

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 of the following pre-operational fees as well as your Risk Level Fee:
 - Remodel (\$370)
 - New Construction (\$475)
 - Change of Ownership (\$255)
 - Reopening – Same Owner (\$185)
 - The application is available online. (<http://www.co.kittitas.wa.us/health/forms/food-permit-application-2015.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/health/forms/Plan%20Review%20Checklist.pdf>.
 - Your establishment's floor plans.
 - Full menu.
 - Commissary Agreement, if applicable. (<http://www.co.kittitas.wa.us/health/forms/shared-food-facility-commissary-agreement.pdf>)
- Schedule a pre-operational inspection 14-30 days prior to opening.
 - Call (509) 962-7515 to schedule a pre-opening inspection

You may also need to check with:

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| Kittitas County Community Development Services or local city building department for zoning approval 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) |

