



Prior to issuing an operating permit to reopen a former food service establishment, Snohomish Health District must review the plans to ensure the establishment meets current operational requirements to prepare and serve food in a safe and sanitary manner. Follow these 3 steps to reopen a former food service establishment.

IMPORTANT: If this establishment will undergo major construction, such as demolishing structure or stripping interior down to studs and rebuilding, you must submit the General Food Service Establishment Plan Review Packet.

**STEP
1**

Submit plans

All items listed on the Reopen Former Food Service Establishment Checklist, including the nonrefundable [plan review fee](#), must be submitted to Snohomish Health District. Applications will not be accepted unless all items on the checklist are complete and submitted together.

We accept applications in person Monday through Friday from 8 a.m. to 5 p.m. or by mail to Snohomish Health District, Attn: Food Section Plan Review, 3020 Rucker Ave, Suite 104, Everett, WA 98201-3900.

**STEP
2**

Pass inspection

The goal of Snohomish Health District is to review your plans within **10-15 business days**, and then make contact with the applicant to schedule a pre-operational inspection. This inspection will ensure that the establishment meets all state and local codes. If upgrades or changes to the facility are required, follow-up inspections with extra fees may be necessary.

For establishments undergoing a remodel of the kitchen, you will need to wait for an approval letter prior to scheduling a pre-operational inspection. Our goal is to send you a response letter within **30 days**, informing you that either the project is approved, or that additional information or changes are needed before approval can be given. To avoid costly mistakes, do not purchase equipment or begin remodeling until you have Snohomish Health District's written approval.

**STEP
3**

Pay for permit

Once you have passed the pre-operational inspection, submit the annual food establishment permit application (available at www.snohd.org) and fee, and reinspection fees if applicable. A facility may be required to obtain multiple permits. After you have received approval from all other applicable agencies, such as local building inspection and/or fire marshal inspection, you are approved to operate your food business.