



This plan review guide is designed to help you through the plan review process for opening a new food service establishment in a new or existing building. You will find the following resources in this guide:

1. The 4-Step Plan Review Process
2. Minimum Equipment & Facility Requirements
3. Fee Schedule
4. Agency Resource List



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.
- Get your Washington State Business License. You can apply online at www.bls.dor.wa.gov.
- Obtain water and sewer/septic approval. If the facility will be connected to an on-site septic system, please visit the Snohomish County Health Department [Septic Permits](#) page.
- 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.

STEP 1

Submit plans.

All items listed on the [New Restaurant Plan Review Checklist](#), including the nonrefundable [plan review fee](#) must be submitted to Snohomish County Health Department. 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 8am to 3:30pm or by mail to Snohomish County Health Department, Attn: Food Section Plan Review, 3020 Rucker Ave, Suite 104, Everett, WA 98201-3900. If you have questions during the application process, email Food.Safety@snoco.org

STEP 2

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 Snohomish County Health Department written approval.

STEP 3

Pass inspection.

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

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.

STEP 4

Pay for permit.

Once you have passed the pre-operational inspection, you will receive an invoice for the Annual Operating Permit. Use that invoice to pay the permit 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 after 1 year.

Sinks

Handwashing sinks. Required in all food preparation, food service and warewashing areas.

- Handsinks must remain easily accessible, within the line of sight and 25 feet of all areas where food or beverages are handled, prepared, or served, and in warewashing areas.
- This may require more than one handsink per food service area. Handsinks must be equipped with mixing faucets or combination faucets, hand soap and paper towels.
- The minimum hot water temperature allowed at all handsinks is 100 F at the tap through a mixing valve. Ideally, the hot water should be 100-120 F. Self-closing or metering faucets shall provide a flow of water for at least 15 seconds.



3-compartment sinks. Required in all food service establishments, except for limited grocery stores where all items are pre-packaged. Drainboards should be provided on both sides with raised edges. Each compartment must have rounded corners and must be large enough to accommodate the largest utensil or equipment used in the establishment.



An automatic dishwasher does not replace the requirement for a 3-compartment sink.

Vegetable/fruit preparation sink. Required if there is rinsing, washing, or draining of canned fruit or vegetables. The sink must be stainless steel, have rounded corner basins, raised edges, indirectly plumbed with an air gap, and have at least one integral drainboard.



Meat preparation sink. Required if there is rinsing or thawing under running water of raw meat, poultry, or seafood. The sink must be stainless steel, have rounded corners, raised edges, indirectly plumbed with an air gap, and have at least one integral drainboard. Be aware that a double-basin prep sink cannot be used as both a vegetable and meat prep sink.

Dump sink. Required in bars or taverns near the 3-compartment sink or warewashing machine in the beverage service area. Dump sinks must be indirectly plumbed with an air gap. A handwash sink may not be used as a dump sink.

Mop sink. Required in all food service establishments. A mop sink (or service sink, curbed cleaning facility or janitorial sink) must provide hot and cold water and be equipped with a vacuum breaker if a hose will be attached to the faucet.



Restrooms

Employee restrooms. Employee restrooms are required. Employees may use the same restrooms provided to the public as long as they are located within 200 feet.

Public restrooms. Public restrooms are required with any on-premises consumption of food and beverages. Public restrooms must be conveniently located, available during all hours of operation, and accessible without going through areas of food preparation, food storage, or warewashing.

Refrigeration

Capacity & Cooling. The refrigeration requirements for storing and cooling foods is dependent on the menu and food preparation processes. Every restaurant is required to have a minimum of 2 stainless steel doors of commercial, upright refrigeration. Certain menus may require more refrigeration, as determined by the health department.

A walk-in refrigerator or blast chiller is required for any menus requiring cooling. An upright refrigerator is approximately 25 cubic feet. Prep refrigerators, glass door refrigerators, merchandiser refrigerators or freezers do not apply toward minimum refrigeration.

Prep (sandwich) refrigerator. Required if the menu includes make-to-order items, such as sandwiches, salads, hamburgers, or tacos.

Freezers. Freezers are optional, menu dependent, and do not take the place of the required minimum amount of food storage refrigeration.

Ventilation (hood system)

Ventilation must be adequate so that all areas are kept reasonably free from excessive heat, steam, condensation, vapors, fumes, or objectionable odors.

Exhaust hoods must be designed to prevent grease or condensate from dripping into the food and the filters or baffles must be readily removed for cleaning.

Contact the local building department for specifications and/or if a hood system is required for the type of food preparation activities that will occur on site.

Commercial Equipment

All equipment shall be listed by the National Sanitation Foundation (NSF) or equivalent for its intended use.



Snohomish County Health Department 3020 Rucker Ave, Suite 104, Everett WA 98201-3900 Reviews for food establishments and school kitchens On-site sewage review Water/well review	425.339.5250
<u>Washington State Department of Health (DOH)</u> Retail Food Code	877.485.7316 or 360.236.3385
<u>Washington State Department of Agriculture (WSDA)</u> Wholesale licensing, cottage industry	360.902.1876
<u>United States Department of Agriculture (USDA)</u> Wholesale licensing, meat/poultry	888.674.6854
<u>Federal Food & Drug Administration (FDA)</u> 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 12100 NE 195th St., Suite 100, 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, Suite H, Mount Vernon 98273 Electrical permits Safety inspection	360.416.3000 360.416.3000
Employment Security Department Unemployment insurance 212 Maple Park Avenue SE, Olympia, WA 98501	360.890.3500
Internal Revenue Service Federal unemployment tax, social security, and federal excise tax 2707 Colby Ave Suite 705, Everett, WA 98201 www.irs.gov	425.304.1656
Washington State Liquor Control Board State Office, 1025 Union Avenue SE, Olympia, WA 98501 Liquor licenses https://lcb.wa.gov/licensing/licensing-services	360.664.1600

Agency Resource List

Office of Secretary of State, Corporation Division 360.725.0377
Registration of firm or corporate name
Republic Building, 801 Capitol Way S, Olympia 98501

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

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

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

Snohomish County Auditor 425.388.3371
Unincorporated Snohomish County business licenses
3000 Rockefeller Ave, M/S 506, Everett 98201

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, Edmonds (North of Lake Ballinger), Everett (South of 112th St SE), Gold Bar, Granite Falls, Lake Stevens, 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, Lake Stevens, Lynnwood, Monroe, Startup, Sultan, Snohomish, Woodway, 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](#) 206.243.7387, 855.422.5370
5795 South 130th Pl, Seattle 98178

[Darling International](#) 253.572.3922
2041 Marc Ave, Tacoma 98421

[Mahoney Environmental](#) 800.892.9392
6333 1st Ave S, Seattle 98108

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 156 th SW, Lynnwood WA 98087	425.743.4605
City of Brier (Public Works) 2901 228 th St SW, Brier 98036	425.775.5440
City of Edmonds (Water and Sewer District) 7110 210 th St SW, Edmonds 98026	425.771.0235
City of Everett (Water and Sewer District) 3200 Cedar St, Everett 98201	425.257.8800
City of Granite Falls (Water and Sewer District) PO Box 1440 (215 S. Granite Ave) Granite Falls 98252	360.691.6441
City of Lynnwood (Water and Sewer District) PO Box 5008 (19100 44 th Ave W 98036) Lynnwood 98046	425.670.5200
City of Marysville (Water and Sewer District) 80 Columbia Ave, Marysville 98270	360.363.8100
City of Monroe (Water and Sewer District) 806 West Main St, Monroe 98272	360.794.7400
City of Mountlake Terrace (Public Works) PO Box 72 (6204 215th St SW) 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 270th St NW, Stanwood 98292	360.629.2181
City of Sultan (Public Works) PO Box 1199 (703 1st St) Sultan 98294	360.793.9509
Cross Valley Water District 8802 180th St SE, Snohomish 98296	360.668.6766
Lake Stevens Sewer District 1106 Vernon Rd., Suite 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 228 th 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	425.337.3647

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 18415 101st Ave NE, Bothell 98011	425.806.6100
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 Ave, Everett 98201	425.257.8700
Gold Bar 107 5th Street, Gold Bar WA 98251	360.793.1101
Granite Falls 215 S Granite Avenue, Granite Falls, 98252	360.691.6441
Index PO Box 88 (511 Ave A) Index 98256	360.793.2488
Lake Stevens Po Box 257 (1812 Main St) Lake Stevens 98258	425.622.9400
Lynnwood PO Box 5008 (19100 44th Ave W) Lynnwood 98046-5008	425.670.5000
Marysville 501 Delta Ave, Marysville 98270	360.363.8000
Mill Creek 15728 Main St, Mill Creek 98012	425.745.1891
Monroe 14841 179th Ave SE, Suite 320, Monroe 98272	360.794.7400
Mountlake Terrace PO Box 72 (23204 58th Ave W) Mountlake Terrace 98043	425.776.1161
Mukilteo 11930 Cyrus Way, Mukilteo 98275	425.263.8000
Snohomish 116 Union Ave, Snohomish 98290	360.568.3115

Agency Resource List

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 Place W, Woodway 98020	206.542.4443



General Food Safety Annual Permits

Food service establishment permit fees 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.

Permit Type	Fee	Description
Low-Risk Permit (All low risk establishments)	\$500.00	Annual permit fees
0 – 50 Seats: a) Medium Risk b) High Risk	a) \$745.00 b) \$1,025.00	Annual permit fees
51 – 150 Seats: a) Medium Risk b) High Risk	a) \$850.00 b) \$1,150.00	Annual permit fees
151 Seats or over: a) Medium Risk b) High Risk	a) \$940.00 b) \$1,300.00	Annual permit fees
Food Service Operating Without a Permit	Double permit fee	

Mobile Food Unit Annual Permits

Permit Type	Fee	Description
See SCBHC 1.40.040(B): Mobile food unit permit fee credit during permit review		
a) Low Risk b) Medium Risk c) High Risk	a) \$500.00 b) \$745.00 c) \$1,025.00	Annual permit fee (all mobile food units will be permitted separately)

Late Fee Charge for Renewal of Annual Permits \$350.00

Additional charge if annual permit renewal fee has not been received by the Health Department by 5 p.m. on the last business day that the permit is valid.

Specialty Food Safety Annual Permits

Permit Type	Fee	Description
Bakery ONLY selling baked goods	\$500.00	Annual permit fee
Bed and Breakfast	\$500.00	Annual permit fee
Campground/Parks Food Service a) All year (valid June 1 – May 31) b) Seasonal (no more than six consecutive months)	a) ** b) \$500.00	a) **Use General Food Safety Annual Permit fees b) Seasonal permit fee
Caterer a) Low Risk b) Medium Risk c) High Risk	a) \$500.00 b) \$745.00 c) \$1,025.00	Annual permit fees (all caterers will be permitted separately)
Catering Endorsement (For permitted food service establishments that also offer catering services)	\$250.00	Annual permit fee (in addition to general food fee)
School – Food Service (Valid Sept 1 – Aug 31) a) Central kitchen, no direct food service b) Satellite kitchen with food service c) School kitchen with food service	a) \$780.00 b) \$495.00 c) \$590.00	Annual permit fees New permits may be prorated to correspond with existing permit expiration dates.
School/Youth Concessions a) Low Risk b) Medium Risk c) High Risk	a) \$195.00 b) \$300.00 c) \$450.00	Annual permit fees
Vending Machines (With low risk time/temperature control for safety foods)	\$250.00	Annual permit fee

Food Safety Program • Food.Safety@snoco.org • 425.339.8730
3020 Rucker Avenue • Suite 104 • Everett, WA 98201-3900
SHD-FoodIllnessComplaints@snoco.org

Food Safety Plan Review

Plan Review	Fee	Description
General plan review	\$1,100.00	Plan review and pre-operation inspection fee
Tap room / tasting room / vending machine	\$250.00	Plan review and pre-operation inspection fee
Multiple permit facility (additional permits)	\$305.00	Each additional permit
Change of ownership	\$500.00	Charged with the change in UBI number
Variance without hazard analysis critical control point (HACCP) review	\$235.00	For new plan reviews, charged in addition to plan review fee. **See SCBHC 1.40.040(C) for information on variance application fees waived for unplumbed espresso stands.
Hazard analysis critical control point (HACCP) review (when required by chapter 246-215 WAC for menu items) with or without variance.	\$900.00	For new plan reviews, charged in addition to plan review fee. Lab Fees are additional. HACCP review is required for some types of food or food processing methods.
Remodel / plan revision	\$305.00	For alteration to existing establishment or revision of approved plan. Includes pre-operation inspection.
Plan review consultation	\$235.00	On and/or off-site.

Other Fees

Fee Type	Fee	Description
Food Service with Onsite Sewage Disposal Review	\$250.00	Fee charged at time of annual food service permit fee. Paid review fee and current on-site sewage monitoring and maintenance report are required prior to annual permit issuance.
Food Worker Cards a) Two-year initial or three-year renewal or five-year renewal b) Replacement for lost card	a) \$10.00 b) \$10.00	Food worker card fees are set by the state. Five-year renewals must have ANSI approved Certified Food Protection Manager certification.
Reinspection and Reinstatement Fees a) Office conference (includes reinspection) b) Reinstatement following closure by Health Officer's order c) Food service establishment reinspection	a) \$420.00 b) \$450.00 c) \$275.00	a) Reinspection and office conference fee b) Reinstatement fee c) Reinspection fee applies to all food service operations.

Temporary Food Safety Permits

Permit Type	Fee	Description
Single Events a) Low Risk b) Medium Risk c) High Risk	a) \$110.00 b) \$175.00 c) \$275.00	Event permit fees
Recurring Events a) Low Risk b) Low Risk – additional location c) Medium Risk d) Medium Risk – additional location e) High Risk f) High Risk – additional location	a) \$235.00 b) \$110.00 c) \$335.00 d) \$175.00 e) \$650.00 f) \$275.00	Seasonal temporary permit associated with a farmers' market, defined as five or more Washington growers assembling at a defined physical location to sell products that they have grown, raised, and may have processed, directly to consumers.
Blanket Event Permit	\$680.00	Judged cooking events
Food Demonstrator Permit a) Single event b) Recurring event – must meet WAC 246-215-01115 c) Recurring event – additional location	a) \$75.00 b) \$150.00 c) \$75.00	Non-time/temperature control for safety foods only b) Recurring event fee c) Recurring event additional location fee
Exempt From Permit	\$65.00	Only processing fee required
Temporary Food Service Operating Without a Permit	Double permit fee	
Late Fee Charge	\$80.00	Non-refundable fee charged if the application is received between one and 13 days prior to the event. Payments received online after 9:00 p.m. PST will be received the following business day.