

APPLICATION GUIDELINES

New or Remodeled Food Service Establishments

The purpose of this form is to guide you through the steps necessary to obtain a food service establishment food permit for a new or remodeled establishment. These guidelines also apply to an establishment's change in ownership. This is not intended to be a complete list, but one of many tools in meeting the requirements for your food establishment.

- Do your research!
 - Use the Retail Food Code (WAC 246-215) as a resource:
<http://www.doh.wa.gov/Portals/1/Documents/Pubs/332-033.pdf>
 - Know your risk level in Kittitas County:
<https://www.co.kittitas.wa.us/uploads/health/services/food-safety/TFE-Flow-Chart.pdf>
- Submit the **Food Service Establishment Permit Application** at least 30 calendar days before the planned opening of your establishment (WAC 246-215-08310).
 - Your plan review and permit fee payments are required at the time of application submission. You will be responsible for one or more of the following pre-operational fees as well as your type of permit fee:
 - Food Service Remodel (\$745)
 - Food Service Plan Review (\$860)
 - Change of Ownership (\$285)
 - Reopening – Same Owner (\$400)
 - HACCP or Variance (Special Processes) Review (Hourly Rate)
 - The application is available online at:
 - <http://www.co.kittitas.wa.us/uploads/health/services/food-safety/food-permit-application.pdf>. The completed application must be submitted in person to the Kittitas County Public Health Department office.
- As attachments to your application, submit the following documents:
 - A completed **Plan Review Checklist**, which can be found online at:
<http://www.co.kittitas.wa.us/uploads/health/services/food-safety/plan-review-checklist.pdf>
 - Your establishment's floor plans.
 - Full menu (with special processes/HACCP documentation if applicable).
 - Commissary Agreement, if applicable.
<http://www.co.kittitas.wa.us/uploads/health/services/food-safety/shared-food-facility-commissary-agreement.pdf>
- Schedule a pre-operational inspection 30 days prior to opening.
 - Call (509) 962-7515 to schedule a pre-opening inspection

You may also need to check with:

Kittitas County Community Development Services or local city building department for zoning and/or 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)

