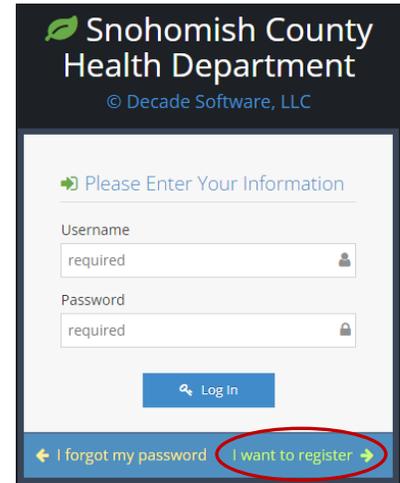


## CREATING AN ACCOUNT

You can get to the online portal through our [Starting a Food Business webpage](#).

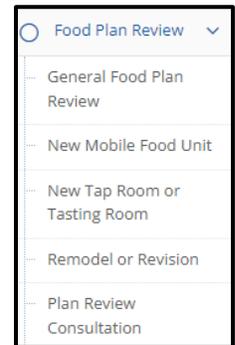


- Click the Apply Online button.
- This will take you to the [sign in](#) page.
- Click I want to register.
- Create an Account:
  - Enter in your name and email address.
  - Create a username and password for your account.
  - Click Register.
  - You will receive a confirmation email.
  - Click the confirmation link.



## DOWNLOADING AND FILLING IN THE APPLICATION

- Go to the sign in page and [sign in](#).
- This will take you to the home page of the online portal.
- Start the application process:
  - Click Food Plan Review.
  - Choose which type of plan review application you need. For a new restaurant, choose General Food Plan Review.
  - This will take you to the **Plan Review Overview** page. This first page reviews the application process.
  - Click Next to move through the pages.
  - The second page describes the different **Types** of plan review.
  - The third page goes over the Plan Review **Checklist**. This page includes links to the General Plan Review Guide and The Application packet. The checklist describes what needs to be turned in to complete the application online. There are also supplemental documents listed that need to be included with the application. For each supplemental document, there is a link to a sample so you can see what the plan reviewers are expecting.
  - Once you have reviewed the checklist and are ready to download the application packet, click the Application Packet link located above the checklist.
  - This link opens the fillable application packet.
  - Save the application packet to your computer to fill in.



General Food Plan Review - Checklist

Document	Description
New Plan Review Questionnaire	Complete the plan review questionnaire for this project.
Water and Sewer Review Form and Agency List	Provide proof that the facility is connected to an approved water and sewer or septic system.
Equipment List	Provide make and model numbers of all equipment (including countertop appliances). Show location on floor plan. For remodels both new and existing equipment must be shown on the floor plan. Only commercial grade, National Sanitation Foundation (NSF) or equivalent equipment is acceptable.
Finish Schedule	Provide the materials used for all floors, walls, ceilings, counters, and cabinets.
Food Sources	Provide a list of all food and beverage suppliers.
Catering Questionnaire	Complete the catering questionnaire <u>only if you will cater</u> .
Floor Plan	Provide a floor plan of the entire facility. Floor plan must show location of all equipment (sinks, refrigeration, cooking, hoods, blenders, countertop appliances, etc.), restrooms, storage areas, etc. Floor plan must be no smaller than 1/4 equals 1'. <a href="#">Click here for a sample floor plan</a>
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 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. <a href="#">Click here for a sample menu</a>
Food Preparation Steps	Provide a description of how all menu items will be prepared. <a href="#">Click here for sample food preparation steps</a>
Business License	Provide a copy of your Washington State Department of Revenue issued business license.

- Once it is saved to your computer, sign out and complete all required documents. Do not continue until you have all the required documents ready, including the supplemental documents.

## **TURNING IN THE APPLICATION ONLINE**

Once you have the packet and supplemental materials ready, [sign in](#) to the online portal. Click Next to move through the pages.



- Click Next until you reach the **Establishment** section, fill in:
  - The restaurant name.
  - The restaurant address.
  - The name of the Building Inspection Agency.
- On the **Owner** page, fill in:
  - The owner name, which must be the same as the business license.
  - The owner address.
  - The owner contact information.
- On the **Contact** page, fill in the information of the person that the plan reviewer will communicate with during the plan review process:
  - Name.
  - Address.
  - Contact information.
- On the **Project Description** page briefly describe the scope of the project for your application.
- On the **Attachments** page, attach the application and supplemental documents that you prepared earlier. For each document:
  - Click Choose.
  - Select the document.
  - Click Open.

Please attach the required documents.

- Items marked in red must be uploaded prior to moving to the next page.
- Make sure all documents are saved on your computer and ready to upload. If you navigate away from this page before submitting, your attachments will not be saved and you will need to attach them again.

<b>General Food Plan Review Application Packet</b>	Required: 1 0 / 2
Choose a file to upload...	Choose
<b>Floor Plan</b>	Required: 1 0 / 2
Choose a file to upload...	Choose
<b>Menu</b>	Required: 1 0 / 2
Choose a file to upload...	Choose
<b>Food Preparation Steps</b>	Required: 1 0 / 2
Choose a file to upload...	Choose
<b>Business License</b>	Required: 1 0 / 2
Choose a file to upload...	Choose

- Once all the documents are uploaded, click Next.
- The **Payment** page will show the plan review fee. Click Next.
- The **Review** page will show all the information you entered and uploaded. Review the page for accuracy.

- If there is any information that is incorrect, click the Previous arrow to go back through the pages or click the page title of that page you want to go back to and edit.
- If the information is correct, click the Submit to turn in your application.

## CHECKING APPLICATION STATUS ONLINE

The plan review process can take several weeks. To check your application status online:

- Go to the [Starting a Food Business webpage](#).
- Click the Check Application Status button.
- This will take you to the [Application Status](#) page.
- Enter the Applicant Name or Facility Name.
- Click Search to check the status of the application.



Snohomish County Health Department



- On-Site Sewage ▾
- Pay an Invoice >
- Application Status >
- Services >
- Pool Facilities >
- Savvy Septic >
- Complaints ▾
- Inspections Results ▾


Application Status

> Fill in the fields below and press search when ready

Enter any one of the fields below and click the Search button to find applications that have been submitted to the Health Department for review limit the search results.

Service Request Number

House Number

Street Name Only - **DO NOT** include direction or street type

Parcel Number

Applicant Name

Facility Name

City

Zip Code

🔍 Search

↶ Reset

## CONTACT US

If you have any questions, please contact our Food Safety team:

Email [Food.Safety@snoco.org](mailto:Food.Safety@snoco.org) or call our Food Safety voicemail line: 425-339-8730