

**Environmental Health Services Division**

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**Micro-Market (Unattended Retail)  
Plan Review Submittal Cover Sheet - \*REQUIRED\***

**Please place this cover sheet on top of the plans or on the outside of a set of plans.** All of the information below must be submitted in the following order. **Incomplete plans will not be accepted until all required information is received.** Only completed plans will be processed and reviewed.

Establishment Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Site Address: \_\_\_\_\_  
Street City Zip

Applicant/Contact Person for Plans \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street City State Zip

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

For City of Seattle only – DPD Project Number (if already assigned) \_\_\_\_\_

**Page number in plans or specifications should be noted below.**

<b>Please Check if Item included</b>	<b>Item</b>	<b>Information Required</b>	<b>Location in Plans (page number)</b>	<b>Public Health Notes</b>
<input type="checkbox"/>	Request for Variance	Application must be complete.		
<input type="checkbox"/>	Operations Plan	See required detail on next page of checklist		
<input type="checkbox"/>	Plan Review Application	Application must be complete		
<input type="checkbox"/>	Plan Review Fee	-New: \$ 972 (4-hour base) -Remodel: \$729 (hour base) -Multiple Permit: \$729 (3-hour base) -Resubmitted Plans: \$243/hr <i>*Hourly rate of \$243 charged after the base time</i>		
<input type="checkbox"/>	Site Plan	Show building in relation to streets, sidewalks and parking		
<input type="checkbox"/>	Detailed Menu	List of food and beverage items to be prepared and served.		
<input type="checkbox"/>	Equipment Floor Plans	2 Sets of plans required. <i>* Refer to the Permanent Plan Review Guidelines for specific items required in the floor plans and for more details.</i>		
<input type="checkbox"/>	Equipment Schedule	List the make and model of all equipment		
<input type="checkbox"/>	Restroom Location	Provide the location and distance of the restrooms		
<input type="checkbox"/>	Finish Schedule	List the finish of the floors, walls and ceilings in all areas.		
<input type="checkbox"/>	Seating Arrangements	Show the placements of chairs and tables for both indoor and outdoor seating		

For Office Use Only: Administrative review: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_ Activity min: \_\_\_\_\_

## **Operations Plan: Specification for Operation of Micro-Markets (Unattended Retail)**

### **Duties of the Person in Charge (PIC)**

For an explanation of the duties of the PIC, see the Washington State Food Code (Chapter 246-215 WAC; Chapter 2 of the Food Code Working Document) relating to Food Establishment Management & Personnel. The Washington State Food Code is available on the internet at

<http://www.doh.wa.gov/CommunityandEnvironment/Food/FoodWorkerandIndustry/FoodSafetyRules.aspx>. See especially, Chapter 2 of the Food Code:

- a. Section 2-101.11, “the permit holder shall be the person in charge or shall designate a person in charge and shall ensure that a person in charge is present at the food establishment during all hours of operation”
  - b. Section 2-102.11, relating to the Person In Charge (or PIC) needing to “demonstrate... knowledge of foodborne disease prevention, and the requirements of this Code.”
  - c. Section 2-103.11, relating to the duties of the Person in Charge
1. How will alternative means be provided for fulfilling the duties of the Person in Charge (PIC)?
  2. What are the specific duties of the on-site contact, on-site janitorial staff, the general manager for the micro-market, the route manager, the driver, technicians, etc?
  3. What types of food safety training is provided to each category of micro-market staff?
  4. What specific checklists will be used by staff in the performance of their food safety duties?

### **Location, Security Monitoring and Access**

1. How is the micro-market located in a manner to prevent access by the general public?
2. How is security maintained at the premises?
3. How will remote surveillance be conducted and monitored?
4. How will the food establishment be maintained available for inspections by Public Health during all hours of operation?

### **Temperature Control of Time/Temperature Control for Safety (TCS) Foods**

1. How will foods be checked upon delivery to assure proper food temperatures?
2. How, and how often, will the temperature of refrigeration units be monitored? How will the temperatures of refrigeration units be recorded and made available for inspection by Public Health?
3. What happens when the temperature of the refrigeration units exceeds 41 degrees F? Attach equipment specifications for any automatic lock-out mechanisms, notification procedures used for defective refrigeration units and the response procedures for notifications of defective refrigeration units

### **Quality Control of Time/Temperature Control for Safety (TCS) Foods**

1. What are the specific sources of TCS foods?
2. How will foods be evaluated to assure that they come from approved sources?
3. How will food stocks be rotated?
4. How will food recalls be handled?

### **Sale of 'ready-to-eat' fruits and vegetables**

1. All fruits and vegetables that are sold "ready-to-eat" must be pre-washed, pre-packaged and labeled
2. Fruits and vegetables that are sold NOT "ready-to-eat" must be clearly designated with signage provided by Public Health indicating that the fruits and vegetables need to be washed by the customer prior to consumption.

### **Handwashing Policy and Employee Illness Policy**

1. What is the micro-market's hand washing policy?
2. What is the micro-market's employee illness policy?

### **Incident Response Procedures:**

1. What facilities and procedures will be used to prevent product tampering? What procedures will be used to respond to incidents of product tampering?
2. What procedures will be used to respond to imminent health hazards? A food establishment must immediately stop operations and notify Public Health if an imminent health hazard may exist due to:
  - a. Fire
  - b. Flood
  - c. Loss of electricity
  - d. Lack of hot water or loss of water service
  - e. Sewage backup
  - f. Misuse of toxic or poisonous materials
  - g. Onset of an apparent foodborne illness outbreak
  - h. Any circumstance that may endanger public health
3. How will complaints from customers be handled?
4. How will reports of foodborne illness be handled?