

## Procedure Checklist for New or Remodeled Food Establishments

The purpose of this checklist is to help you in the steps necessary to obtain a food establishment food permit for a new or remodeled establishment, or after a change in ownership. This is not intended to be a complete list, but one tool in meeting the requirements for your food establishment.

- Submit the Food Service Permit Application.
  - Attach a menu
- Submit the Plan Review Checklist about a month before you plan to open.
  - Attach floor plans
  - Obtain water approval (if an individual well will be used)
  - Obtain on-site sewage system approval (if an on-site sewage system will be used)
- Pay your plan review fee and your permit fee.
  - Plan review fee: New construction: \$365 Remodel: \$290 Change ownership: \$260
  - Food establishment permit fee: varies by establishment
- Schedule a pre-operational inspection at least two weeks prior to opening.
  - Call (509) 962-7515 to schedule a pre-opening inspection

### You may also want to check with:

- Kittitas County Community Development Services *or* local city building department for:
  - Zoning approval
  - Building codes approval
- Washington State electrical inspector (Department of Labor and Industries)
- County or city fire marshal
- Washington State Liquor Board
- Washington Department of Licensing *or* city clerk for business license
- Cross-connection control specialist (if connected to a public water system)

