

Procedure Checklist for New or Remodeled Food Establishments

The purpose of this checklist is to help you in the steps necessary to open or remodel a food establishment. This is not intended to be a complete list, but one tool in meeting the requirements for your food establishment.

- Complete and sign "Kittitas County Public Health Department Food Service Establishment Application."
- Complete the Checklist for New or Remodeled Food Establishment.
- Submit floor plans
- Submit proposed menu
- Submit method of food preparation chart.
- Water Approval needed.
- On Site Sewage System Approval needed.
- Pay your plan review fee and your permit fee.
- Schedule a pre-operational inspection at least one week prior to opening.

Have you checked with:

- 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
- City Clerk for business license