

Food Plan Review Packet

Cowlitz County Health Department

Cowlitz County Health Department
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Health People, Healthy Communities

June 29, 2020

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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.

Questions to Consider:

1. *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.

2. *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.

3. *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.

4. *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. Fill out Proposal Description (pg. 7), Checklist (pgs. 8 – 12), and Plan Review Receipt (pg. 18).
2. Provide blueprints & equipment specification sheets. See Appendices for examples.
3. Include proposed menu and food processes. See Appendices for examples.
4. Provide site plan.
5. Keep copy for personal records.
6. Schedule Pre-Application Meeting to discuss plans (optional).
7. Submit to Health Department for review. Contact jurisdictional Planning/Building/Fire regarding their requirements.

FREQUENTLY ASKED QUESTIONS

1. When do I need to do Plan Review?

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

2. 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.

3. What is required to be submitted in a Plan Review?

A Plan Review must include the following items:

- Site plan (shows property boundaries, building location(s), roads, parking, garbage storage, etc.)
- 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, ceiling finishes)
- Proposed equipment types, manufacturers, model numbers, locations, dimensions, performance capacities and installation specifications
- Evidence that standard procedures 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.

4. *Can my home kitchen be licensed as a Food Establishment?*

No, home kitchens cannot qualify for a Food Service Operation Permit from the Cowlitz County Health Department. Unless it is a separate kitchen that has been reviewed and approved by CCHD

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>

5. *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 your submitted plans may also affect the Plan Review time. You may get a better idea of your project timeline at the time of submittal.

6. *What if the Cowlitz County Health Department (CCHD) 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.

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

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

8. *How will I be notified of my project status?*

Once the initial review is completed you will be notified via email or phone call about any required revisions or additional information that needs to be submitted. Upon approval a letter will be mailed with details of the approval.

9. *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 **7** 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.

10. *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 CCHD approved plans

- The facility has obtained final approval for all other applicable agencies as applicable, 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.

11. 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 CCHD 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.

12. 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 7 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 the CCHD to obtain a permit application for a Food Service Operating Permit.

13. 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.

14. How do I find the food regulations that explain the Health Department requirements?

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

<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 SEPTIC 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 Cowlitz County Environmental Health Unit at 360-414-5599 ext 6426 or OMSeptic@co.cowlitz.wa.us for approval and verification of 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 when needed.

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 Administrative Code 246-215, Jurisdictional Building, Plumbing, Mechanical and Fire Codes.

1. Have you completed a Plan Review Receipt? Yes No
Found at the end of this packet.

2. Did you describe the preparation process Yes No
for EACH menu process? (See Appendix A for example)

3. Will there be foods that will be cooled? (If no cooling skip to 4) 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? Yes No

a. What foods will be hot held? _____

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

c. What equipment is going to be used for hot holding? _____

5. Will you be preparing raw meats, poultry or fish? (If no raw meats prepped skip to 7) 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? Please explain. (Dedicated storage, separate prep areas, cleaning and sanitizing protocols, etc)

6. Are you planning on catering off-site events from your food establishment? 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. Yes No
7. Have you added the Consumer Advisory to your menu for any food that can be ordered undercooked or raw products? Must specifically identify each food that can be ordered undercooked on the menu. **NOT allowed to provide these foods on children's menus.** Yes No N/A
 List the foods that can be ordered raw or undercooked:

8. Have you prepared a scaled drawing showing the entire establishment and **all** existing and proposed new equipment and facilities? These floor plans do not have to be professionally designed. (See Example 1 Appendix B) Yes No
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? (Equipment is NSF or equivalent?) Yes No
10. Fixed equipment that is not easily movable must be installed with space to allow access for cleaning along sides, behind and above or attached so no space exists. Must also provide either 6 inch gap underneath for cleaning or sealed to 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? 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? (See Example 3 Appendix B) Yes No

14. All floor-wall junctures and permanent floor junctures must be covered. Are all floor-wall junctures covered? Will you be using plastic or tile coving? _____
No unsealed wood!! Yes No
15. Are all exposed wood and concrete surfaces sealed and smooth? Yes No N/A
16. Handwashing sinks must be provided in **all** food prep areas, bathrooms, and service areas. More than one may be required. Do you have handwashing sinks in these areas? They must also be no more than 25 feet from work stations with no barriers between sink and stations. Yes No
17. Handwashing instructional signs are required at each handwashing sink. Will signs or posters be provided? We can provide laminated signs or acquire your own. Signs will be brought to the preopening inspection if needed. Yes No
18. Handwashing sinks must be provided with water at a 100°F minimum. Test water temperature prior to scheduling preopening inspection. Yes No
19. Soap and paper towels are required to be installed at all handwashing sinks. Have you provided soap and paper towel dispensers? **Do not install at food prep or dishwashing sinks.** Yes No
20. 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
21. If a mechanical dishwasher is added then it will need to be indirectly drained and NSF or equivalent. Does your dishwasher meet these requirements? Yes No N/A
22. Do you have drain boards on both sides of the dishwashing sinks and dishwasher? If not, where will dirty dishes accumulate? _____
Where will dishes air dry? _____
23. Is a utility/mop sink provided inside the facility? Yes No
a. Toilets are not to be used for the disposal of mop water.

24. A food preparation sink or sinks may be required. Yes No N/A
 You cannot use the three compartment sink, mop or handwashing sink for food preparation. Do you have the necessary food preparation sinks? Raw meat and produce must use separate prep sinks. Mark which one(s) you will need.
- a. Produce sink
 - b. Meat Sink
25. Have you provided indirect drains for the following items: Yes No N/A
- a. Food Preparation Sinks
 - b. Ice Machines
 - c. Condensate from refrigeration units
 - d. Equipment that dispenses food or beverages
 - e. Espresso machines
 - f. Dishwashers
26. If you have a pop dispenser connected to water, have you installed an approved reduced pressure backflow assembly? Must be installed by a certified plumber. This is separate from the one in the pop dispenser. (Specific plumbing questions should be directed to your local building department) Yes No N/A
27. If you have a lounge/bar a dump sink will be required to be installed **separately** from handwashing and warewashing sinks. Have you provided one? No paper towels or hand soap is to be installed at this sink. Yes No N/A
28. Have you provided employee restrooms which meet local building department codes? (Contact local building department for codes). Customer restrooms can be used for employee restrooms. Yes No
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 N/A
30. Do the restrooms have handwashing 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

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 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
34. Have you indicated the proposed exhaust ventilation system on the plans? (Contact your local building department for requirements. Exhaust hoods may be required.) Yes No N/A
35. Are filters and grease extracting equipment easily removable for cleaning? (Contact local building department or waste water treatment plant for more info) Yes No N/A
36. Do you have provisions for the exclusion of insect and rodents (screens, self-closing doors, sealing of gaps, etc.)? Yes No
37. Are you planning on having a roll-up door or other opening to the outside kept open during the warm season? If so a variance is required and the roll-up door variance application will need to be submitted with your plans. Yes No
38. 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
39. Have you indicated a refuse storage location with an area for container and equipment washing on your plans? Yes No
40. Outdoor refuse surface must be nonabsorbent such as concrete or asphalt. Waste containers must be durable, cleanable, rodent resistant, leak proof and nonabsorbent. Waste water generated at the garbage storage area must be drained into a sanitary sewer or an approved on-site sewage system. Waste water must not enter the storm sewers. Does your refuse area meet all these requirements? Yes No

APPENDIX A: FOOD PROCESSES EXAMPLE

Meats (Raw)

All chicken will be cooked to 165F

All ground beef and sausages will be cooked to 155F

All beef will be cooked to 145F

Commercially fully cooked foods will be cooked to at least 135F 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 165F as most manufactures recommend

All lunch meat and cheeses will be purchased pre-sliced

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

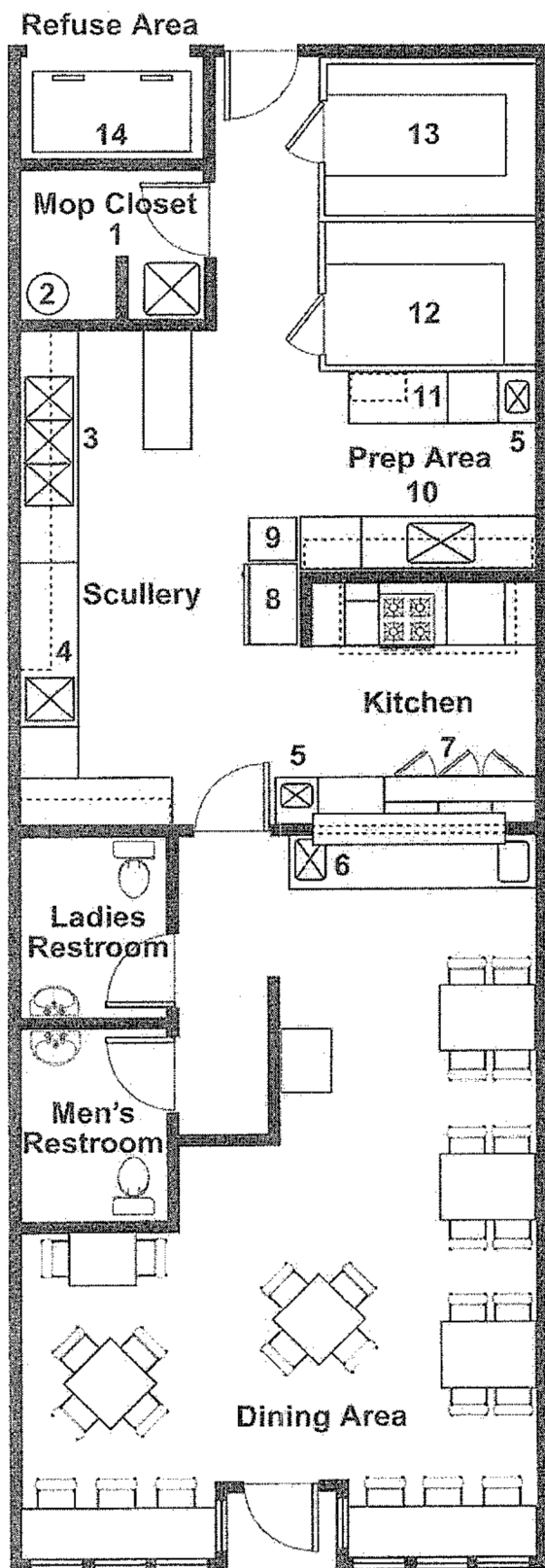
Additional toppings (will be washed in a designated food prep sink. Sink will be washed and sanitized before and after each use.)

- Tomato
 - Onions
- Spinach
Egg
- Cucumbers
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 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

APPENDIX B

EXAMPLE 2: 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 preptable-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 foods and requires a drain

APPENDIX B

Example 3: Finish Schedule

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 4: Sink Examples

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

Hand sink:



3-Compartment Sink:



Food Prep Sink:



Floor Mounted Mop Sink:





Cowlitz County Health & Human Services Departments

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Board of County Commissioners
Arne Mortensen District 1
Dennis Weber District 2
Joe Gardner District 3

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 \$300 (5649)	<input type="checkbox"/> Limited \$380 (5622)
<input type="checkbox"/> Complex \$600 (5620)	<input type="checkbox"/> Pre-Application Meeting \$150 (5608)*
<input type="checkbox"/> Multiple Permits \$1200 (5621)	*Payment to be applied towards plan review
<input type="checkbox"/> On-Site Inspection \$300 (5623)	fee if plans submitted within 6 months
<input type="checkbox"/> Water System \$600 (5207)	
<input type="checkbox"/> Fast Track Fee (6020 – Food & Drinking Water)	
Total Fee Paid: _____	Date Paid: _____
Clerk Initials: _____	Client ID Number: _____
Date Entered into Database: _____	By: _____
Date of Final Review/Approval: _____	By: _____

Last Date Revised: 12/20/2019
Environmental Health Form: 51-4932