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.
   o Attach a menu

☐ Submit the Plan Review Checklist about a month before you plan to open.
   o Attach floor plans
   o Obtain water approval (if an individual well will be used)
   o Obtain on-site sewage system approval (if an on-site sewage system will be used)

☐ Pay your plan review fee and your permit fee.
   o Plan review fee Call (509) 962-7515
   o Food establishment permit fee: varies by establishment

☐ Schedule a pre-operational inspection at least two weeks prior to opening.
   o 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:
   o Zoning approval
   o 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)