Environmental Health Services Division
(206) 263-9566 & (206)477-8050
https://kingcounty.gov/ehs

Public Health
Seattle & King County

How to submit a food plan review: Summary

When is plan review required?

Plan review is required when:

- A food business is newly built.
- An existing building is converted for use as a food business.
- An existing food business undergoes a large remodel or repair.
- A food business has been closed for more than 365 days and will reopen.
- There are big changes to the menu items, number of menu items, food preparation methods, food volume, or operation of the business.

What should I do before I apply for plan review?

1. **Understand additional possible requirements and approvals:**
   - Contact your local building, planning, and zoning departments to understand other requirements.
   - Obtain water approval. For wells, see Washington Department of Health for more information: Group A Water Systems.
   - Obtain plumbing approval. For more information, see Plumbing and gas applications and permits.
   - Obtain septic/sewer approval. A valid Maintenance Report filed with Public Health is required if the facility is connected to a septic system. Contact the Bellevue Eastgate Sanitarian of the Day (SOD) at (206) 477-8050 or visit the website On-site sewage/ septic system program for more information.

2. **Review guidance and requirements: Plan Review Guide**

3. **Prepare application materials:**
   - Site plan
   - Menu
   - Equipment floor plan
   - Equipment list/schedule
   - Surface finish schedule

How do I submit my plan review application?

Apply for plan review using the Public Health Permit Center. You will have to create an account to submit your application. For guidance on how to use the system, see How to use the Public Health Permit Center.

After submitting your application, monitor your email and your Public Health Permit Center account to respond to any questions from your plan reviewer.

How much does plan review cost?

Plan review fees are outlined in the Food Safety Program fees on the Environmental Health Services fees webpage.

What happens after plan review?

1. **Approval letter**: Once the plans have been stamped and approved, the plan reviewer will email you the approval letter and the self-preoperational checklist. The approved plan packet will also be uploaded to your Public Health Permit Center account.

2. **Construction**: Next, you can construct the business.

3. **Operating permit**: After finishing construction, submit your Application to Operate in the Public Health Permit Center.

4. **Operating permit fee**: When your application has been processed, pay the invoice for the operating fee. This is separate from the plan review fee.

5. **Pre-operational inspection:** Schedule your pre-operational inspection at least one week before opening your business. Submit your completed Pre-Operational Inspection Checklist and a copy of the final plumbing inspection report or screenshot (if applicable) to your plan reviewer for the inspection.

6. **Start operations**: Your food establishment operating permit will be approved and issued after successful completion of a pre-operational inspection, and you will be cleared to start operations.

Other things to know

- Do NOT purchase equipment or begin construction until written approval is obtained.
- Plan review fees are non-refundable.
- A review fee is required for each operating permit you need.
- Operating permits expire on March 31st of each year.
- Facilities found operating without approved plans and the preoperational inspection are subject to additional fees.