

 <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</p>
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Building & Remodeling Information

The information in this document is intended only to provide a general overview to assist applicants in opening and/or remodeling a food establishment – **it does not substitute for a plan review**. An application must be submitted to Grays Harbor County Environmental Health for review *prior* to opening a food establishment. The items below reference the rules and regulations of the Washington State Board of Health for Retail Food Service Establishments (WAC 246-215). All food establishments are responsible for meeting the requirements of WAC 246-215 and any applicable requirements of other agencies (e.g. Building Codes, Washington State Department of Agriculture, Washington State Liquor and Cannabis Board, Washington State Department of Labor and Industries, etc.).

Application Process

1. Complete and submit a Food and Beverage Establishment Permit Application along with applicable fees.
 - *NOTE:*
 - *Construction and/or remodeling should begin **AFTER** a plan review has been submitted and reviewed by the Environmental Health Division.*
 - *INCOMPLETE APPLICATIONS WILL BE RETURNED TO THE APPLICANT UNPROCESSED.*
 - ***APPLICATIONS MUST BE SUBMITTED AT LEAST 30 DAYS BEFORE THE PLANNED DATE OF OPENING.***
2. An Environmental Health Specialist will review your application to ensure compliance with WAC 246-215. Our office will contact you to discuss any concerns that may need to be addressed.
3. Schedule a pre-operational inspection when all construction has been completed, equipment is in place and functioning, and the establishment has been cleaned. Contact our office seven (7) days *before* the scheduled opening date.
4. Any plan revision must be submitted in writing to the Environmental Health Division for review. Failure to do so could lengthen the application process.

As you prepare your application and plans, remember attention to detail will assist staff in completing the review in a timely manner. Any changes to the menu or equipment will require further review. The current plan review fee is \$255.00 for NEW establishments and \$105.00 for Change of Menu/Expansion/Remodel – this covers two hours of review time and one pre-operational inspection. If additional review time, inspections, or services are requested or required, you will be billed at our office’s hourly rate of \$105.00 per hour. The Change of Ownership plan review fee is \$50.00. The plans will become a record in your food establishment file.

Things to consider when planning:

- The menu you create can affect the complexity of your facility design and the equipment needed to operate.
- Storage capacity and location – Is your storage area/storage room located near the service entrance for easy delivery access and is it large enough to hold all foods you wish to serve?
- Are storage areas and refrigerators/freezers easily accessible to the cooking and serving areas?
- Do you have enough cold storage space to accommodate high volumes of food in between deliveries?
- Sink placement and quantity (see the SINK section below).
- **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.

Floor Plan

- The submitted floor plan must show the entire establishment including all existing and proposed facilities and equipment. You may submit additional plans that focus on the kitchen and/or food preparation areas.
- Be sure to show all walls in the establishment.

Water

- Water must be from an approved source.
- If a municipal water system is not available, a public drinking water system must be established that complies with drinking water standards (WAC 246-290).
- The water source shall be of sufficient capacity to meet peak water demands of the Food Establishment.
- Hot water generator and distribution systems shall be sufficient to meet the peak hot water demands throughout the establishment.

Sewage Disposal

- Sewage must be discharged into an approved sewage treatment system.
- In areas where public sewer is not available, an on-site disposal system must be designed by a licensed engineer or designer and approved by the Environmental Health Division. Installation applications are necessary from this department. Please contact (360) 249-4222 for more information.

Equipment

- Equipment must be commercial-grade and be American National Standards Institute (ANSI) certified. Examples include NSF, ETL Sanitation Listed, UL Listed EPH, or CSA Sanitation.
- Walk-in coolers and freezers must be constructed to NSF Standards.
 - Interior finishes must be smooth, non-absorbent, light in color and easily cleanable.
 - Wooden interior finishes are not approvable.
 - Metal shelving must be of an approved metal wire construction. Wooden pallets, wooden shelving, and solid metal shelving are not approvable.
- Must provide the make and model number for all equipment including your water heater(s).
- Hot and/or cold holding units must be sufficient in number and size to accommodate maximum food storage and/or holding during peak periods.
- Equipment and/or cabinetry must be permanently attached to floors and/or walls or must be easily moveable.
- All self-service areas must be equipped with sneeze guards (buffet lines, salad bars, self-service condiments, etc.).
- Ice machine with an indirectly plumbed drain line must be present if conducting ice bath cooling of hot TCS foods.

Ventilation

- Exhaust hoods must meet uniform fire, mechanical, and building codes.
- The ventilation system must remove heat, steam, condensation, vapor, obnoxious odors, and fumes in all areas of the establishment including restrooms.
- Must prevent grease or condensation from collecting on walls and ceilings and from draining or dripping onto food or onto food contact surfaces.

Plumbing & Sinks

- All plumbing must meet Uniform Plumbing Codes. Contact your local or County building department for specific requirements.
- **Indirect drains** – must be provided on all food preparation and utensil washing equipment such as 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** – required on all faucets with threaded hose bibs to prevent back siphoning of contaminants into the potable water system. Must be provided for submerged/enclosed outlets, hose connections, dishwashing machines, mop sink faucets, rinse lines, etc.
 - Vacuum breakers must be located a minimum of six inches above the overflow rim and after the last valve on equipment.
 - Approved backflow prevention devices will be required on all continuous pressure lines except hoses that are permanently mounted to hang a minimum of one inch above the overflow rim at rest.
 - Properly vented dual check valve or an approved pressure backflow assembly between copper pipes or tubing and carbonated beverage dispensing machines must be installed.
- Floor drains or sinks must be accessible for cleaning and maintenance.
- **Dipper wells** – Recommended if hard ice cream is dispensed. Storing ice cream and serving scoops in stagnant water is not allowed. Incoming water inlet must be located above the rim of the well to prevent back siphoning.

- **MOP/SERVICE SINK**
 - At least one service sink or one curbed cleaning facility equipped with a floor drain must be provided and conveniently located for the cleaning of mops or similar wet floor cleaning tools and for the disposal of mop water and similar liquid waste.
- **HANDWASHING SINKS**
 - Required in all food preparation areas and restrooms.
 - **Cannot be used for purposes other than handwashing.**
 - Must be located to allow convenient use by employees and be within twenty-five (25) feet, or as approved, of food preparation, food dispensing, and warewashing areas. *Minimum requirements for number of handwashing sinks shall be at the discretion of the Environmental Health Division.*
 - Soap and paper towel dispensers (or air hand drying devices) are required.
 - Both hot and cold running water must be provided to all handwashing sinks through a mixing-type faucet to provide water at a temperature of at least 100°F.
 - Self-dispensing, spring-loaded, or metering faucets must provide a flow of water for at least 15 seconds without the need to reactivate.
 - All handwashing sinks must have reminder signage.
- **WAREWASHING**
 - Generally, a three-compartment sink must be provided for manually washing, rinsing, and sanitizing equipment, utensils, cutting boards, etc.
 - Sink compartments must be large enough to accommodate immersion of the largest equipment and utensils. If equipment or utensils are too large for the warewashing sink, a warewashing (dishwashing) machine or alternative equipment may be approved.
 - Dishwashers are NOT a substitute for a three-compartment sink but can be used in addition.
 - Drainboards, utensil racks, or tables large enough to accommodate all soiled and cleaned items must be provided.
 - One of the sink compartments in the three-compartment sink may be used to pre-rinse dishes.
- **FOOD PREPARATION SINK**
 - May be required – examples include if you wash produce, conduct ice bath cooling, or thaw frozen foods submerged under cold running water.
 - Must be a designated food preparation sink. You cannot use the three-compartment sink, mop sink, or handwashing sink for food preparation. Must be sufficient in number and size.
- **BAR & TAVERNS**
 - Extra sink compartment (dump sink) shall be provided at the bar in addition to those necessary for normal cleaning and sanitizing of utensils and glassware. This is typically in the form of a four-compartment sink but can also be a three-compartment sink with an adjacent dump sink.

Dry Storage – Food and food service products must 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 plan review or the pre-operational inspection, additional storage will be required.*

Finishes

- All surfaces including floors, walls, coving, and ceilings must be smooth, durable, and easily cleanable.
- All floor wall junctions must have at least a four-inch coved base. *NOTE: Building code requirements for commercial buildings may require a six-inch coved base.*
- Acoustic tiles are NOT allowed in food preparation/kitchen, dishwashing, bar, and wait station areas.
- Carpet is not allowed in food preparation, service, or storage areas.
- All wood surfaces (doors, trim, shelves, cabinets, etc.) must be sealed to allow for a cleanable, non-porous surface.

Restrooms

- Food service establishments must provide adequate, conveniently located toilet facilities for their employees.
- Restrooms must be located within 200 feet of the food establishment and accessible to employees during all hours of operation.
- If indoor or outdoor seating is provided for patrons, the establishment must provide a public restroom that can be accessed without passing through food storage or preparation areas.
- Restrooms must comply with local planning and building codes, including ADA Accessibility Standards and provide adequate ventilation and lighting.

Garbage Disposal

- All garbage containing food waste shall, prior to disposal, be kept in leak-proof, nonabsorbent containers which shall be kept covered with tight-fitting lids when not in use.
- Receptacles and waste handling units for refuse, recyclables, and returnables must be durable, cleanable, insect- and rodent-resistant, leak-proof, and nonabsorbent.
- Ensure adequate storage space is provided if your facility plans to recycle materials such as cardboard boxes and food containers. It is recommended to store your recyclable materials under cover or in a sealed container to protect it from the weather.

Lighting

- Must provide a minimum of 50-foot candles (540 lux) to surfaces where a food employee is working with food including under a ventilation hood or working with utensils or equipment such as knives, slicers, or saws where employee safety is a factor.
- At least 20-foot candles (215 lux) are required inside equipment including reach-in and under-counter refrigerators, etc.
- At least 10-foot candles (108 lux) are required in walk-in refrigerators and dry food storage areas.
- Protective shielding or shatterproof bulbs are required for all light fixtures in food preparation, refrigerators, freezers, walk-in coolers or freezers, warewashing, and other areas where food is stored or displayed.

Miscellaneous

- Must provide adequate space for food preparation, cold and hot holding, cooling, and reheating foods. The equipment and food must not be located under exposed or unprotected sewer lines, open stairwells, or other sources of contamination.
- Outer openings of the establishment must be protected against the entry of insects and rodents. Keep all openings plugged or covered with a screen. Indicate provisions for the exclusion of insects and rodents in your plan review documents. Exterior doors and windows that open must be self-closing or have screens, air curtains, etc.
- All exterior and restroom doors are required to be self-closing or provided with some other means to keep insects and rodents out.
- Dressing rooms are required if employees are required to make clothing changes at work.
- A specific place must be set aside to store coats, purses, and other personal belongings.
- Chemical storage – All chemicals including cleaning chemicals and sanitizers, must be stored separate from food and utensils. Insecticides and rodenticides must be stored separately (preferably in a locked cabinet).
- Cleaning equipment including mops, brooms, buckets, etc. shall be stored in an area separate from food storage, food preparation, and warewashing areas.

Outdoor Cooking – BBQ, smoker, etc.

- Food preparation and location of equipment must be adjacent to a permitted kitchen.
- A hand sink permanently plumbed with hot and cold running water must be provided. Sinks can be removed and lines capped in the winter if necessary.
- Overhead protection must be provided for food assembly areas. The BBQ, smoker, etc. may be uncovered for smoke ventilation.
- Customers must be physically separated from the cooking area. Partitions, planters, or similar means can be used to keep the public a minimum of three feet away.
- Menu shall be limited to quick-cooking and assembly of food to order. Hot holding, cutting, or other food preparation will not be permitted outside.

Food Worker Cards

- Food worker cards are required by legislative law within fourteen (14) days of hiring employees who handle food and food service items, including management and dishwashing personnel.
- Food workers can get their Washington State Food Worker Card online at www.foodworkercard.wa.gov. *Please note that this is the only site that meets Washington State requirements.*
- You must have access to a working printer and a debit or credit card.
- Technical assistance for the online course is available by contacting our office or by contacting the Washington State Food Worker Card Hotline at 1-800-204-4418 (TOLL FREE) or via email at foodworkercard@tpchd.org