

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/food-new-remodel/2019%20TFE%20Flow%20Chart.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 (\$660)
 - Food Service Plan Review (\$1,120)
 - Change of Ownership (\$265)
 - Reopening – Same Owner (\$530)
 - HACCP or Variance (Special Processes) Review (Hourly Rate)
 - The application is available online at:
 - <https://www.co.kittitas.wa.us/uploads/health/services/food-safety/food-new-remodel/Food%20Permit%20Application.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:
<https://www.co.kittitas.wa.us/uploads/health/services/food-safety/food-new-remodel/Plan%20Review%20Checklist.pdf>
 - Your establishment's floor plans.
 - Full menu (with special processes/HACCP documentation if applicable).
 - Commissary Agreement, if applicable.
<https://www.co.kittitas.wa.us/uploads/health/services/food-safety/food-new-remodel/Shared%20food%20facility%20commissary%20agreement.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 <i>or</i> 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 <i>or</i> city clerk for business license	Cross-connection control specialist (if connected to a public water system)