



Cowlitz County Health and Human Services

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Food Plan Review Packet

Introduction

This Food Establishment Plan Review document has been developed for the purpose of assisting both regulatory and industry personnel in achieving greater uniformity in the plan review process.

A good review of plans helps to avoid future problems. By listing and locating equipment on floor plans and diagramming specifications for electrical, mechanical, and plumbing systems, potential problems can be spotted while still on paper and modifications made BEFORE costly purchases, installation, and construction.



Food establishment plan review is recognized as an important food program component that allows:

- Regulatory agencies to ensure that food establishments are built or renovated according to current regulations or rules.
- Industry to establish an organized and efficient flow of food.
- Regulatory agencies to eliminate code violations prior to construction.

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Items to Consider

Will the menu offer food that requires extensive preparation (washing, cutting, mixing, etc.)?

The number and placement of hand sinks becomes more important with more complex food preparation. A culinary sink is needed for washing fruits and vegetables and for other preparation.

What hours will the food service be open? Lunch and Dinner? 24 hours per day?

Increased equipment capacity and storage space should be considered for establishments with extended hours of operation. Highly durable floor, wall and ceiling finishes should be considered.

How much food will be cooked and immediately served, or prepared in advance for later service?

Preparing food in advance requires more refrigeration space for thawing foods, cooling hot foods, and storing of cold foods.

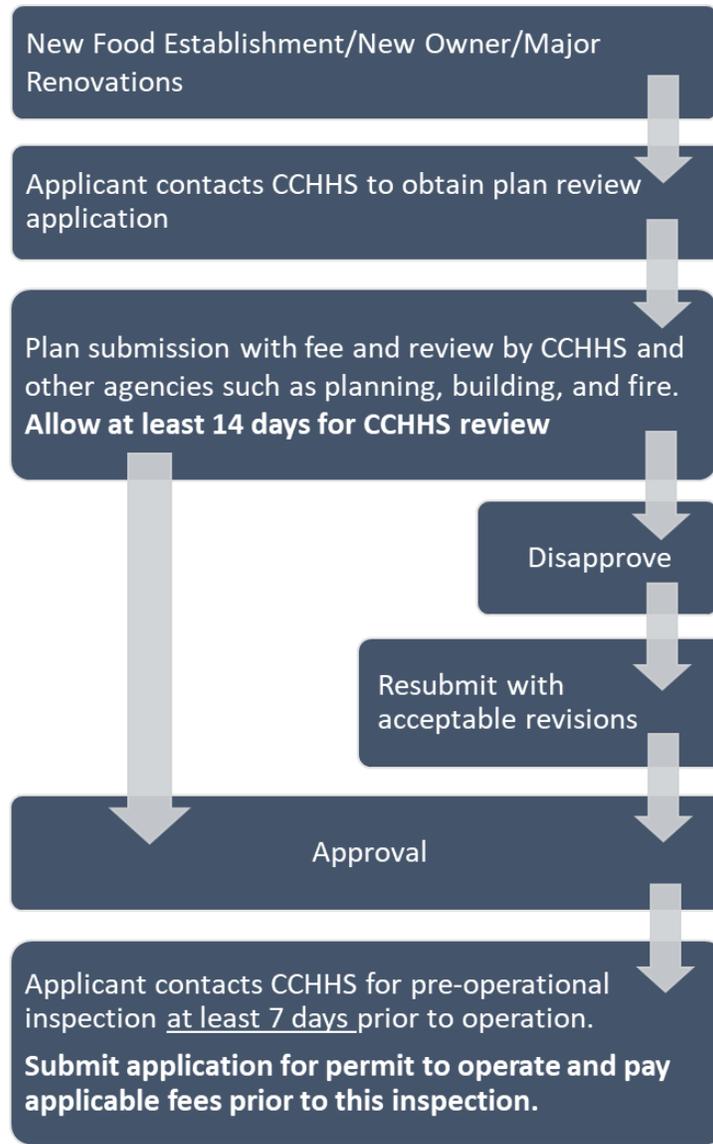
How often will supplies be delivered?

The delivery frequency is important in determining the amount of refrigerated, frozen and dry food storage space.

Specific Instructions to Applicants

1. Complete the Proposal Description (page 7), Food Establishment Checklist (page 8) and Plan Review Receipt ([Appendix D](#)).
2. Provide blueprints and equipment specification sheets. See Appendices for examples.
3. Provide site plan.
4. Keep copy for personal records.
5. Schedule Pre-Application Meeting to discuss plans (optional).
6. Submit to Cowlitz County Health & Human Services (CCHHS) for review. Contact jurisdictional Planning/Building/Fire regarding their requirements.

Plan Review Process Flow Chart



Frequently Asked Questions

What is a Plan Review?

A Plan Review is the process by which we ensure that your plans and equipment meet the state and local health requirements before you begin construction of your project. By communicating with you early, we hope to prevent costly mistakes, while ensuring that your food service establishment is built in compliance with the minimum standards and in the best interest of the public's health. The process of opening, remodeling, or repairing a food establishment may also require the approval of other departments such as the Department of Labor and Industries, the Liquor Control Board, and local building, planning and fire departments.

When do I need to do a Plan Review? WAC 246-215-08200

A plan review is required when the following occur:

- New construction of a food establishment
- Conversion of an existing structure for use as a food establishment
- The remodeling of a food establishment or a change of type of food establishment or food operation

What is required to be submitted in a Plan Review? WAC 246-215-08205

A Plan Review must include the following items: (Plans could be delayed due to an incomplete submittal)

- Site plan (shows property boundaries, building location(s), roads, parking, garbage storage, etc.) Digital Copies are preferred, if available.
- Proposed menu and food processes
- Anticipated volume of food to be stored, prepared, and sold or served.
- Proposed floor plans (layout), mechanical schematics, construction materials and finish schedules (floor, wall, and ceiling finishes). Digital Copies are preferred, if available.
- Proposed equipment types, manufacturers, model numbers, locations, dimensions, performance capacities and installation specifications
- Evidence that standard operating procedures "SOP's" ensuring compliance with the requirements of Food Code are developed or are being developed.
- Other information that may be required by the regulatory authority for the proper review of the proposed construction, conversion or modification of a facility and procedures for operating a food establishment.
- Applicable plan review fee must be paid at time of plan submittal.

This packet includes examples and verification questions to help ensure that all information necessary for review of the plans are submitted.

Can my home kitchen be licensed as a Food Establishment? WAC 246-215-01115 (50)(c)(viii)

No, home kitchens cannot qualify for a Food Service Operation Permit from Cowlitz County Health & Human Services (CCHHS), unless it has a separate kitchen that has been reviewed and approved by CCHHS.

Note: The Washington State Department of Agriculture has a Cottage Food program that allows certain low risk foods to be made in private homes under a permit issued by that agency. Please see their website for more details.

<https://agr.wa.gov/departments/food-safety/food-safety/cottage-food>

How long does the Plan Review process take?

The standard response time for the Plan Review process is approximately 2 weeks depending on size and complexity of proposal and when the plans are submitted. The clarity and completeness of the plans submitted may affect the length of time to review the plans. You may get a better idea of your project timeline at the time of submittal.

What if Cowlitz County Health & Human Services (CCHHS) requires plan revisions?

The applicant will be notified during the plan review if revisions are required. Revised plans indicating all of the required changes must be submitted before review of plans are continued.

What will happen if I revise my plans after the original plans have been approved?

Plan resubmittal is required if changes are made after CCHHS has approved the original plans. An additional plan review fee may be assessed for this service. Failing to resubmit plans when changes have been made, after original plan approval, may delay permitting for the facility.

How will I be notified of my project status?

Emails are sent if there is additional information required to be submitted. Please provide an email address that is checked often.

Can I open for business immediately after construction is completed?

A preoperational inspection is required before the food establishment may open. This inspection must be scheduled by the applicant at least seven days in advance of the proposed date to minimize delays in opening.

You may also need to obtain final approvals from other city, county and state agencies as required.

What will the inspector be looking for during the preoperational inspection?

The inspector will be ensuring the following items have been satisfactorily completed:

- The facility was constructed as indicated on the CCHHS approved plans.
- The facility has obtained final approval from all other applicable agencies, such as the Department of Labor and Industries, the Liquor Board, and the local building, planning and fire departments.
- The utilities such as water, gas, electric and wastewater disposal are provided.
- All equipment is in working order.

NOTE: If additional visits are required to finalize pre-opening, additional fees may be assessed.

I have completed everything listed in the pre-opening inspection. Now can I open for business?

Once you have passed your final pre-opening inspection and received your operating permit from CCHHS and received approval for occupancy from other jurisdictional entities such as the Fire Marshall, building department, etc. you are ready to begin serving your first customers.

See [Appendix C](#) for additional documents required for operating food establishments.

What if I am purchasing or taking over a current establishment?

Permits are non-transferable. A new application with applicable permit fees will need to be submitted along with a menu and an existing floor plan.

If there are no proposed changes to the menu and/or floor plan and if the facility has been currently permitted within the previous 6 months, then the application must be submitted at least 14 days prior to proposed opening to avoid fast track fees. If there have been changes to the operation which may include the menu and/or floor plan, then a plan review will be required before a permit to operate is issued.

Please contact CCHHS to obtain a permit application for a Food Service Operating Permit.

What kind of equipment can I purchase for my food establishment?

Equipment must meet the requirements in Part 4 of WAC 246-215 to be used in a food establishment. Equipment that is certified or classified for sanitation by an American National Standards Institute (ANSI)-accredited certification program is deemed to comply with those requirements. One way to ensure this is to purchase equipment that is NSF or equivalently certified.

How do I find the food regulations that explain the requirements?

The Washington State Retail Food Code can be found at the following website:

<http://www.doh.wa.gov/Portals/1/Documents/Pubs/332-033.pdf>

Proposal Description

Food Establishment Information

Describe type of facility: (Example: Opening a grocery store with 4 registers, a deli with 20 seats, a meat market and seafood market, restaurant with cocktail lounge.)

Water and Sewage information

Are you on city water? Yes - City: _____ No - Water System Name: _____

Are you on city sewer? Yes - City: _____ No - Septic Tank/Drainfield

If served by septic tank/drainfield, contact the Cowlitz County Environmental Health Unit at 360-414-5599 ext. 6426 or OMSeptic@cowlitzwa.gov for approval and verification of the existing septic system.

Food Establishment Checklist

Note: As you prepare your submittal, please remember your attention to detail will help the processing of your proposal. Below is a detailed outline of the information our office will need to complete our review. Please answer each question and submit applicable documentation. Processing could be delayed if items are missing.

This information is a guideline to assist you in preparing your plans for review. You will be responsible for meeting all the requirements of the Washington State Retail Food Code (WAC 246-215), Jurisdictional Building, Plumbing, Mechanical and Fire Codes.

1. Have you completed a Plan Review Receipt? Yes No
(See [Appendix D](#))

2. Have you submitted a complete menu? Did you describe the preparation process for EACH menu item? Yes No
(See [Appendix A](#))

3. Will there be foods that will be cooled? (If no cooling, skip to next question) Yes No
(Cooling means to bring hot foods down to refrigeration temperature quickly)
 - a. Which method will be used:
 - 2" pan, top shelf, no cover
 - Ice Bath Cooling (requires ice machine and prep sink)
 - Other (explain): _____

 - b. List all foods that will be cooled: _____

 - c. How much of each food will be cooled and how often? _____

4. Will you be hot holding foods? (If no hot holding, skip to next question) Yes No
 - a. List all foods that will be hot held: _____

 - b. How much of each food will be hot held at one time and how often? (Daily or Specials Only)

 - c. What equipment will be used for hot holding:

5. Will you be preparing raw meats, poultry, or fish? (If no raw meats, skip to next question) Yes No
 - a. What kind of preparation will occur? (Thawing, cutting, breading, etc.) Please describe:

- b. How will you prevent cross contamination of ready to eat foods? (Dedicated storage, separate prep areas, cleaning and sanitizing protocols, etc.) Please describe:

6. Have you added the Consumer Advisory to your menu for any food that can be ordered as undercooked or raw products? Yes No N/A

*Must specifically identify each food that can be ordered undercooked on the menu. **NOT allowed to provide these foods on children's menus.** (WAC 246-215-03620)*

List the foods that will be served raw or undercooked:

If serving partially cooked fish that has not been frozen for parasite destruction; have you added the Consumer Advisory information that is required? Yes No N/A

7. Are you planning on catering off-site events from your food establishment? Yes No N/A

If yes, please submit a separate catering application. Catering is an add-on permit to a restaurant permit. Catering does not include providing delivery only or making platters for pickup. Permitted caterers can operate at festivals under their catering permit.

8. Have you prepared a scaled drawing showing the entire establishment and **all** existing and proposed new equipment and facilities? Yes No
These plans do not have to be professionally designed. (See [Appendix B](#)) Digital Copies are preferred, if available.

9. Have you provided copies of specification sheets for ALL equipment that includes equipment type, manufacturer, model numbers, locations on floor plan dimensions, performance capacities, and installation specifications? (Is equipment NSF or equivalent?) Yes No

10. Fixed equipment that is not easily movable for cleaning, must be installed with space to allow access for cleaning along sides, behind, and above. There must be at least 6" gap underneath for cleaning or it should be sealed to the floor. Does your equipment meet these requirements? Yes No

11. Have you provided sneeze guards for food service lines, buffet, self-serve, and salad bars? Yes No N/A

12. Surfaces of **walls, floors, ceilings, counters, shelves and equipment** throughout the establishment must be **smooth, non-absorbent, durable, and easily cleanable**. Have you included a finish schedule (list types of surface materials used, i.e. counter finishes, tile, enamel paint, stainless steel) with the plans?
WAC 246-215-06200 Yes No

13. Surfaces of all food preparation/storage/service areas must be **smooth, durable, non-absorbent and easily cleanable**. Have you included a finish schedule with the plans? Yes No
(See [Appendix B](#))
WAC 246-215-06100 (1)

14. All floor-wall junctures and permanent floor junctures must be coved. Are all floor-wall junctures coved?
WAC 246-215-06210 Yes No

15. Are all wood and concrete surfaces sealed and smooth (No unsealed wood)? Yes No
WAC 246-215-04100
16. Handwashing sinks must be provided in **all** food preparation areas, bathrooms, and service areas. More than one may be required. Do you have handwashing sinks in these areas? (They must be no more than 25 feet from workstations with no barriers between sink and stations.) Yes No
WAC 246-215-05230 and 05255
17. Handwashing sinks must be provided with water at a 100°F minimum. Are handwashing sinks provided with water at a 100°F minimum? Yes No
 Test water temperature prior to scheduling preopening inspection.
WAC 246-215-05210 (1)
18. Soap and paper towel dispensers are required to be installed at all handwashing sinks. Have you provided soap and paper towel dispensers? Yes No
Do not install at food prep or dishwashing sinks.
WAC 246-215-06320
19. A three compartment sink large enough to wash, rinse, and sanitize all utensils, dishes, and cookware used in the establishment is required for all food establishments regardless of availability of mechanical dishwasher. Do you have a three-compartment sink that meets the requirements? Yes No
20. If a mechanical dishwasher is added, it will need to be indirectly drained and NSF or equivalent. Does your dishwasher meet these requirements? (See [Appendix B](#)) Yes No N/A
- If using a high temperature mechanical dishwasher for sanitization, you will need to have readily available an irreversible registering indicator to ensure the dishwasher is operating as required.
 Temperature Sticker Max Temp Thermometer N/A
21. Please indicate the type(s) of sanitizer that will be used for wiping surfaces and/or dishwashing. Test strips are required to verify proper amounts.
 Bleach/Chlorination Quaternary Ammonium Compounds
22. Do you have drain boards on both sides of the dishwashing sinks and dishwasher? Yes No
 If not, where will dirty dishes accumulate? _____
 Where will dishes air dry? _____
23. Is a utility/mop sink provided inside the facility? Yes No
 If no, how will floor cleaning be done? _____
 Toilets are not to be used for the disposal of mop water.
24. A food preparation sink, or sinks may be required. You cannot use the three-compartment sink, mop, or hand washing sink for food preparation.
 Do you have the necessary food preparation sinks? Yes No N/A
- Produce and raw meat must use separate prep sinks. Mark which ones you will need.
 Produce Sink
 Raw Meat Sink
WAC 246-215-04325

25. Have you provided indirect drains for the following items: Yes No N/A
- Food Preparation Sinks
 - Ice Machines
 - Condensate from refrigeration units
 - Equipment that dispenses food or beverages
 - Espresso machines
 - Dishwasher
 - Other – Explain: _____

WAC 246-215-05215 and 05410

26. If you have a pop dispenser connected to water, have you installed an approved reduced pressure backflow assembly? Yes No N/A
This is separate from the one in the pop dispenser. Must be installed by a certified plumber; specific plumbing questions should be directed to your local building department.

27. If you have a lounge/bar dump sink, it will be required to be installed separately from handwashing and ware-washing sinks. Have you provided one? Yes No N/A
No paper towels or hand soap is to be installed at this sink.

28. Have you provided employee restrooms which meet local building department codes? Yes No
Customer restrooms can be used for employee restrooms.

29. Customer restrooms must be provided if you are providing seating for on-site consumption. Customers must not go through food prep areas to get to restroom. Are you providing public restroom(s)? Yes No

30. Do the restrooms have hand washing sinks equipped with hot and cold water and are they provided with soap and single service towel dispensers or air hand drying devices? Yes No
WAC 246-215-05210

31. Are the restroom doors self-closing? Yes No

32. Is there ventilation in the restroom? Yes No

33. All food, utensil, and single service items storage must be a minimum of 6" above the floor and cannot be under exposed sewer and water lines or in restrooms. A separate storage area must be provided for chemicals such as cleaners, lubricants, pest control materials, and other poisonous, toxic items. Does your storage facility meet these requirements? Yes No
WAC 246-215-03351

34. Have you contacted the jurisdictional building department about permitting requirements? Yes No

Grease traps, hoods/mechanical permits, plumbing permits, structural permits, ADA, occupancy, and other approvals may be required by the jurisdictional building department prior to food permit issuance.

35. Do you have provisions for the exclusion of insect and rodents (screens, self-closing doors, down draft fans, weather stripping, etc.)? Yes No

36. Are you planning on having a roll-up door or other opening to the outside kept open during the warm season? Yes No

If so, a variance is required, and the roll-up door variance application will need to be submitted with your plans.

37. Lighting must be adequate in all food preparation, service, storage, restroom and equipment and utensil washing areas. All lights in food preparation, service and storage areas and dishwashing areas must be shielded or use shatter proof bulbs. Does your lighting meet these requirements? Yes No
WAC 246-215-06340 (3)
38. Have you indicated a refuse storage location with an area for container and equipment washing on your plans? Yes No
WAC 246-215-06285
39. Outdoor refuse storage area surface must be nonabsorbent such as concrete or asphalt. Waste containers must be durable, cleanable, rodent resistant, leak proof and nonabsorbent. Wastewater generated at the garbage storage area must be drained into a sanitary sewer or an approved on-site sewage system. Wastewater must not enter the storm sewers. Does your refuse area meet these requirements? Yes No

Appendix A

Food Processes Example

Meats (Raw)

All chicken will be cooked to 165°F

All ground beef and sausages will be cooked to 158°F

All pork/beef will be cooked to 145°F

Commercially fully cooked foods will be cooked to at least 135°F when hot held

- Burritos
- Taquitos
- Jalapeño Poppers
- Packaged Gravy
- Mozzarella Sticks

Soups will be cooled and reheat for next day service.

- Frozen just add water or milk cooked to 165°F as most manufacturers recommend.

All lunch meat and cheeses will be purchased pre-sliced.

All salad mixes will be purchased as a premix ready to eat.

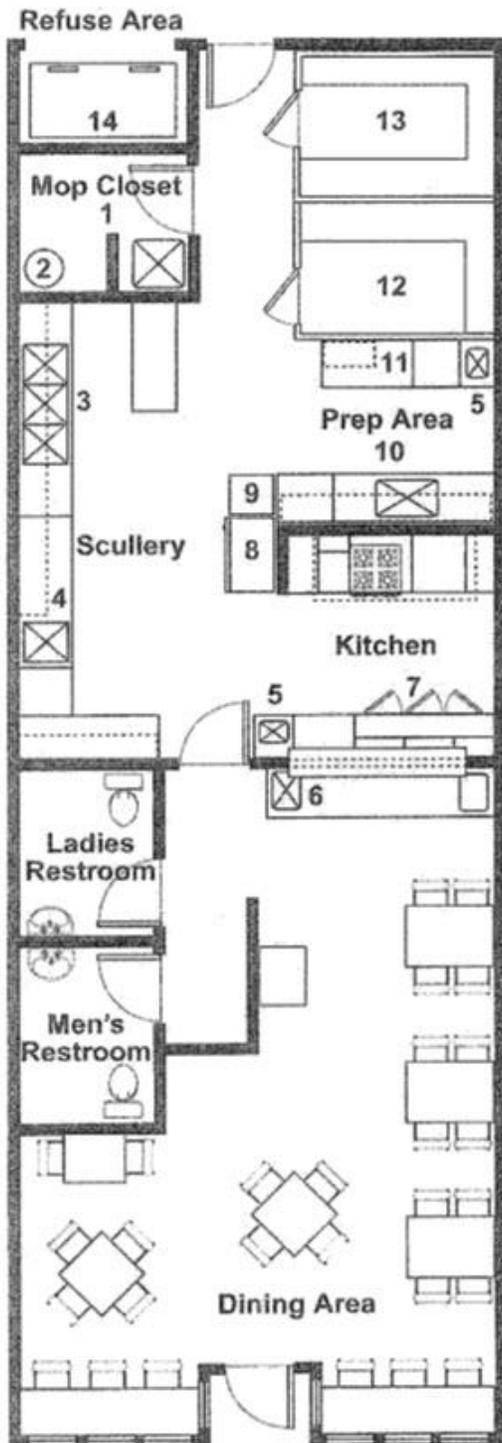
Additional toppings will be washed in a designated food prep sink. Sink will be washed and sanitized before and after each use.

- | | | |
|----------|---------|-----------|
| ▪ Tomato | Spinach | Cucumbers |
| ▪ Onions | Egg | Peppers |

Appendix B

Example 1 – Floor Plan with Equipment and Finish Schedules

The following is for example purposes only. Floor plans will vary depending on the needs of each individual food service facility.



EQUIPMENT SCHEDULE

- 1 Mop Sink
- 2 Hot Water Heater
- 3 Compartment Pot and Pan Wash Sink
- 4 Dishwasher with Pre-Rinse Sink
- 5 Hand Sink
- 6 Water Fill Station
- 7 Sandwich Preparation Refrigerator
- 8 Reach-in Refrigerator
- 9 Ice Machine
- 10 Food Preparation Sink
- 11 Work Counter with Slicer
- 12 Walk-in Refrigerator
- 13 Walk-in Freezer
- 14 Garbage Area

FINISH SCHEDULE

Floor

Kitchen	Vinyl Comp Tile with Base Coving
Restroom	Vinyl Comp Tile with Base Coving
Dining	Low Fill Carpet
Garbage	Sealed Concrete

Wall

Kitchen	Gypsum Board
Cook Line	Stainless Steel
Dishwash	Gypsum Green Board with FRP* BD**
Restroom	Gypsum Board with FRP* BD**
Dining	Gypsum Board with Enamel Paint

Ceiling

Kitchen	Gypsum Board with Enamel Paint
Dining	Suspended with Acoustical Tile
Restroom	Suspended with Acoustical Tile

- * FRP - Fiber Reinforced Plastic
- ** BD - Board

This plan meant to illustrate health requirements only

Example 2 – Finish Schedule Example

The following table is for example purposes only. Finish schedules will vary depending on the needs of each individual food service facility.

Area	Floor	Wall	Ceiling
Kitchen	Quarry tile, poured seamless sealed concrete, sheet vinyl	Stainless steel, tile with sealed grout, FRP board	Vinyl clad, non-perforated tiles, plastic laminate panels, drywall with gloss enamel finish
Food Prep and Ware Washing	Quarry tile, poured seamless sealed concrete, sheet vinyl	Stainless steel, tile with sealed grout, FRP board	Vinyl clad, non-perforated tiles, plastic laminate panels, drywall with gloss enamel finish
Dry storage	Quarry tile, poured seamless sealed concrete, sheet vinyl	Stainless steel, tile with sealed grout, FRP board, drywall with gloss enamel finish	Vinyl clad, plastic laminate panels, drywall with gloss enamel finish
Wait and Serving Stations	Quarry tile, poured seamless sealed concrete, sheet vinyl	Stainless steel, tile with sealed grout, FRP board, drywall with gloss enamel finish	Vinyl clad, plastic laminate panels, drywall with gloss enamel finish
Restrooms	Quarry tile, poured seamless sealed concrete, sheet vinyl	Stainless steel, tile with sealed grout, FRP board, drywall with gloss enamel finish	Vinyl clad, plastic laminate panels, drywall with gloss enamel finish
Janitor Closet	Quarry tile, poured seamless sealed concrete, sheet vinyl	Stainless steel, tile with sealed grout, FRP board	Vinyl clad, plastic laminate panels, drywall with gloss enamel finish
Walk-ins	Quarry tile, poured seamless sealed concrete, aluminum, stainless steel	Aluminum, stainless steel, FRP board	Aluminum, stainless steel, FRP board

Example 3 – Other Food Establishment Plan Review Schedule Examples

Equipment Schedule Example

The following table is for example purposes only. Equipment lists will vary depending on the needs of each individual food service facility. Manufacturer names and model numbers shown are fictitious and for example purposes only.

Item	Equipment	Manufacturer/Model #	Notes
#1	Handwashing Sink	Clean Hands Inc. #HS1	
#2	Food Prep Sink	Sinks for Veggies #VS1	With one drain board
#3	Dish Sink	Clean Products Ltd. #DS1	3-compartment with 2 drain boards
#4	Mop Sink	Clean Products Ltd. #MS1	
#5	Prep Refrigerator	Keep It Cold Co. #PR1	NSF, Sandwich pretable-6 well
#6	Walk-in	Keep It Cold Co. #WI2	Prefab stainless panels
#7	Oven/Range	Hot Stuff Now #O-R2	Combination unit

Plumbing Schedule Example

The following table is for example purposes only. Plumbing schedules will vary depending on the needs of each individual food service facility.

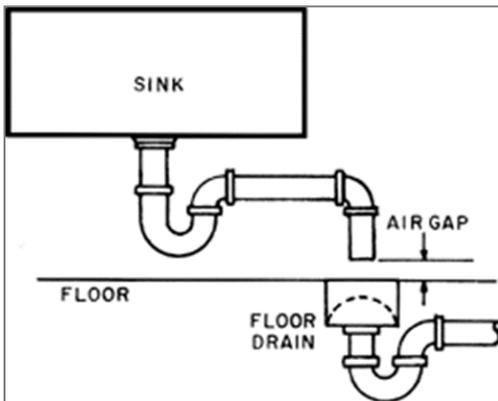
Item	Fixture	Drain	Cold Water	Hot Water	Notes
#1	Hand Sink	Direct	Yes	Yes	
#2	Prep Sink	Indirect	Yes	Yes	To floor sink
#3	Dish Sink	Indirect	Yes	Yes	To floor sink
#4	Dishwasher	Indirect	Yes	Yes	To floor sink
#5	Mop Sink	Direct	Yes	Yes	
#6	Walk-in condensate line	Indirect			To floor drain
#7	Steam table	Indirect	Yes	Yes	To bell drain

Examples of Plumbing Fixtures Requiring Indirect Drain (drainage buckets not allowed)

The following list is for example purposes only. Plumbing schedules will vary depending on the needs of each individual food service facility.

- Food preparation sinks
- Ware washing sinks (verify with jurisdictional plumbing authority)
- Dishwashers
- Refrigerators and freezers, including walk-in refrigerators.
- Ice machines and ice storage bins
- Steam tables and kettles
- Dipper wells
- Espresso machines and fountain beverage machines
- Any other equipment which holds food, and requires a drain

Example 4 – Indirect Drain Example



Example 5 – Sink and Lighting Examples

The following is for example purposes only. Sink and lighting requirements will vary depending on the needs of each individual food service facility.

Sinks		
<p>Hand Sink</p> 	<p>3-Compartment Sink</p> 	
<p>Food Prep Sink</p> 	<p>Floor Mounted Mop Sink</p> 	
Lights		
<p>Tube Guards</p>  <p>T5 HD Series "Vented" End Cap</p> <p>T5 HD Series Heat Sink Screen</p> <p>T5 HD Series Tube Guard</p>	<p>Wraps</p> 	<p>Shatter Proof Bulbs</p> 

Appendix C

Required Operating Documents

Food Worker Cards

All employees must have food worker cards prior to the opening of the food establishment. Food worker card testing is done online at <https://www.foodworkercard.wa.gov/>. Once opened, new employees must either have a food worker card prior to starting work or obtain within 2 weeks if the establishment provides documented food safety training.

Certified Food Protection Manager

At least one person for the Food Establishment must have a certificate from an ANSI accredited Certified Food Protection Manager (CFPM) program. The list of companies that provide the certification are on our website at <https://www.co.cowlitz.wa.us/1201/Food-Industry-Resources>. The certificate must be obtained within 60 days of opening of the food establishment. The CFPM is then also required to train every Person In Charge for the establishment so they can maintain Active Managerial Control of the food establishment. The list of requirements for the Person In Charge can be found on our website. Please note some low-risk food establishments are exempt from the requirement.

Vomiting and Diarrhea Cleanup Plan

All food establishments must have a written Vomit and Diarrhea cleanup plan. A template is available in multiple languages for creating the plan. Please see our website or ask your plan reviewer for a copy.

Illness Policy

Employee illness policies are required to help prevent the spread of foodborne diseases. Employees are required to be informed of their duty to report to the Person In Charge information about their health and activities as they relate to diseases that are transmissible through food. A training log, poster with requirements or some other documented way of demonstrating the information as been provided is required. Laminated illness signs are available from our department to help meet this requirement.

Appendix D

Plan Review Receipt



Cowlitz County Health and Human Services

PHONE: 360-414-5599 FAX: 360-425-7531

WEBSITE: www.co.cowlitz.wa.us/hhs

Main Campus: 1952 9th Avenue, Longview, WA 98632 askcowlitzhealth@cowlitzwa.gov
Environmental Health Unit: 207 4th Avenue North, Kelso, WA 98626 OMSeptic@cowlitzwa.gov

PLAN REVIEW RECEIPT

ALLOW AT LEAST 30 DAYS from the date submitted for review of plans.

PLANS FOR:

- Food Establishment Public Water System

 Other _____

ADDRESS OF PROPOSAL: _____

SUBMITTED BY:

NAME: _____

BUSINESS NAME: _____

ADDRESS: _____

PHONE: _____ EMAIL: _____

CONTACT:

NAME: _____

BUSINESS NAME: _____

ADDRESS: _____

PHONE: _____ EMAIL: _____

Submitted by:

Signature

Date

OFFICE USE ONLY	
Received by: _____	Date Received: _____
Type of Plan Review:	
<input type="checkbox"/> Minimum/Onsite (5649)	
<input type="checkbox"/> Complex (5620)	
<input type="checkbox"/> Multiple Permits (5621)	
<input type="checkbox"/> Limited (5622)	
<input type="checkbox"/> Water System (5207)	
<input type="checkbox"/> Fast Track Surcharge	
Total Fee Paid: _____	Date Paid: _____
Clerk Initials: _____	Client ID Number: _____
Date Entered into Database: _____	By: _____
Date of Final Review/Approval: _____	By: _____