

# Food Stand Concession Checklist

## Items required for opening or remodeling a Food Stand Concession

- Obtain a Copy of the Food Stand Concession Plan Review Guide
- If constructing your own commissary obtain a Food Service Establishment Plan Review Packet
- Submit the Plan Review Application, Plan Review Fee, Plans, Specifications and Menu

### **Plan Review Application Submittal Will Include:**

- A menu listing all foods to be served
- Commissary letter

### **Floor Plan: Locate and Label**

- All refrigeration and freezers
- All cooking and hot hold equipment
- All countertop equipment
- All plumbing fixtures and drains
- Handwash sink(s)
- Employee restrooms are required and must be within 100 feet of the stand. Include a letter allowing use of restrooms if not owned by you.

### **Plan Specifications Will Include:**

- Manufacturer names and model numbers for each piece of equipment, including countertop equipment
- Include details of sneeze protection if applicable

- 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
- Ventilation details
- Garbage/trash disposal details

**On-Site Sewage Disposal Systems:**

- On- site sewage disposal systems for food stands must meet the approval of the Snohomish Health District Water and Wastewater Section.
- A review of the on-site sewage disposal system serving the property, even if not used for the stand, is required to assure that the stand and driveway are not on the any part of the on-site system.

**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