

Food Service Establishment Checklist

Items required for opening a Food Service Establishment

- Obtain a Copy of the Plan Review Guide
- Submit the Plan Review Application, Plan Review Fee, Plans, Specifications and Menu

Plan Review Application Submittal Will Include:

Menu

- List all foods to be served
- Provide HACCP for the three highest volume foods

Floor Plan: Locate and Label

- All refrigeration and freezers
- All cooking and hot hold equipment
- All countertop equipment
- All plumbing fixtures and drains
- All work areas, counters, cocktail lounges, storage areas and wait stations
- Handwash sink(s)
- Food preparation sink(s)
- Three compartment sink with drainboard at each end and/or dishwasher with pre-rinse sink(s) with spray attachment
- Slop or dump sink at cocktail lounge (if applicable)
- Mop sink
- Dipper well (if applicable)

- Employee restrooms
- Public restrooms (if customer seating is provided)

Plan Specifications Will Include:

- Manufacturer names and model numbers for each piece of equipment, including countertop equipment
- Include details of sneeze protection for buffet lines, salad bars, bulk food displays
- Finish schedule for floors, walls, ceilings, countertops, and work tables. Include additional back splash behind sinks (including mop sinks), non-movable work tables and food preparation counters per guidelines
- Plumbing schedule or details
- Lighting details, including type of shatterproof light shielding used in kitchen, food preparation, and scullery areas
- Ventilation details
- Garbage/trash disposal details

Inspections and Operating Permit:

- After your plans have been approved and construction completed it is time to schedule a pre-operational inspection
- Submit operating permit application and permit fee anytime between plan submittal and requesting a pre-operational inspection

Opening for Business:

- You may open for business after obtaining final approval from the Snohomish Health District

AND

After obtaining final approvals from other appropriate agencies

Additional Agencies You May Need To Contact:

- Building Department or Snohomish County Planning and Development Services
- Sewer District
- Snohomish Health District Water and Wastewater Section if the proposed food service establishment will be served by an on-site sewage disposal system and/or a well
- Fire Marshal
- Washington State Liquor Control Board
- Local City Hall for Business License Requirements
- Washington State Department of Revenue
- Internal Revenue Service
- Washington State Department of Licensing
- Washington State Department of Labor and Industry