examples include floors, walls, exterior of refrigerators and freezers, underneath equipment, etc.
3. Will the establishment have a meat slicer? If yes, attach the cleaning and sanitizing instructions.
 Yes No

4. Will the establishment have a soft-serve machine? If yes, attach the cleaning and sanitizing instructions.
 Yes No
5. Provide the following specifications for the water heater(s) that will serve the establishment. Alternatively, you may attach the specification sheet.
 Storage Tankless
- Make: _____ Model number: _____
6. Provide the bowl dimensions (inches) for the three-compartment sink.
- Bowl Front to Back: _____ Bowl Left to Right: _____ Bowl Depth: _____
7. If applicable, indicate the type of dishwasher that will serve the establishment.
 N/A Chemical Heat
8. If using a **high temperature** dishwasher, provide specifications for the booster heater.
- Make: _____ Model number: _____
9. Indicate the chemical sanitizer type to be used in your establishment:
 Chlorine bleach Quaternary ammonium Iodine Other: _____
10. Provide the concentration of the sanitizer solution to be maintained throughout the day.
11. Will test strips be provided to test the concentration of sanitizing solutions?
 Yes No
12. Will drain boards, utensil racks or tables large enough to accommodate all soiled and cleaned items be provided? Wall mounted or other approved shelving may be substituted for drain boards.
 Yes No
13. Food and food service products will be stored at least six inches off the floor, dry and protected from splash and dust, as well as not exposed to water or sewer lines. *If storage provided is found to be inadequate during the application review or pre-operational inspection, additional storage will be required.*
 Yes No
14. At least one mop sink or one curbed cleaning facility equipped with a floor drain is provided and conveniently located for the cleaning of mops and for the disposal of mop water.
 Yes No
15. Cleaning equipment including mops, brooms, buckets, etc. will be stored in an area separate from food storage, food preparation, utensil washing and/or storage areas.
 Yes No

MENU

Submit a menu that includes all food and beverages to be offered, as well as all seasonal menu items. Any future changes to the menu must be pre-approved by the Grays Harbor County Environmental Health Division. Please note additional information such as but not limited to, food flows which consist of providing detailed preparation steps from receiving to service may be required.

Menu enclosed with application

Will any menu items be offered raw or undercooked? If yes, include a consumer advisory on your menu that aligns with WAC 246-215-03620 for menu items that are served raw or undercooked and contain (or might contain) raw or undercooked ingredients.

Yes No

EQUIPMENT

1. Grease trap or interceptor installed and approved by the Local or County Building Department.

Yes In process N/A

2. Will running water dipper wells be provided for the storage of utensils? These are highly recommended if you will be storing utensils used for frozen desserts such as ice cream.

Yes N/A

3. Will walk-in coolers and/or freezers be installed in the establishment? If yes, circle below whether the unit is a cooler or freezer and provide the dimensions (feet) for each walk-in unit.

Yes No

Cooler Freezer Length: _____ Width: _____ Height: _____

Cooler Freezer Length: _____ Width: _____ Height: _____

FINISH SCHEDULE

- Floors, coving, walls, and ceilings must be smooth, impervious, non-absorbent, and easily cleanable.
- Coved floor-wall junctures (i.e. baseboards) with a minimum of four-inches must be provided.
- Walls and ceilings must be light in color.
- **Acoustical tiles are NOT acceptable in food prep/kitchen, dishwashing, bar, and wait station areas.**
- Wooden surfaces must be sealed to provide a cleanable surface.
- Inside of bar areas must be smooth, nonabsorbent, and easily cleanable.
- Wooden pallets, solid metal shelving, and exposed wooden shelving in walk-in units are not acceptable.

Please complete the chart below and include all rooms or areas used for food preparation and storage.

Room or Food Area	Flooring	Coving	Walls: Color and Finish/Material	Ceilings: Color and Finish/Material
<i>EXAMPLE: Restrooms</i>	<i>Ceramic Tile</i>	<i>Rubber Base 4"</i>	<i>White Fiberglass Reinforced Panels (FRP)</i>	<i>White Vinyl Clad Ceiling Tiles</i>
Kitchen/Food Preparation				
Walk-in Cooler/Freezer				
Dishwashing Areas				
Dry Storage				
Bar				
Waitress Station or Service Counter Area				
Restrooms				
Other (please specify)				
Other (please specify)				

*Attach additional sheets of paper if needed.

COOLING TABLE			
FOOD	COOLING METHOD	COOLING LOCATION <i>Identify refrigeration unit if applicable.</i>	FREQUENCY
<i>Example:</i> Soup	<i>Example:</i> 2-inch shallow pan, uncovered	<i>Example:</i> Top shelf of 2-door TRUE upright reach-in refrigerator	<i>Example:</i> 2 times/week

REHEATING FOR HOT HOLDING TABLE				
FOOD	REHEATING EQUIPMENT	HOT HOLDING EQUIPMENT (if applicable)	ITEM PREVIOUSLY COOLED ON SITE or PURCHASED PACKAGED?	REHEAT TEMPERATURE
<i>Example:</i> Soup	<i>Example:</i> Flat-top Grill	<i>Example:</i> Steam Table	<i>Example:</i> Previously cooled on-site	<i>Example:</i> 165°F

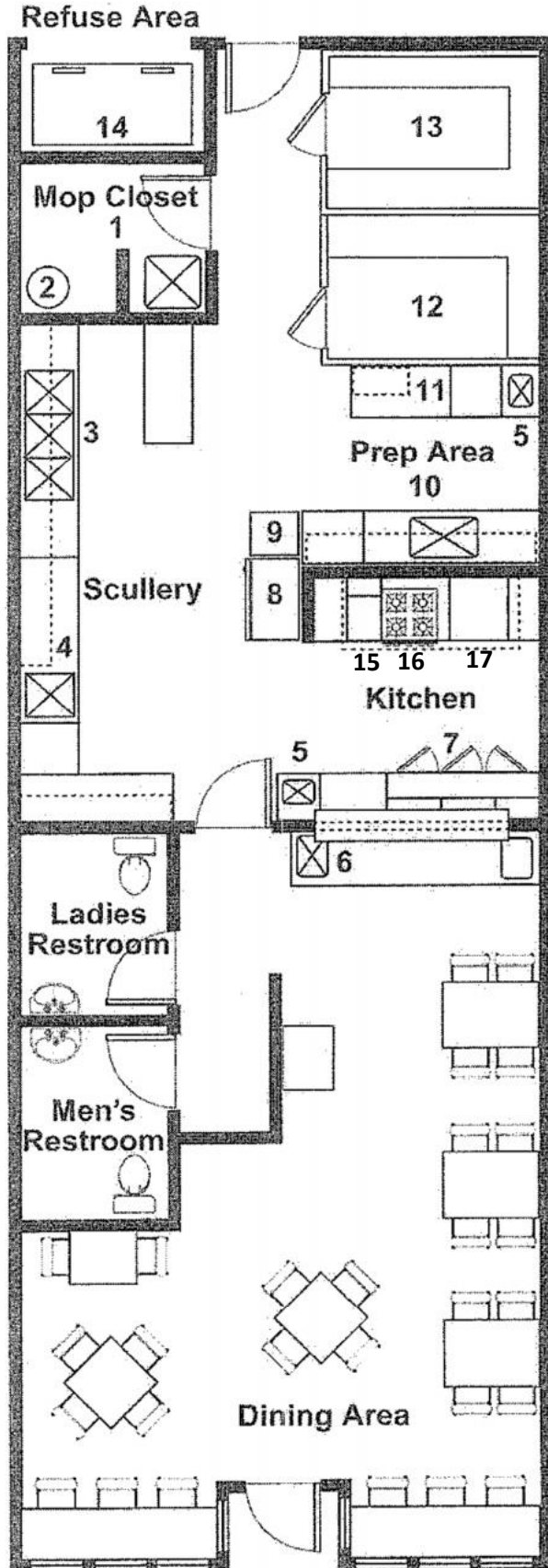
FLOOR PLAN

Provide a scaled drawing showing the entire establishment, demonstrating the location of all equipment, sinks, and facilities. An example floor plan can be found on the next page.

North Arrow

Scale:

EXAMPLE: FLOOR PLAN WITH EQUIPMENT



EQUIPMENT SCHEDULE	
1	Mop sink
2	Water heater
3	Three-compartment sink
4	Dishwasher with pre-rinse sink
5	Hand sink
6	Water fill station
7	Sandwich preparation refrigerator
8	Reach-in refrigerator
9	Ice machine
10	Food preparation sink
11	Work counter with slicer
12	Walk-in refrigerator
13	Walk-in freezer
14	Garbage area
15	Fryer
16	Range
17	Oven

FLOOR PLAN CAN BE HAND DRAWN BUT MUST BE LEGIBLE AND TO SCALE.

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Submit your application for review to the Environmental Health Division at least thirty (30) calendar days before the planned date of opening as required under WAC 246-215-08310. Any changes to approved plans must be submitted to the Environmental Health Division in writing for review and approval. Please be aware that revisions may delay the issuance of a permit. **INCOMPLETE APPLICATIONS WILL BE RETURNED TO THE APPLICANT AND MAY CAUSE A DELAY IN THE OPENING OF YOUR FOOD ESTABLISHMENT.**

I understand that any permits issued by the County consistent with the above floor plan are valid only if allowed by all applicable laws and codes. All permits issued are valid only if constructed according to this plan. This floor plan shows all existing and proposed structures. Any changes to the approved floor plan must have prior approval by the Environmental Health Division.

By signing this permit application, I hereby certify under the penalty of perjury under the laws of the State of Washington that the above information is true and correct. I am also acknowledging that I am operating the above Food and Beverage Establishment in accordance with the Rules and Regulations of the State Board of Health for Food Service (WAC 246-215).

Name: _____ Title: _____

Signature: _____ Date: _____



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Website QR Code



Pre-operational Inspection Checklist

Ensure the following are completed prior to scheduling your pre-operational inspection. Refer to “Building & Remodeling Information” on our website for additional requirements.

- Permit fee submitted in the form of cash, check, or money order.
- Establishment is clean and all construction materials and/or tools have been removed from the establishment.
- All equipment is in place and functioning.
- Equipment installed are represented on the floor plan that was submitted for review. *Any changes to the floor plan must have prior approval by the Environmental Health Division.*
- For new and remodeled establishments:** Exposed water pipes, sewer lines, and/or electrical conduit running along walls, ceilings or floors is not approvable. All plumbing and electrical conduit are installed within or behind walls and ceilings or below floors.
- All exterior and restroom doors are self-closing or provided with some other means to keep insects and rodents out.
- Ventilation System – Installed according to uniform fire, mechanical, and building codes and approved by the applicable Local or County Building Department and/or Fire Marshal.
- Plumbing – Installed and approved by the Local or County Building Department.
 - Water under pressure is supplied to all fixtures and equipment requiring water.
 - All equipment in which food, equipment or utensils are placed, are not directly connected to the sanitary sewer drainage system. Equipment examples include ice machines, ice bins, espresso machines, walk-in coolers/freezers, three-compartment sink, food preparation sink, and any other unit used to dispense food.
 - Vacuum breakers are provided for submerged/enclosed outlets, hose connections, dishwashing machines, rinse lines, etc. Vacuum breakers are located a minimum of six inches above the overflow rim and after the last valve on equipment. Approved backflow prevention devices are installed on all continuous pressure lines except hoses that are permanently mounted to hang a minimum of one inch above the overflow rim at rest.
- Handwashing facilities – Each handwashing sink or group of two adjacent handwashing sinks is provided with hot water of at least 100°F, a supply of soap, disposable paper towels (or heated-air hand-drying device), a waste receptacle, and signage.
- Restrooms – Meet local planning and building codes.
 - Public restrooms are available if the establishment offers customer seating. Restroom facilities must be available to patrons without passing through a food preparation, warewashing or food storage area.
 - Sanitary napkin receptacles are provided in female restrooms and in common employee restrooms. A covered trash receptacle is acceptable.
- Lighting – Protective shielding or shatterproof bulbs are installed for all light fixtures in food preparation, refrigerators, freezers, walk-in units, warewashing, and other areas where food is stored or displayed.
- Equipment:
 - All hot and cold holding and/or storage units are provided with accurate, numerically scaled thermometers.
 - Equipment placed on tables or counter tops are either readily movable, sealed to the counter surface or mounted on legs or feet at least four inches high to facilitate easy cleaning.
 - Drain boards, utensil racks or tables large enough to accommodate all soiled and cleaned items are provided. Wall mounted or other approved shelving may be substituted for drain boards.
- Chemicals – All chemicals including cleaning chemicals and sanitizers, are stored separate from food and utensils. Insecticides and rodenticides are stored separately (preferably in a locked cabinet).