

2008

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**PUBLIC HEALTH – SEATTLE & KING COUNTY
ENVIRONMENTAL HEALTH DIVISION
401 – 5TH Avenue, 11th Floor, Seattle, WA 98104**



PLAN GUIDE FOR FOOD SERVICE PLAN REVIEW

To make the food service plan review process as easy as possible, complete the following check list to assure that you have all of the necessary information. If you have any questions, please call the plans examiner.



City of Seattle:

Patricia Ryan, at (206) 263-8484 or (206) 296-4632
401-5th Ave, 11th floor, Seattle, WA 98104

East Unincorporated King County, North & Eastside Suburban Cities:

Mike Bratcher, at (206) 296-9741 or (206) 296-9791
10808 NE 145th Street, Bothell, WA 98011

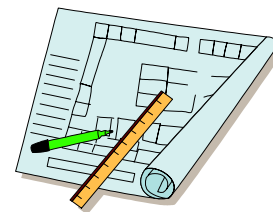
For Unincorporated South King County, South King County Suburban Cities:

Diane Agasid Bondoc, at (206) 205-1903 or (206) 296-4708
1404 Central Avenue S, Suite 101, Kent, WA 98032



BE SURE PLANS ARE OF PROFESSIONAL QUALITY (TO SCALE AND IN DETAIL).

INCLUDE THE PLAN REVIEW FEE
The Plan Review Fee is not Refundable



PROVIDE THE CORRECT NUMBER OF PLANS SETS

“THE HEALTH DEPARTMENT REQUIRES 2 SETS”

Note: For food service establishments in the City of Seattle, 4 sets of plans are required to be submitted to the building department (DPD). The building department for Unincorporated King County (DDES) requires 4 sets.

Incorporated cities vary with the number they need. Check with the local building department.

GUIDELINE TO THE BASIC REQUIREMENTS OF A FOOD SERVICE FACILITY

CHECKLIST FOR FOOD SERVICE

Provide information on the following items

1. Cover Page

- Name of food service establishment and address
- Contact person or agent and phone number and address
- Ownership information (owner/manager)
- Site plan showing building in relation to streets, sidewalks, and parking

2. Menu

- List all food to be served
- Document food preparation procedures and style of service
- Anticipated maximum meals per day

3. Equipment Floor Plan (Elevations of equipment sections may be required)

- Make and model of all refrigeration and freezer units
- Details of cooking line (fryers, stove, ovens, and grills)
- Hot holding equipment
- Work station details (cutting blocks, tables, etc.)
- Shelving for adequate storage space
- Self-service areas with sneeze guards (buffet line, salad bars, etc.)
- Equipment certified by the American National Standards Institute (ANSI) complies with food safety sanitation standards. Other equipment meeting food safety standards may also be allowed.

4. Seating

- Total number of seats
- Square footage of the entire space (include kitchen, restrooms, storage areas, outdoor seating areas, etc.)

5. Finish Schedule

- Floors, walls, ceiling details
- All surfaces must be smooth, durable and easily cleanable

6. Sinks

- Handwashing sinks
- Prep sink
- 3 compartment sink is required. A dishwashing machine may also be added.
- Mop sink
- Dipperwell (if bulk ice cream) (optional)

7. Restrooms

- Distance to restrooms
- Public
- Employee

You must specify on plans “Public Health - Seattle & King County inspection required on completion of work prior to opening”

Include on plans the statement “ NO CHANGES WILL BE MADE WITHOUT HEALTH DEPARTMENT APPROVAL”

Within areas serviced by the City of Seattle’s Drainage and Wastewater Utility, call (206) 684-7750 for questions on grease traps.

GENERAL INFORMATION

Whenever you remodel or start a new food service operation, there is a 2-part “plan review” process you must go through. The first step must be completed before construction begins. The second step must be completed before you can open.

SUBMITTAL:

Two (2) sets of professional quality plans (drawn to scale) must be received by our department. Refer to the attached “Checklist for Food Service” for expected content.

The plan fee for new construction or tenant improvement (conversion to a food service establishment) is \$477.00.

For establishments being remodeled, the plan fee is \$416.00.

In a large facility, one with multiple food service operations (hotel, grocery, etc.), each operation requires a separate plan review and fee. The fee for the first operation is \$477.00 and \$295.00 for each additional operation.

If plans are disapproved and returned for alteration, an additional fee for the reexamination is \$312.00.

The plan review fee is not refundable.

The submittal process varies throughout the county, as follows:

- **Seattle** – In most cases you will be required to submit directly to DPD (Department of Planning and Development). They will require **four (4)** sets of plans. DPD will then route plans to Public Health – Seattle & King County for review, who will then contact you about fee payment.
- **Unincorporated King County** – You have the option of submitting plans to DDES (Department of Development & Environmental Services) or direct to the local district health office. DDES will require **four (4)** sets of plans. They will route plans to Public Health – Seattle & King County for review. DDES will include the health review fees in their billing to you. If you submit direct to the local health office, then provide **two (2)** sets of plans. The plan fee is expected to be paid at the time of submittal.
- **Incorporated Suburban Cities** – Separate submittals to the local city Land Use Office and Public Health – Seattle & King County are required, as all cities will not route plans to us. Contact the city building officials for their requirements. You will need to submit **two (2)** sets of plans direct to

the local health office. The plan fee is expected to be paid at the time of submittal.

Be advised that some jurisdictions may not accept or approve plans until drawings have been stamped approved by Public Health – Seattle & King County.

Upon receipt of the “plan review fee” the Plans Examiner will review the plans for such items as type of menu, sinks, food equipment, and types of wall/floor coverings.

A letter stating “ plan approved “ or a letter outlining corrections will be sent after the plans are reviewed. In the City of Seattle, changes to the plans will require going back through the Land Use office.

If construction has begun before the plan review is approved, the food service operations owner will be charged a penalty fee of one-half the plan review cost.

PRE-OPERATIONAL INSPECTION:

1. Once the building permit has been issued, construction can begin. There are two additional requirements to complete before making an appointment for the pre-operational inspection:
 - A. Purchase an operating permit.
 - B. Have building and plumbing permits signed off by local agencies.

Please be aware that planning will be needed to schedule a pre-operational inspection. Contact the Plans Examiner responsible for reviews in your area at least **one week** before you wish to open. There is a penalty for beginning to operate without approval. The penalty for opening without approval between April 1 and September 30 is one-half the annual permit fee. The penalty for opening without approval between October 1 and March 31 is one-half the prorated (half-year) fee. The one-half fee applies to change of ownership as well as new establishments.

PLAN DETAILS

1. Sinks

- A. 3-compartment sink, with a space for soiled utensils ahead of the first compartment and a space for the clean utensils after the 3rd compartment is required. If a commercial dishwasher is also provided, dishes and utensils must be scraped and, if necessary, pre-flushed. The size of the compartments of the 3-compartment sink and any added dishwasher must be large enough to accommodate the largest utensil/equipment used in the establishment. Provide make and model of the dishwasher.
- B. Handsinks are required in all food preparation and warewashing areas. Handsinks must remain accessible and conveniently located to in all areas where food is handled and prepped. This may require more than one handsink per food service. Handsinks must be equipped with mixing faucets and handsoap and paper towels.
- C. Minimum hot water temperature allowed at all handsinks is 100 degrees Fahrenheit at the tap through a mixing valve.
- D. Sufficient food preparation sinks may be required if raw fruits and vegetables are washed or if meats are thawed. The food preparation sink must have an indirect waste drain line.
- E. Establishments serviced by the City of Seattle's Drainage and Waste Utility are required to install a grease-capturing device. If the device of choice is an "Interceptor" it should be sized according to the Uniform Plumbing Code Appendix "H". Call 684-7750 for additional information.
- F. A service sink (mop sink) is required.
- G. A running water dipper well for bulk ice cream service (optional).
- H. The food service establishment owner of bars and taverns shall provide a sink compartment for disposing of liquid waste in addition to sinks necessary for cleaning and sanitizing.
- I. Indicate floor drains in all areas where floors are subject to wetting.
- J. Water heater large enough to meet the needs of the facility.

2. Restrooms

- A. Employee restrooms are required. Public restrooms are required with any on-premise consumption of food and beverages. Public restrooms must be conveniently located. Patrons accessing the toilet rooms are excluded from food preparation areas and unpackaged food storage areas and must not interfere with any part of the food service operation. Employees may use the same restrooms provided to the public provided they are located within 200 feet. Local building jurisdictions have authority over restroom requirements. Minimum fixture requirements are located in Chapter 29, table 29A, of the building code (this chapter is used as a replacement for chapter 29 of the IBC).

- B. Use of an on-site sewage (septic) system is permitted (under Title 13 Rules and Regulations No. 3 – “King County Sewage Regulations,” revised April 1999) as long as the discharge of organic fats and oils meets guidelines.
- C. For more information, contact the Eastgate District Public Health Office at (206) 296-4932.

3. Equipment

- A. Provide adequate refrigeration and freezer units (walk-in coolers, reach-in refrigerators, sandwich prep refrigerators, refrigerated display cases, freezers, etc.). Make and model of all refrigeration units (catalogue cuts) must be included.
- B. Provide details of all cooking line equipment (deep fryer, stoves, grills, ovens, woks, steamers, etc.).
- C. Provide location of equipment in food service areas (steam tables, soup pots, refrigerated display cases, etc.).
- D. Detail work areas (worktables, stationary cutting blocks, counter, etc.).
- E. Show storage areas and cabinetry. Food storage must be six (6) inches off the floor.
- F. Indicate self service areas with sneeze guards (buffet lines, salad bars, self service condiments, self service beverage, etc.).

4. Finishes

- A. Specify the finish of the floors, walls and ceilings in all areas. Floors, walls and ceilings must be smooth and easily cleanable.
- B. Floor wall junctions must have a coved base.
- C. All wood surfaces (doors, trim, shelves, cabinets, etc.) must be sealed.
- D. No exposed plumbing or wiring.
- E. All equipment and cabinetry must be flush mounted to counters, walls or floors, or be raised/located to allow for cleaning.

5. Ventilation

- A. Show mechanical exhaust ventilation systems. Contact the local building department for specifications.

6. Miscellaneous

- A. All light fixtures must be shielded.
- B. Show employee locker areas or employee dressing rooms.

The following is a list of district offices and building/plumbing contacts:

Downtown District Office	401 – 5 th Ave, 11 th Floor Seattle, WA 98104	206-296-4632
Northshore District Office	10808 NE 145 th St. Bothell, WA 98011	206-296-9791
Alder Square District Office	1404 Central Ave S Suite 101, Kent, WA 98032	206-296-4666 206-296-4708
Plumbing – King County	14350 SE Eastgate Way Bellevue, WA 98007	206-296-4932
Plumbing – Seattle	700 - 5 th Avenue, 21 st Floor Seattle, WA 98104	206-684-5198
DDES	900 Oaksdale Ave. SW Renton, WA 98055	206-296-6600
DPD	700 - 5 th Avenue, Suite 2000 Seattle, WA 98104	206-684-8850

Please see the attached drawing for a typical plan example.

You must apply for a Public Health - Seattle & King County operating permit before you open. The completed permit application and fee must be received before opening or one-half the amount of the applicable fee will be charged.

THIS IS A GUIDELINE TO THE BASIC REQUIREMENTS OF A FOOD SERVICE FACILITY. ACTUAL REQUIREMENTS ARE DETAILED IN THE SEATTLE KING COUNTY FOOD CODE. IF YOU DESIRE A COPY OF THE FOOD CODE CONTACT YOUR DISTRICT OFFICE.