



WHATCOM COUNTY HEALTH DEPARTMENT  
**PROCEDURES FOR BUILDING OR  
REMODELING A PERMANENT  
FOOD ESTABLISHMENT**

509 Girard Street  
Bellingham, WA 98225  
Telephone: 360-676-6724  
Fax: 360-676-6771

This packet will help guide you through Health Department review and approval to build or remodel a **Food Establishment**. This packet is intended as a guide only and may not answer all of your questions. If you have questions about this packet, please contact (360) 676-6724.

Use this packet to submit plans for:

Restaurants	Espresso Stands	Bakeries	Supermarkets
Convenience Stores	Retail Food Processing	Taverns/Bars	Snack Bars

**Submit the following information to the Health Department:**

- \* The **application packet** and \$155.00, for the first hour of review. Additional review time will be billed at \$65.00 per hour and must be paid prior to pre-operational inspection.
- \* A copy of your **menu**.
- \* The enclosed **method of food preparation chart** showing how items are prepared.
- \* A **list of equipment** which includes all refrigeration, cooking equipment, food warmers, sinks, ice machines, display cases, espresso machines, etc. Please include the make and model numbers, if known. If you have not purchased the equipment, indicate whether you intend to buy commercial or residential style equipment.
- \* A **floor plan** drawn to scale (show all dimensions) that includes:
  - a **site plan** outlining the seating, restroom, and food preparation areas;
  - detailed **kitchen drawings** showing the equipment layout;
  - the location of work tables, counters and appliances;
  - the **finish materials** for all areas;
  - the location of all **plumbing fixtures**; and
  - the location of cooking **ventilation systems**.

Once this information has been reviewed, you will receive notice of either plan approval or additional information required for Health Department approval. Changes to your plans may be required. Do not proceed with construction until plan approval has been granted.

**Your project may also require approval from other agencies. Remember to contact:**

- \* The city or county building department for permits for plumbing, electrical, mechanical, structural, or other work;
- \* The city finance office for a business license;
- \* The state revenue department for business registration; and
- \* The state liquor board or gambling commission.

**Prior to opening your facility, you will have to complete these additional steps:**

- \* Call our office to schedule an inspection at least two working days prior to opening.
- \* Pay your annual operating permit and any outstanding plan review fees.
- \* Contact the appropriate building department for a **Certificate of Occupancy**.

# FOOD SERVICE PLAN REVIEW APPLICATION

FEE \$155.00

Fill in online, then print

NAME OF FACILITY \_\_\_\_\_

ADDRESS OF FACILITY \_\_\_\_\_

NAME OF OPERATOR \_\_\_\_\_ PHONE \_\_\_\_\_ FAX \_\_\_\_\_

OPERATOR'S MAILING ADDRESS \_\_\_\_\_

CITY, STATE, ZIP CODE \_\_\_\_\_

NEW FACILITY [ ]      REMODELED [ ]      MENU CHANGE ONLY [ ]

WATER SUPPLY SOURCE NAME \_\_\_\_\_  
(specify private well, water association, or municipal water system)

METHOD OF SEWAGE DISPOSAL \_\_\_\_\_  
(if septic system, attach a copy of the sewage disposal permit)

PROJECTED SEATING CAPACITY \_\_\_\_\_ NUMBER OF EMPLOYEES \_\_\_\_\_

CONSTRUCTION:      ANTICIPATED START DATE \_\_\_\_\_

   COMPLETION DATE \_\_\_\_\_

**IMPORTANT!!: PLEASE PROVIDE ALL MATERIALS REQUESTED AT THE TIME PLANS ARE SUBMITTED (SEE PAGE 1 FOR A LIST OF REQUIRED INFORMATION). FAILURE TO DO SO CAN RESULT IN DELAYS TO YOUR PROJECT. CHANGES TO YOUR PLANS MAY BE REQUIRED. DO NOT PROCEED WITH CONSTRUCTION UNTIL YOUR PROJECT HAS BEEN APPROVED.**

SIGNATURE OF APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

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### OFFICE USE ONLY

DATE PLANS RECEIVED

RECEIVED BY

FEE PAID

ADD'L HOURS

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_



CLASSIFICATION →	"R"	"M"	"F/P"	"G"
REQUIREMENTS ↓	Restaurant, caterer, snack bar, espresso, smokehouse, etc.: Preparation of ready-to-eat potentially hazardous foods.	Retail meat/seafood market, or meat/ seafood depts. in grocery stores.	Bulk foods, produce stands, and produce depts. in retail grocery stores.	Convenience stores selling only prepackaged foods and low risk unpackaged foods.
Food Service Permit	Food service permit required prior to operation.	SAME AS CLASS R	SAME AS CLASS R	Same as Class R
Health Cards	Required for owners, managers, and employees.	Required	Required	Required if unpackaged foods are served.
Hand washing Sink Locations	Separate sink with hot/cold water, mixing faucet located in food prep areas, bars, wait station(s) and restrooms. Hot water to sink in 15 seconds.	SAME AS CLASS R	SAME AS CLASS R	Required if unpackaged foods are served.
Cooking Equipment	Capable of heating food to 165°F in 2 hours or less.	NOT ALLOWED	NOT ALLOWED	For hot dogs and coffee only. Otherwise NOT ALLOWED.
Hot Holding Equipment	Capable of holding cooked foods above 140°F.	NOT ALLOWED	NOT ALLOWED	For hot dogs and coffee only. Otherwise NOT ALLOWED.
Refrigeration	Must be conveniently located. Amount and type depends on menu. Commercial style refrigeration is required in most cases. Must hold food at 41 F or below.	Same as Class R. Raw meats and seafood must be stored and displayed in areas separated from ready to eat foods.	Must hold potentially hazardous foods at 41°F or below.	All refrigeration units must keep potentially hazardous foods at 41°F or below.
Dishwashing and Cleanup Facilities	3-compartment sink or 2-compartment sink plus commercial dishwasher with drain boards. Sinks are stainless steel. Indirect waste may be required.	3-compartment sink with drain boards for cleaning knives, utensils, equipment parts, etc. Appropriate facilities to clean large equipment in place.	Access to a 2-compartment sink for utensil cleaning. Produce prep sink may not be used for utensil washing.	A 2-compartment sink is required if any unpackaged foods are served.
Food Preparation Sink	Required if ready to eat foods are washed before serving. Separate sink may be required for raw meat.	May be required for thawing and/or washing meat or seafood.	Required for produce stands and produce depts.	Required if produce preparation is done in the store.
Food Contact Surfaces, i.e., counter tops, cutting boards, equipment	Stainless steel, plastic, plastic laminates, or hard wood. Smooth, non-absorbent, easy to clean, non-toxic.	SAME AS CLASS R	SAME AS CLASS R	SAME AS CLASS R
Structural Requirements i.e., floors, walls, ceilings	<b>Floors:</b> sheet vinyl, tile, or smooth sealed concrete. <b>Walls:</b> smooth, non-absorbent, and easily cleanable plastic laminate, stainless steel or similar required in some areas. <b>Ceilings:</b> easily cleanable.	SAME AS CLASS R	Bulk food sections same as Class R Produce stands: Foods must be off of ground on cleanable surfaces and must be protected from contamination from above.	SAME AS CLASS R
Mop Sink	Required. Mop water <u>cannot be dumped</u> in a dishwashing sink, food sink or outside.	SAME AS CLASS R	SAME AS CLASS R	SAME AS CLASS R
Restroom Facilities	Required for employees. Required for patrons if seating is provided. Must have hand sink w/hot & cold running water and mixing faucet.	SAME AS CLASS R	SAME AS CLASS R	SAME AS CLASS R