

Facility Name: _____.

Applicant Name: _____.

Please read the questions carefully and provide answers for every item, do not leave any blank. **A detailed site plan, floor plan, equipment schedule, and menu are also required for review.** Ensure your equipment and layout are designed to support your intended menu. For example, if your menu has fried foods make sure to show the fryer.

A. These are general minimum requirements for all food establishments. Additional requirements apply based on your menu, methods of preparation, and facility layout. Please initial or check each box for acknowledgment of these requirements.

- ___ Designated mop or service sink.
- ___ Restroom for employees within 200 feet. Restroom for customers if seating is offered.
- ___ Handwashing sink(s) **conveniently** located in all food preparation, food dispensing, and warewashing areas. For best results, place handwashing sinks in each area. Sinks may need to be closer than 25 feet to be convenient.
- ___ Refrigeration must be provided to safely store and prepare cold foods. Refrigeration capacity needs vary by food preparation methods and volumes. Refrigeration is evaluated during plan review and future inspections.
- ___ Floors, walls, and ceilings are smooth, non-absorbent, and easily cleanable.
- ___ 3-compartment sink is provided on-site if you have any open food.
 - ___ Basins are large enough to fully submerge and wash all equipment.
 - ___ With attached drainboards OR racks or shelving provided for soiled and clean utensils - please explain your process.
 - ___ Hot water tank is large enough to fill 2 halves of the 3-comp sink basins with 110F water, and hot water (100F) is available at the hand sink after that.
- ___ I understand that **plumbing approval** from the local authority having jurisdiction (AHJ) is required for any plumbing work **prior to** the preoperational inspection.
- ___ I understand that adequate ventilation may be required for cooking, deep fat frying, or any other equipment as determined by the local authority having jurisdiction (AHJ). The food code requires ventilation to prevent grease accumulation.

B. Please answer Yes/No/NA for each question based on your plan. If you answer No to any question in the section below, please provide an explanation, it may take longer to review.

1. All self-service (buffet, customer condiments, etc.), open food prep, and food on display is protected by a barrier or sneeze guard. **NA** **Yes** – show on plan **No** – provide explanation

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2. All equipment is ANSI/NSF grade or equivalent. **Yes** (NSF, UL-EPH, SA-Sanitation, ETL-Sanitation)
No provide manuals, spec sheets, and details for review.



3. All ceilings above food preparation or service areas, including kiosks, are finished and closed or with a drop or suspended ceiling.
Yes **No** – Exposed sewer line must be shielded. Provide details for review.
4. All food is received from licensed wholesalers or prepared on-site.
Yes **No** – provide food source details (if from another retail food establishment, permit must be under same ownership).
5. A walk-in refrigerator or other **dedicated** refrigeration is reserved for cooling hot foods rapidly.
NA – no cooling hot food **Yes** **No** – cooling capacity will be evaluated.
6. Prep top style refrigerator is provided where food is assembled to order (cook line, wok station, sandwich station, etc.).
NA - no assembly to order **Yes** **No** – provide explanation for review.
7. Undercounter cooler is provided in beverage station (bar, espresso, smoothies, bubble tea, etc.)
NA **Yes** **No** – provide explanation for review.
8. Dump sink/3-comp sink is provided in beverage station (bar, espresso, smoothies, bubble tea, etc.)
NA **Yes** **No** – provide explanation for review.
9. A dedicated produce food prep sink is provided for produce washing (indirect drain required).
NA **Yes** **No** – only use commercially pre-washed produce.
10. A dedicated meat/seafood prep sink is provided for cutting/trimming/thawing raw meats/seafood (indirect drain required). This raw protein prep sink is different from the produce prep sink mentioned above.
NA **Yes** **No** – thaw raw meat in refrigerator, no prep raw meats/seafood in sink.
11. Consumer advisory is provided on menu, menu board, and online menu for animal proteins served raw or undercooked.
NA **Yes** **No** – revise menu
12. My water supply is from a municipal supplier (public or city water). I understand that I may need to provide water verification information.
Yes **No** – provide details
13. My facility is on public sewer system. I understand that I may need to provide sewer verification information.
Yes **No** – Septic system requires an approval from the King County Onsite program

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C. These are less common situations, please review carefully. Mark NO if it doesn't apply.

14. Is this facility a **commissary kitchen ONLY**, which provides food preparation or storage space for other food vendors such as caterers and mobile food units (food trucks or carts), without retail sales?
Yes – provide details for review **No**
15. Are you a Donated Food Distributing Organization (DFDO) or a non-profit organization?
Yes – provide details for review **No**
16. Are you planning to cook or hot hold food overnight unattended?
Yes - provide plan for approval. Continuous temperature monitoring is required **No**
17. Are you planning an outdoor BBQ or other outdoor food service? Covered area, an outdoor hand sink, cleanable floors, and restricted access at minimum are required.
Yes – Provide plan for approval **No**
18. Will you package foods on-site for grab and go service?
Yes – packaged grab and go items are labeled. **No**
19. Will you bottle juice on-site?
Yes – packaged juice is labeled, including warning label. **No**
20. Do you have equipment that needs special cleaning (soft-serve ice cream machine, automated espresso machine with built-in milk dispenser, other automated food handling equipment)?
Yes – Provide cleaning and operational procedures **No**
21. **Remodel only** – will your facility stay open during the construction?
Yes – provide a plan to protect food and food contact surfaces during the work **NA** **No**
22. Are you planning to add any ingredients or supplements to food such as CBD, Kava, sea moss, etc.? All food ingredients or additives must be recognized as safe and from approved sources.
Yes – Provide additional information for review **No**
23. Generally, live animals are prohibited on food establishment premises. Are you planning to have live animals (pet dogs, cats, others)?
Yes – Provide additional information for review **No** – Service animals are allowed
24. Are you planning any of the following special menu processes?
Yes – may require a separate application and approval **No**
- Sous vide, cook-chill, vacuum or reduced oxygen packaging, water bath or pressure canning.
 - Smoking fish or meats to extend shelf-life, fermentation or pickling, curing, dehydrating foods, adding vinegar or other additives to increase shelf-life or to store the food at room temperature (such as vinegar, salt, nitrates, or nitrites).
 - Sprouting seeds or beans, bottling juice made on-site, operating a live molluscan shellfish tank.

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25. Please check if the following food handling steps will occur in your food establishment.

- I. Packaged food only (no open food, such as grocery store)
 - Cold holding (food in refrigerators and at 41F or below)
- II. Assemble, portion, or mix food (making sandwiches, drinks, etc.)
 - Reheat to serve immediately (reheat food to order using turbo chef, microwave etc., no hot holding)
 - Produce rinsing (produce must be washed prior to cutting/serving unless commercially pre-washed)
 - Have raw shell eggs
 - Baking (cakes or breads) Cook Serve without cooking (such as in drinks and dressing).
- III. Have raw meat/seafood
 - Sell pre-packaged only Cut Cook
 - Hot holding (keep the food hot during operation at 135F or above)
 - Cooling (save hot leftovers, cook hot food in advance and cool it rapidly for later use)
 - Time as a public health control (food held at room temperature up to 4 hours, then discarded)

IV. **Finish schedule – Please fill in this table below completely (even if materials are listed on your plan).** All surfaces must be smooth, non-absorbent, easily cleanable.

- For example; FRP, painted gypsum board, polished granite, sealed concrete are OK.
- Carpet, exposed drywall and wood, etc., are **not** generally allowed.

	Floors	Coving	Walls	Ceiling	Counters
Kitchen					
Storage Area					
Bar/beverage area					
Front service area					
Bathrooms					
Other (grocery, etc.)					