



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

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 [Mobile Food Unit 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.

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 the 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 the 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.

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 County Health Department.

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 Temperature Control for Safety (TCS) 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 (110°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 County Health Department 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 one compartment of the 3-compartment sink with hot water (110°F) without the temperature dropping below 110°F.

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

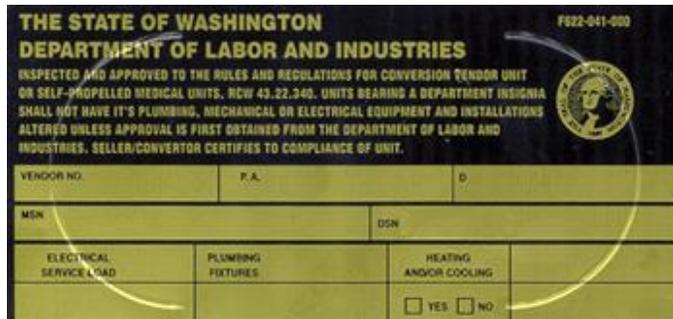
If fruits or vegetables, such as lettuce, tomato, onion, avocado, etc. are washed in the mobile unit, a commercial NSF approved sink is required. The sink must be stainless steel and be equipped with at least one drainboard. If food prep sinks are installed on the mobile unit, additional potable water 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 County Health Department (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 County Health Department 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.

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.

<u>Alderwood Water & Wastewater District</u> 3626 156 th SW, Lynnwood WA 98087	425.743.4605
<u>City of Brier (Public Works)</u> 2901 228 th St SW, Brier 98036	425.775.5440
<u>City of Edmonds (Water and Sewer District)</u> 7110 210 th St SW, Edmonds 98026	425.771.0235
<u>City of Everett (Water and Sewer District)</u> 3200 Cedar St, Everett 98201	425.257.8800
<u>City of Granite Falls (Water and Sewer District)</u> PO Box 1440 (215 S. Granite Ave) Granite Falls 98252	360.691.6441
<u>City of Lynnwood (Water and Sewer District)</u> PO Box 5008 (19100 44 th Ave W 98036) Lynnwood 98046	425.670.5200
<u>City of Marysville (Water and Sewer District)</u> 80 Columbia Ave, Marysville 98270	360.363.8100
<u>City of Monroe (Water and Sewer District)</u> 806 West Main St, Monroe 98272	360.794.7400
<u>City of Mountlake Terrace (Public Works)</u> PO Box 72 (6204 215th St SW) Mountlake Terrace 98043	425.670.8264
<u>City of Snohomish City Utilities</u> 116 Union Ave, Snohomish 98290	360.568.3115
<u>City of Stanwood Public Works</u> 10220 270th St NW, Stanwood 98292	360.629.2181
<u>City of Sultan (Public Works)</u> PO Box 1199 (703 1st St) Sultan 98294	360.793.9509
<u>Cross Valley Water District</u> 8802 180th St SE, Snohomish 98296	360.668.6766
<u>Lake Stevens Sewer District</u> 1106 Vernon Rd., Suite A, Lake Stevens 98258	425.334.8588
<u>Mukilteo Water and Wastewater District</u> PO Box 260 (7824 Mukilteo Speedway) Mukilteo 98275	425.355.3355
<u>Olympic View Water and Sewer District</u> 8128 228 th St SW, Edmonds 98026	425.774.7769
<u>Seven Lakes Water Association (Lake Goodwin area)</u> 17507 W Lake Goodwin Rd, Stanwood 98292	360.652.8192
<u>Silver Lake Water and Sewer District</u> 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

<u>Snohomish County Planning and Development</u> 3000 Rockefeller Ave, M/S 604, Everett 98201	425.388.3311
<u>Stanwood</u> 10220 270th St NW, Stanwood 98292	360.629.2181
<u>Sultan</u> PO Box 1199 (319 Main St, Suite 200) Sultan 98294	360.793.2231
<u>Woodway</u> 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)

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

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.

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.