

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>
- ☐ 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 \$705
 - Food Service Plan Review \$1115
 - Change of Ownership \$230
 - Reopening – Same Owner \$320
 - HACCP or Variance (Special Processes) Review (Hourly Rate)
 Please see the [KCPHD Fee Schedule](#) for current fees.
 - 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:

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| 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) |