This plan review guide is designed to help you through the plan review process for opening a new mobile food truck, trailer, or cart. You will find the following resources in this guide:

1. The 4 Steps to the Plan Review Process
2. Mobile Unit Requirements
3. Fee Schedule
4. Agency Resource List
The 4-Step Plan Review Process

Before you apply:

- Contact your local building and planning departments for additional requirements. (Common contacts are provided in the Agency Resource List included in this packet.) Inquire about any grease trap requirements.
- Obtain water and sewer/septic approval. If the facility will be connected to an on-site septic system, please visit www.snohd.org/Septic/Septic-Permits.
- Review Minimum Requirements
- Make an appointment for a consultation (recommended)

For Mobiles: Contact Washington State Department of Motor Vehicles (DMV). All mobile food trucks or trailers must be currently licensed as a truck or trailer by the Washington State DMV. If a trailer is used, proof of ownership of a tow vehicle to move the trailer is also required.

For Mobiles: Contact Washington State Department of Labor & Industries (L&I). All mobile food trucks or trailers must pass inspection and be approved by the Washington State L&I for electric, structural, and mechanical correctness. Call 360.902.5221 to receive all necessary paperwork required for L&I approval.

Submit plans.
All items listed on the Food Establishment Plan Review Checklist, including the nonrefundable plan review fee must be submitted to Snohomish Health District (SHD). 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.

Wait for approval letter.
Our goal is to send you a response letter within 30 days, informing you that either that the project is approved and meets state and local codes, or that additional information or changes are needed before approval can be given. A copy of the approval letter will be sent to all applicable agencies, such as the Building Department, Washington State Liquor Control Board, and Labor and Industries.

To avoid costly mistakes, do not purchase equipment or begin construction until you have SHD written approval.

Pass inspection.
Once your project is complete, contact the Environmental Health Division to schedule a pre-operational inspection, which will allow SHD to verify that the establishment meets all state and local codes and matches the approved plans. For mobiles, the preoperational inspection will take place at SHD.

Review the Pre-operational Checklist to see if you are ready for inspection. Schedule at least 7 days in advance. Charged reinspection may be necessary.

Pay for permit.
Once you have passed the pre-operational inspection, submit the Annual Operating Permit Application (available at snohd.org) and fee, and reinspection fees if applicable. A facility may be required to obtain multiple permits.

Once 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. Operating permits expire December 31 of each year.
Mobile Unit Requirements

General Requirements of Mobile Food Units

All mobile units must have a commissary kitchen. The commissary kitchen is an approved food establishment where food is stored, prepared, portioned or packaged to be served somewhere else. The mobile unit must return to the commissary kitchen each day. Use of a commissary kitchen outside of Snohomish County is not allowed.

The commissary kitchen must provide the following:

- Potable water
- Cooking equipment (as necessary)
- Mop sink
- Restrooms
- Three-compartment sink for dishwashing
- Garbage disposal (as necessary)
- Food preparation sinks (as necessary)
- Backup refrigeration (as necessary)

Mobile units must be clearly marked with the name of the food establishment in a location visible to customers.

All food, equipment, utensils, paper products, water tanks and cleaning supplies must be stored on the mobile food unit or in the commissary kitchen. No additional tables, storage or cooking equipment (smoker, barbeque) are allowed off the frame of the mobile food unit.

A garbage container must be provided for waste generated by the mobile food unit operation.

Mobile food units must maintain their mobility and return to the commissary kitchen daily for storage and cleaning. Alternative servicing locations may be allowed but must be approved in advance by Snohomish Health District.

Mechanical refrigeration is required for all food that must be kept cold. Food that must be kept cold for safety must be kept at 41°F or below. Thermometers must be visible in all refrigeration units. It is required to pre-chill refrigeration units prior to loading food.

An ice chest is allowed for storage of beverages that do not require refrigeration.

Equipment used to keep food hot must maintain at 135°F or above. Mechanical units are required, either powered by propane, electricity or generators. It is required to pre-heat hot holding units prior to loading food.

All potentially hazardous food that is kept hot must be served the same day. Cooling and reuse of leftover hot food is not allowed. Hot food must be discarded at the end of each day.

Barriers or dividers must be provided to separate customers from grills, steam tables and other hot or dangerous equipment.

Condiments must be served in single-service packages or squeeze bottles. If condiments are not available in single service packages or cannot be served in bottles, they may be served in bulk. Condiments served in bulk must be protected by a sneeze guard and must not require refrigeration.

All food must be protected from contamination. Work areas, food and single-service items must be protected from customer contamination by sneeze guards, dome lids or other approved means.

A handwash sink must be provided. The handwash sink basin size must be at least 10 inches x 10 inches x 5 inches deep.

Handwash sinks must be easily accessible and cannot be located underneath counters or in locations that make access difficult. If the sink is installed on a slide-out drawer it must be locked in an open position when food is prepared or served.

A hot water heater must be installed and able to provide hot water (100°F or above) to all sinks.
The water system must have a mechanical pump capable of pressurizing both the hot and cold water systems to 15 psi.

Fresh water tanks and all piping/tubing must be made of food grade materials.

Food grade hoses must be used to fill fresh water tanks.

The connection to the wastewater tank must be easy to connect/disconnect and must not leak.

All sink basins must have rounded corners to allow for easy cleaning.

The number of menu items may be restricted due to mobile food unit size limitations.

With the exception of freezers and ice chests, all equipment shall be listed by the National Sanitation Foundation (NSF) or equivalent for its intended use.

In addition to Snohomish Health District plan review and permitting requirements, there may be other permits you are required to have before opening your business. Please see the Agency Resource List.

- Local building officials may require you to apply for a “land use” permit for your sales site(s). Contact the city or jurisdiction where you want to place your mobile unit.
- Fire Department approval and permit is required if you will be using liquid propane, charcoal, wood or oil frying equipment.
- State and local business licenses are required.

**Specific Requirements for Occupied Mobile Truck/Trailer**

*Food Establishments where operator will be inside the unit*

The fresh water tank must provide sufficient water to wash, rinse and sanitize reused utensils and provide a minimum of 5 gallons of water for washing of hands.

The wastewater tank must have a capacity at least 15% larger than the fresh water tank. (For a 35-gallon tank, the wastewater tank capacity must be 42 gallons.)

The hot water heater must be large enough to completely fill two compartments of the 3-compartment sink with hot water (100°F) without the temperature dropping below 100°F.

If make-to-order items are on the menu, such as sandwiches, salads, or tacos, a food prep refrigerator is required.

If fruits or vegetables, such as lettuce, tomato, onion, avocado, etc. are washed in the mobile unit, a commercial NSF approved sink is required. The sink must be stainless steel and be equipped with at least one drainboard. If food prep sinks are installed on the mobile unit, additional potable water supply and wastewater tank may be required.
A three-compartment sink with attached drainboards on both ends is required. The sink compartments should be large enough to submerge and wash all equipment used on the mobile truck. Attached drainboards should be the size of a sink compartment.

Cooking of raw meat is restricted to thin food such as hamburger patties. Cooking of raw meat thicker than 1 inch is prohibited.

Ventilation hoods are required for any cooking equipment that produces grease. If deep fryers are used, a tight fitting, heat resistant cover shall be locked in place for safe transport of hot grease.

Obtain Labor and Industries inspection and seal of approval prior to final inspection with Snohomish Health District (black label affixed to the outside of the vehicle.) All occupied vehicles (commercial coaches, trucks, trailers) must obtain approval from Washington State Department of Labor and Industries. Labor and Industries regulations govern the safety of design and the installation of plumbing, heating and electrical equipment. Contact the Labor and Industries Plans Examiner at (360) 902-5222 for more information.

Labor and Industries does not determine the number or type of equipment you must install for food establishment approval. Please call (425) 339-5250 for a consultation with Snohomish Health District to determine your specific equipment needs.

Specific Requirements for Unoccupied Mobile Truck/Trailer
Food Establishments where operator will be outside the unit

The fresh water tank must be 5 gallons or larger. Buckets are not allowed.

The wastewater tank must be 6 gallons or 15% larger than the fresh water tank. Buckets are not allowed.

Raw meat or seafood is not permitted on an unoccupied mobile truck or trailer unless sold in unopened packages.

Specific Requirements for a Mobile Cart
Food Establishments that can be easily pushed by a single person to move between locations

The fresh water tank must be 5 gallons or larger. Buckets are not allowed.

The wastewater tank must be 6 gallons or 15% larger than the fresh water tank. Buckets are not allowed.

Juice extractors and blenders are not allowed.

Raw meat or seafood is not permitted on a mobile cart unless sold in unopened packages.

Reusable utensils (i.e., tongs, spoons, etc.) must be washed and sanitized at the commissary. Extra clean and sanitized utensils must be kept on the cart. A sanitary container for clean utensils and a separate container for soiled utensils must be provided.

Specific Requirements for Selling Only Pre-Packaged Food
Mobile unit that sells unopened commercially pre-packaged food items requiring temperature control

A handwash sink is not required on the mobile unit.

Sampling is not allowed.
# Fee Schedule – Food Safety
EFFECTIVE November 1, 2019

<table>
<thead>
<tr>
<th>PE #</th>
<th>TITLE</th>
<th>FEE</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FOOD SERVICE ESTABLISHMENT PERMIT FEES</td>
<td></td>
<td>Permits expire annually on the last day of the month that is 12 full months after date of initial permit issuance. Permits are non-transferable. Change of ownership requires, at a minimum, payment of annual operating permit fee and plan review fee.</td>
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<tr>
<td>5635</td>
<td>LATE CHARGE FOR RENEWAL OF ANNUAL PERMITS</td>
<td>$300.00</td>
<td>Additional charge if annual permit renewal fee has not been received by the Health District by 5 p.m. on the last business day that the permit is valid.</td>
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<tr>
<td></td>
<td>Expedited Review Fee</td>
<td>Varies</td>
<td>Additional fee equal to 50% of the standard application review fee. Available for the following submittals: Food Safety Program: Limited Grocery Plan Review, General Plan Review, and Multiple Permit Facility Plan Review. May apply to additional Environmental Health fees as approved by the division director on a case-by-case basis</td>
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<tr>
<td></td>
<td>BAKERY</td>
<td></td>
<td></td>
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<tr>
<td>5630</td>
<td>Establishments Selling Baked Goods ONLY</td>
<td>$385.00</td>
<td>Annual Permit Fee</td>
</tr>
<tr>
<td></td>
<td>BED AND BREAKFASTS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>56AI</td>
<td>Bed and Breakfast</td>
<td>$385.00</td>
<td>Annual Permit Fee</td>
</tr>
<tr>
<td></td>
<td>CAMPGROUNDS / PARKS – FOOD SERVICE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5629</td>
<td>a) Food Service - All Year (Valid Sept 1 through Aug 31)</td>
<td>** $401.00</td>
<td>**USE GENERAL FOOD FEES Annual Permit Fee</td>
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<td></td>
<td>b) Food Service - Seasonal (No more than three consecutive months)</td>
<td></td>
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<td></td>
<td>CATERER (All Caterers Will Be Permitted Separately)</td>
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<tr>
<td>5632</td>
<td>a) Low Risk</td>
<td>$385.00</td>
<td>Annual Permit Fees</td>
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<tr>
<td>5633</td>
<td>b) Medium Risk</td>
<td>$580.00</td>
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<tr>
<td>5634</td>
<td>c) High Risk</td>
<td>$797.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CATERING ENDORSEMENT</td>
<td></td>
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<tr>
<td>5643</td>
<td>For Permitted Food Service Establishments That ALSO Offer Catering Services.</td>
<td>$195.00</td>
<td>Annual Permit Fee (In Addition to General Food Fee)</td>
</tr>
</tbody>
</table>

Environmental Health Division
3020 Rucker Avenue, Suite 104 ■ Everett, WA 98201-3900 ■ fax: 425.339.5254 ■ tel: 425.339.5250
## FOOD SERVICE ESTABLISHMENT PERMIT FEES

### GENERAL FOOD
Includes but not limited to restaurant (with or without lounge), concession stand, mobile food vehicle, food stand concession, commissary, bakery, caterer, grocery with multiple permits, limited grocery with or without food prep, private club, retail meat dealer, retail fish dealer, tavern with or without food prep, year round campground/park food service. Additional onsite sewage system review fee and catering endorsement fee may apply.

| 5631 | LOW RISK PERMIT (All Low Risk Food Service Establishments) | $385.00 | Annual Permit Fee |
| 5645 | 0 – 50 SEATS: | | Annual Permit Fees |
| 5647 | a) Medium Risk | $580.00 | |
| 5647 | b) High Risk | $797.00 | |
| 5621 | 51 – 150 SEATS: | | Annual Permit Fees |
| 5622 | a) Medium Risk | $665.00 | |
| 5622 | b) High Risk | $918.00 | |
| 5649 | OVER 151 SEATS: | | Annual Permit Fees |
| 5651 | a) Medium Risk | $728.00 | |
| 5651 | b) High Risk | $992.00 | |

### FOOD SERVICE OPERATING WITHOUT A PERMIT

| 5636 | Double Prescribed Permit Fee | ** | **Double Permit Fee |

### FOOD SERVICE WITH ONSITE SEWAGE DISPOSAL REVIEW

| 5438 | Review | $195.00 | Fee Charged Annually With Food Service Permit. |

### FOOD WORKER CARDS

| 5658 | a) 2-Year Initial or 3-Year Renewal | $10.00 | |
| 5660 | b) Replacement For Lost Card | $10.00 | |

### MANAGER COURSES

| 5662 | a) Manager Certification (SHD Curriculum and Test) (Valid for 5 Years) | $211.00 | Instructional and Supplies Fee |
| 5664 | b) Manager Recertification (Valid for 3 Years) | $158.00 | Instructional and Supplies Fee |
| 5665 | c) Manager Recertification Without Book (Valid for 3 Years) | $95.00 | Instructional Fee |
| 5662 | d) Manager Self-Inspection Program Establishment Fee Credit. **For qualified food establishments with certified managers, up to 25% of the prior year’s annual establishment permit fee will be credited to the establishment upon completion of the current year’s inspection program per SHD procedures. | | ** |

### MOBILE FOOD VEHICLE (All Mobile Food Vehicles Will Be Permitted Separately)

| 5646 | a) Low Risk | $385.00 | Annual Permit Fee |
| 5648 | b) Medium Risk | $580.00 | Annual Permit Fee |
| 5650 | c) High Risk | $797.00 | Annual Permit Fee |
## PLAN REVIEWS

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Fee</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>5670</td>
<td>a) Limited Grocery, Tap Room / Tasting Room</td>
<td>$195.00</td>
<td>Plan Review &amp; Pre-Operation Inspection Fee</td>
</tr>
<tr>
<td>56AJ</td>
<td>b) Limited Grocery, Tap Room / Tasting Room - Expedited Review Fee</td>
<td>$292.50</td>
<td>Expedited Plan Review &amp; Pre-Operation Inspection Fee</td>
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<tr>
<td>5672</td>
<td>c) General Plan Review</td>
<td>$740.00</td>
<td>Plan Review &amp; Pre-Operation Inspection Fee</td>
</tr>
<tr>
<td>56AK</td>
<td>d) General Plan Review – Expedited Review Fee</td>
<td>$1110.00</td>
<td>Expedited Plan Review &amp; Pre-Operation Inspection Fee</td>
</tr>
<tr>
<td>5676</td>
<td>e) Multiple Permit Facility</td>
<td>$740.00</td>
<td>Plan Review &amp; Pre-Operation Inspection Fee Plus:</td>
</tr>
<tr>
<td>56AL</td>
<td>f) Multiple Permit Facility – Expedited Review Fee</td>
<td>$1110.00</td>
<td>Expedited Plan Review &amp; Pre-Operation Inspection Fee Plus:</td>
</tr>
<tr>
<td>5675</td>
<td>g) Multiple Permit Facility (Additional Permits)</td>
<td>$195.00</td>
<td>Each Additional Permit</td>
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<tr>
<td>5678</td>
<td>h) Food Stand Concession, Mobile Food Vehicle</td>
<td>$464.00</td>
<td>Plan Review &amp; Pre-Operation Inspection Fee</td>
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<tr>
<td>5642</td>
<td>i) Change of Ownership Plan Review</td>
<td>$390.00</td>
<td>Includes Preopening Inspection</td>
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<tr>
<td>56AM</td>
<td>j) Variance without Hazard Critical Control Point (HACCP) Review</td>
<td>$195.00</td>
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<tr>
<td>5683</td>
<td>k) Variance with Hazard Analysis Critical Control Point (HACCP) Review</td>
<td>$390.00</td>
<td>Plus Lab Fees</td>
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<tr>
<td>5685</td>
<td>l) Remodel / Plan Revision</td>
<td>$195.00</td>
<td>For Alteration to Existing Establishment or Revision of Approved Plan. Includes Pre-Operation Inspection.</td>
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<tr>
<td>5677</td>
<td>m) Plan Review Consultation (On and/or Offsite)</td>
<td>$195.00</td>
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<tr>
<td>5687</td>
<td>n) Reactivate Plan Review</td>
<td>$195.00</td>
<td>Projects Idle for More Than 1 Year.</td>
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<tr>
<td>56AN</td>
<td>o) Mobile Approval by Reciprocity Processing Fee</td>
<td>$195.00</td>
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## REINSPECTION AND REINSTATEMENT FEES

<table>
<thead>
<tr>
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<th>Description</th>
<th>Fee</th>
<th>Description</th>
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<tbody>
<tr>
<td>5688</td>
<td>a) Reinspection and Office Conference per III.B.3, Enforcement Procedures (Includes Reinspection)</td>
<td>$327.00</td>
<td>Reinspection and Office Conference Fee</td>
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<tr>
<td>5689</td>
<td>b) Reinspection after First Preoccupancy Inspection</td>
<td>$195.00</td>
<td>Reinspection Fee</td>
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<tr>
<td>5690</td>
<td>c) Reinstatement Following Closure by Health Officer’s Order</td>
<td>$390.00</td>
<td>Reinstatement Fee</td>
</tr>
<tr>
<td>5692</td>
<td>d) Food Service Establishment Reinspection</td>
<td>$195.00</td>
<td>Reinspection Fee. Applies to All Permitted Food Service Operations.</td>
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</tbody>
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### SCHOOL – FOOD SERVICE

<table>
<thead>
<tr>
<th>Code</th>
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<th>Fee</th>
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<tbody>
<tr>
<td>5637</td>
<td>a) Central Kitchen, No Direct Food Service</td>
<td>$612.00</td>
<td>Annual Permit Fee</td>
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<tr>
<td></td>
<td>(Valid Sept 1 through Aug 31)</td>
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</tr>
<tr>
<td>5638</td>
<td>b) Satellite Kitchen With Food Service</td>
<td>$390.00</td>
<td>Annual Permit Fee</td>
</tr>
<tr>
<td></td>
<td>(Valid Sept 1 through Aug 31)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5639</td>
<td>c) School Kitchen With Food Service</td>
<td>$464.00</td>
<td>Annual Permit Fee</td>
</tr>
<tr>
<td></td>
<td>(Valid Sept 1 through Aug 31)</td>
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### SCHOOL / YOUTH ACTIVITY CONCESSION STAND

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<tbody>
<tr>
<td>5641</td>
<td>a) Low Risk</td>
<td>$148.00</td>
<td>Annual Permit Fee</td>
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<tr>
<td>5640</td>
<td>b) Medium Risk</td>
<td>$243.00</td>
<td>Annual Permit Fee</td>
</tr>
<tr>
<td>5653</td>
<td>c) High Risk</td>
<td>$348.00</td>
<td>Annual Permit Fee</td>
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### TEMPORARY FOOD SERVICES

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Fee</th>
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<tbody>
<tr>
<td>5600</td>
<td><strong>LATE FEE CHARGE TEMPORARY FOOD SERVICES</strong></td>
<td>$56.00</td>
<td>Late Charge Fee</td>
</tr>
<tr>
<td></td>
<td>Non-refundable fee charged if the application is not received in the</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>Environmental Health Division office fourteen (14) days before the event.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5699</td>
<td><strong>OPERATING WITHOUT A PERMIT</strong></td>
<td>**</td>
<td>**Double Permit Fee</td>
</tr>
<tr>
<td></td>
<td>Temporary Food Services Operating Without a Permit</td>
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</tr>
<tr>
<td>5667</td>
<td>a) Single Event</td>
<td>$69.00</td>
<td>Event Permit Fee</td>
</tr>
<tr>
<td>5669</td>
<td>b) Recurring Event - One Location, Must Meet WAC</td>
<td>$158.00</td>
<td>Annual Permit Fee</td>
</tr>
<tr>
<td></td>
<td>246-215-01115</td>
<td></td>
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<tr>
<td>56RA</td>
<td>c) Recurring Limited Risk – Additional Location</td>
<td>$121.00</td>
<td>Annual Permit Fee</td>
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<tr>
<td>5655</td>
<td>a) Single Event</td>
<td>$95.00</td>
<td>Event Permit Fee</td>
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<tr>
<td>5657</td>
<td>b) Recurring Event - One Location, Must Meet WAC</td>
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<td>Annual Permit Fee</td>
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<td></td>
<td>246-215-01115</td>
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<tr>
<td>5659</td>
<td>c) Recurring Low/Med - Additional Location</td>
<td>$121.00</td>
<td>Annual Permit Fee</td>
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<tr>
<td>5661</td>
<td>a) Single Event</td>
<td>$211.00</td>
<td>Event Permit Fee</td>
</tr>
<tr>
<td>5663</td>
<td>b) Recurring Event - One Location, Must Meet WAC</td>
<td>$570.00</td>
<td>Annual Permit Fee</td>
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<td></td>
<td>246-215-01115</td>
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<tr>
<td>5666</td>
<td>c) Recurring High Risk - Additional Location</td>
<td>$121.00</td>
<td>Annual Permit Fee</td>
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<tr>
<td>56AO</td>
<td><strong>BLANKET EVENT PERMIT</strong></td>
<td>$540.00</td>
<td>Judged Cooking Events</td>
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### FOOD DEMONSTRATOR PERMIT

<table>
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<th>Code</th>
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</thead>
<tbody>
<tr>
<td>5671</td>
<td>a) Single Event</td>
<td>$53.00</td>
<td>Event Permit Fee</td>
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<tr>
<td>5673</td>
<td>b) Recurring Event - One Location, Must Meet WAC</td>
<td>$106.00</td>
<td>Annual Permit Fee</td>
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### TEMPORARY FOOD SERVICES  
**Continued**

<table>
<thead>
<tr>
<th>56EP</th>
<th>EXEMPT FROM PERMIT</th>
<th>$47.00</th>
<th>Only Processing Fee Required</th>
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### VENDING MACHINES

<table>
<thead>
<tr>
<th>5652</th>
<th>With Potentially Hazardous Foods – Risk Level – Low</th>
<th>$195.00</th>
<th>Annual Permit Fee</th>
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### ENVIRONMENTAL HEALTH DIVISION / Miscellaneous Fees

#### APPEAL PROCEDURE

Fee also applies to appeals to Health District enforcement of RCW 70.160, entitled *Presumptively Reasonable Distance.*

<table>
<thead>
<tr>
<th>9519</th>
<th>a) Step One</th>
<th>NO FEE</th>
<th>Except for Illegal Drug Manufacturing or Storage Sites.</th>
</tr>
</thead>
<tbody>
<tr>
<td>9520</td>
<td>b) Step Two</td>
<td>$1266.00</td>
<td>Fee Refundable if Appellant Prevails in Step Two Decision.</td>
</tr>
</tbody>
</table>

#### HOURLY CHARGE

For Project/Permit/Enforcement Investigations & Reviews.

<table>
<thead>
<tr>
<th>9512</th>
<th>$195.00</th>
<th>Per Hour</th>
</tr>
</thead>
</table>

#### MISCELLANEOUS PERMIT FEE

a) The Health Officer is authorized to establish fees on an individual basis for any Environmental Health Division operations which do not precisely conform to any of the defined categories. Such fees to be determined by the Health Officer to be the closest related fee or **$195.00 per hour.**

b) Post emergency waiver of Clearance and Repair fees for qualified damaged structures.

### ENVIRONMENTAL HEALTH DIVISION / Miscellaneous Fees -  
**Continued**

#### RECORD RETRIEVAL

<table>
<thead>
<tr>
<th>9513</th>
<th>a) Duplicating</th>
<th>$0.15</th>
<th>(Fee Set by RCW) Per Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>9514</td>
<td>b) Color Copies</td>
<td>$0.26</td>
<td>Per Page</td>
</tr>
<tr>
<td>9518</td>
<td>c) Other (Oversized Doc, Postage, etc)</td>
<td>Varies</td>
<td></td>
</tr>
</tbody>
</table>

#### REFUND PROCESSING FEE

| 9525 | $30.00 | May Be Waived Upon Approval By Director. |

#### SERVICE CHARGE

| 9986 | $30.00 | Returned Check (Bank Service Charge) |
Agency Resource List

Snohomish Health District
3020 Rucker Ave, Suite 104, Everett WA 98201-3900
Water & Wastewater Section, on-site sewage review

Water & Wastewater, water/well review
Food Safety Section, reviews for food establishments and school kitchens

Washington State Department of Health (DOH)
Retail Food Code 877.485.7316 or 360.236.3385

Washington State Department of Agriculture (WSDA)
Wholesale licensing, cottage industry 360.902.1876

United States Department of Agriculture (USDA)
Wholesale licensing, meat/poultry 888.674.6854

Federal Food & Drug Administration (FDA)
Wholesale licensing, processed food 888.463.6332

Tax and License
Contacts for tax and licensing requirements for general business licenses, liquor licenses, business taxes, property taxes, and occupational taxes:

Washington State Department of Revenue
Unified Business Identifier (UBI) number, retail sales, business and occupation tax
19800 North Creek Parkway, Bothell 98011 425.984.6400

Department of Labor & Industries
Industrial insurance and medical aid, safety inspections & compliance, mobile food unit approvals
525 E College Way, Mt Vernon 98273
Electrical permits 360.416.3000
Safety inspection 360.416.3000

Employment Security Department
Unemployment insurance
1301 Tacoma Ave S, Tacoma 98402 253.593.7300

Internal Revenue Service
Federal unemployment tax, social security, and federal excise tax
Rucker Building
3020 Rucker Ave Suite 301, Everett WA 98201
Toll-free 800.829.1040

Washington State Liquor Control Board
State Office, 3000 Pacific Ave SE, Olympia 98504
Liquor licenses 360.753.6259
http://liq.wa.gov
Office of Secretary of State, Corporation Division
Registration of firm or corporate name
Republic Building
801 Capitol Way S, Olympia 98501 360.725.0377

Washington State Department of Licensing
Statewide business license information, trade name registration
PO Box 9030, Olympia 98507 360.902.3900

Snohomish County Assessor
Parcel number information
3000 Rockefeller Ave, M/S 510; Everett 98201 425.388.3433

Snohomish County Treasurer
Personal tax information
3000 Rockefeller Ave, M/S 501; Everett 98201-4060 425.388.3366

Snohomish County Auditor
Unincorporated Snohomish County business licenses
3000 Rockefeller Ave, Everett 98201 425.388.3388

Recycling & Garbage Service

Verify service for a particular city or area of Snohomish County with the specific service provider.

Waste Management Snohomish County 1 800.592.9995
Arlington, Brier, Darrington, Everett (South of 112th St SE), Granite Falls, Lynnwood (East of Hwy 99), Marysville, Mill Creek, Mountlake Terrace, Mukilteo, Stanwood, Unincorporated Snohomish County

Rubatino Refuse Removal Inc. 425.259.0044
Everett

Republic Services of Lynnwood, Allied Waste Division 425.778.6508
Edmonds, Gold Bar, Lake Stevens, Lynnwood, Woodway, Sultan, Unincorporated Snohomish County

Waste Oil Companies
This list is provided for informational purposes only and for the convenience of the user. This should not be taken as an endorsement by the Snohomish Health District. This is not a complete list of contractors available for services. Find more contractors in the Yellow Pages or similar references. This list may be amended at any time.

Baker Commodities
5795 South 130th Pl, Seattle 98178 206.243.7387, 800.562.5058

Darling International
2041 Marc Ave, Tacoma 98421 253.572.3922, 800.524.2410
Agency Resource List

**General Biodiesel**
6333 1st Ave S, Seattle 98108 206.932.1600

**Standard Biofuels**
Multiple Puget Sound locations 888.872.9968
http://www.generalbiodiesel.com

Additional waste oil company information may be found at the following Seattle Public Utilities website Seattle Public Utilities

**Sewer & Water Districts**
Contact for sewer connections, grease traps/vaults/interceptors, and water connections.

**Alderwood Water & Wastewater District**
3626 156th SW, Lynnwood WA 98087 425.743.4605

**City of Brier (Sewer District)**
2901 228th St SW, Brier 98036 425.775.5440

**City of Edmonds (Water and Sewer District)**
7110 210th St SW, Edmonds 98026 425.771.0235

**City of Everett (Water and Sewer District)**
3200 Cedar, Everett 98201 360.257.8800

**City of Granite Falls (Water and Sewer District)**
PO Box 1440 (206 Granite Ave) Granite Falls 98252 360.691.6441

**City of Lynnwood (Water and Sewer District)**
PO Box 5008 (19100 44th Ave W 98036) Lynnwood 98046 425.775.1971

**City of Marysville (Water and Sewer District)**
80 Columbia St, Marysville 98270 360.363.8100

**City of Monroe (Water and Sewer District)**
806 West Main, Monroe 98272 360.794.7400

**City of Mountlake Terrace (Water and Sewer District)**
PO Box 72 (23204 58th Ave W) Mountlake Terrace 98043 425.670.8264

**City of Snohomish City Utilities**
116 Union Ave, Snohomish 98290 360.568.3115

**City of Stanwood Public Works**
10220 Union Ave NW, Stanwood 98292 360.629.2181

**City of Sultan (Water and Sewer District)**
PO Box 1199 (319 Main St) Sultan 98294 360.793.2231
Cross Valley Water District
8802 180th SE, Snohomish WA 98296 360.668.6766

Lake Stevens Sewer District
1106 Vernon Rd. Ste A, Lake Stevens 98258 425.334.8588

Mukilteo Water and Wastewater District
PO Box 260 (7824 Mukilteo Speedway) Mukilteo 98275 425.355.3355

Olympic View Water and Sewer District
8128 228th St SW, Edmonds 98026 425.774.7769

Seven Lakes Water Association (Lake Goodwin area)
17507 W Lake Goodwin Rd, Stanwood 98292 360.652.8192

Silver Lake Water and Sewer District
PO Box 13888 (15205 41st Ave SE Bothell, 98012) Mill Creek 98082 360.793.1101

Cities/Snohomish County
Contact for zoning, building/plumbing permits, fire codes, occupancy requirements, other building requirements and local business licenses.

Arlington
238 N Olympic, Arlington 98223 360.403.3421

Bothell
18305 101st Ave NE, Bothell 98011 425.486.3256

Brier
2901 228th St SW, Brier 98036 425.775.5440

Darrington
PO Box 397 (1005 Cascade St) Darrington 98241 360.436.1131

Edmonds
121 5th Ave N, Edmonds 98020 425.775.2525

Everett
2930 Wetmore, Everett 98201 425.257.8700

Gold Bar
107 5th Street, Gold Bar WA 98251 360.832.3361

Granite Falls
206 S Granite Avenue, Granite Falls, 98252 360.793.1101
Agency Resource List

Index
PO Box 88 (511 Ave A) Index 98256 360.793.2488

Lake Stevens
Po Box 257 (1812 Main St) Lake Stevens 98258 425.334.1012

Lynnwood
PO Box 5008 (19100 - 44th Ave W) Lynnwood 98046-5008 425.670.5000

Marysville
1049 State Ave, Marysville 98270 360.363.8000

Mill Creek
15728 Main St, Mill Creek 98012 425.745.1891

Monroe
806 W Main St, Monroe 98272 360.794.7400

Mountlake Terrace
PO Box 72 (6100 219th St SW Suite 200) Mountlake Terrace 98043 425.775.0420

Mukilteo
11930 Cyrus Way, Mukilteo 98275 425.263.8000

Snohomish
116 Union Ave, Snohomish 98290 360.568.3115

Snohomish County Planning and Development
3000 Rockefeller Ave, M/S 604, Everett 98201 425.388.3311

Stanwood
10220 270th St NW, Stanwood 98292 360.629.2181

Sultan
PO Box 1199 (319 Main St, Suite 200) Sultan 98294 360.793.2231

Woodway
23920 - 113th Pl W, Woodway 98020 253.299.5530