

How to Apply for a Permanent or Mobile Food Service Business Permit Online

The key steps in the processes to apply for permanent and mobile food service businesses are:

Step 1: Review the plan guide and tip sheet

Step 2: Submit your [plan review application](#) and [pay the plan review fee](#).

Step 3: Monitor your application and respond to questions. Once the plans have been stamped and approved, the Plans Examiner will email the approval letter and supporting documents to you.

Step 4: Submit the application to operate and [pay your operating permit fee](#).

Step 5: [Schedule a pre-operational inspection](#).

If you need to make any changes after your application is approved, you can submit a new plan and payment.

Step 1: Review the plan guide and tip sheet

1. Before starting an application, review the permitting guide and tip sheet on the [permanent food establishment](#) or [mobile food establishment](#) webpage.

Step 2: Submit a Plan Review Application and Pay the Plan Review Fee

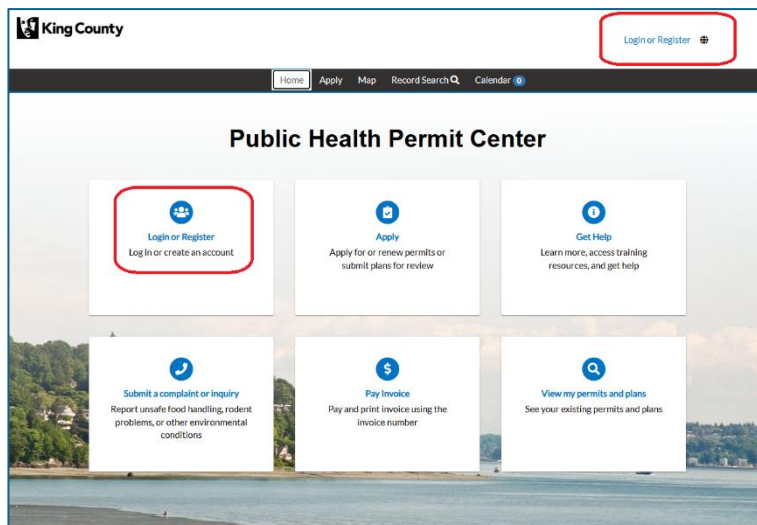
Note: To submit permit or plan review applications, you need to be logged in to your account.

1. Login to your existing account, or create a new account.

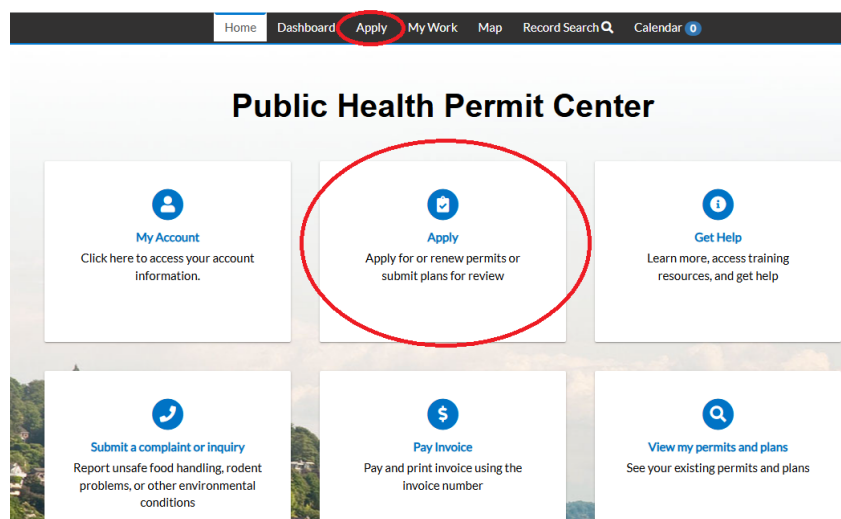
Go to the Public Health Permit Center homepage, available at: <https://kingcountywa-energovweb.tylerhost.net/apps/selfservice#/home>

Click on the “Login or Register” button and go through the authentication steps to access your account.

If you need assistance with the login process, see additional resources at [How to use the Public Health Permit Center](#).



2. Start a new application by selecting **“Apply”** either in the bar at the top of the screen or in the box in the middle of the Public Health Permit Center homepage.




3. Select your application type:

The Application Assistant homepage automatically shows “Trending” application types, which may or may not be relevant for what you need.

In the **Search bar** at the top, enter the type of permanent food service application you are applying for. Search for **“Permanent Food Plan Review”** and select the type of food establishment.


Application Assistant

permanent food plan review 

- Permanent Food Plan Review
- Permanent Food Plan Review - Limited Food Service
- Permanent Food Plan Review - Mobile Food Unit
- Permanent Food Plan Review - Micro-Market
- Permanent Food Plan Review - Mobile Reciprocity

Once you've found the application category you're looking for, read the summary to make sure you're in the right place before hitting **"Apply."**

For example:




Permanent Food Plan Review

Category Name:
Permanent Food

Description:
Complete this form to submit plans of a permanent food establishment for Public Health approval. Plans must be approved before the construction or remodel of a food establishment.

If submitting plans for a mobile food unit, limited food service establishment, or a micro-market, please do not use this application. There is a separate plan review application for each of these establishment types.

For a change of ownership, plan review may not be required if the establishment has been closed for less than 1 year and limited changes are being made. Please submit a Food Change of Ownership application for review.



After selecting your application type, you will be prompted to the application materials. **Note:** your application is **NOT** submitted until you pay the associated fee.

4. Location.

- Select **add** on the Location card to add a location.

- Customers can search for an address, use a current location or manually enter the address.
 - Search for an address: Use the search bar to find an address, parcel number, or partial address.



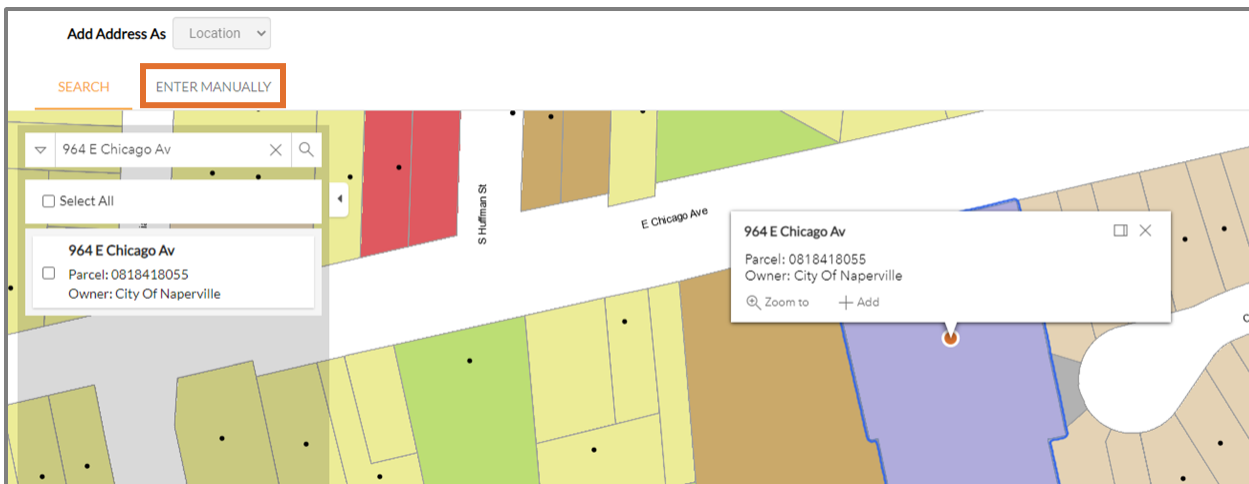
- Select **“Use current”** location to use your current location.



- The map will display the search results. Mark the desired address and select **“Add”** to add a case at the location. Or click “add” in the pop-up on the map to add a case at the location.



- If you're having trouble finding the correct location, select **“Enter Manually”**



- Manually enter the required information, then select **“Save”** and **“Next.”**

Add Address As
Location

SEARCH
ENTER MANUALLY

Enter Manually

Country Type
US

Enter Address
Search Addresses

* Street Number

Pre Direction

Street Name

Street Type

Post Direction

Unit Or Suite

City

State

Zip Code

County

Save

5. **Type.**

Permit Details. The Permit Type you have selected will be displayed. If desired and relevant, enter a description and other application details, then select **“Next”**

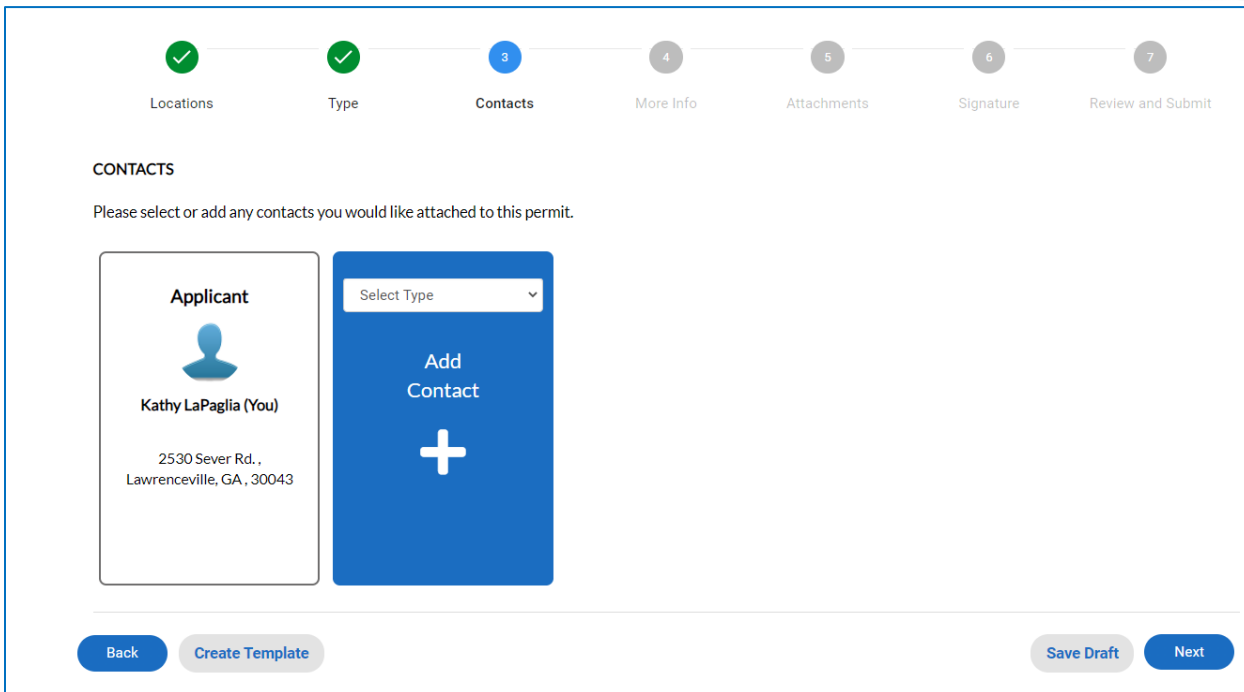
PERMIT DETAILS

* Permit Type
Permanent Food Plan Review

Description

Back
Create Template
Save Draft
Next

Contacts. The Permit Center will populate with the registered user’s contact information as the first contact on the application.



Add a contact for “**Business Owner**” and click “**Next.**” You may enter the business owner’s information by clicking “**Enter Manually**” to complete the fields. To include additional contacts, click on “**Add Contact**” and select the type of contact in the drop-down menu.

Note: For a mobile plan review, you will need to include contacts for the Commissary Owner and the Mobile Food Unit Operator, in addition to the Business Owner.

Enter Manually

Certificates [Click here to add certificate](#)

* First Name

* Last Name

Company Name

Email

* Home Phone

* Mobile Phone

* Business Phone

More info

Type in the relevant information requested and/or mark applicable boxes.

For a Permanent Food Plan Review, at minimum, enter information for the following:

- Business Name
- Plan Review Type
- Is this project in Unincorporated King County
- Hot Water Tank Type
- Hot water tank size (in gallons)
- If the location is on septic, has the On-site Sewage/ Septic (OSS) Program been contacted
- Seating Capacity
- Project Scope
- Interpreter Requested

For a Mobile Food Plan Review, at minimum, enter information for the following:

- Mobile Plan Review Type
- Business Name
- Unit Type
- VIN#
- WA License Plate #
- Mobile Unit Sales Location(s)
- Project Scope
- Solid waste disposal information
- Power to the mobile unit
- Where the mobile food unit will be stored overnight
- How (and how often) you will clean equipment, sinks, and counters on the mobile
- How (and how often) you will clean the floor of the mobile
- Commissary Name
- Commissary Location
- Commissary Water Supply
- Sewage Disposal
- How often the mobile food unit physically returns to the commissary
- Access to restrooms for employees
- Customer access to a restroom (if customer seating is provided)
- Where the freshwater tank will be filled

- Make and model of the drinking water hose
- Whether you will follow guidelines for draining the freshwater tank, hot water tank, and all water lines
- Where the wastewater tank will be emptied
- How the wastewater tank will be emptied without spilling
- Whether all equipment is permanently attached/mounted to the mobile
- Where utensils will be washed
- Whether you are offering customer reusable eating utensils
- How cold food will be maintained at 41F or colder while driving to the sales site
- Whether condiments will be protected from potential contamination
- What happens to remaining cold foods at the end of the day
- Whether all hot food on the mobile unit will be discarded at the end of the day
- Confirm you are aware that no cooling is allowed on the mobile unit
- Whether you need an interpreter

Click “**Next.**”

6. **Attachments.** This step is where you will upload files related to the application.

For a Permanent Food Permit, at minimum, attach the following materials:

- Site plan
- Menu
- Floor plan
- Equipment list schedule
- Finish Schedule
- Completed Plan Review Questionnaire

<p>Equipment List Schedule</p> <p>Add Attachment</p> <p>+</p> <p>Supported: .pdf</p> <p>REQUIRED</p>	<p>Finish Schedule</p> <p>Add Attachment</p> <p>+</p> <p>Supported: .pdf</p> <p>REQUIRED</p>	<p>Floor Plan</p> <p>Add Attachment</p> <p>+</p> <p>Supported: .pdf</p> <p>REQUIRED</p>
<p>Menu</p> <p>Add Attachment</p> <p>+</p> <p>Supported: .pdf</p> <p>REQUIRED</p>	<p>Plan Review Questionnaire</p> <p>Add Attachment</p> <p>+</p> <p>Supported: .pdf</p> <p>REQUIRED</p>	<p>Site Plan</p> <p>Add Attachment</p> <p>+</p> <p>Supported: .pdf</p> <p>REQUIRED</p>

If you are applying for a mobile plan review, at minimum, attach the following materials:

- Commissary agreement
- Drawing of commissary
- Equipment list schedule
- Finish schedule
- Floor plan
- MFU food preparation chart
- Menu
- Water system design
- Completed Mobile Plan Review Questionnaire.

<p>Commissary Agreement or...</p> <p>Add Attachment</p> <p>+</p> <p>Supported: .pdf</p> <p>REQUIRED</p>	<p>Drawing of Commissary</p> <p>Add Attachment</p> <p>+</p> <p>Supported: .pdf</p> <p>REQUIRED</p>	<p>Equipment List Schedule</p> <p>Add Attachment</p> <p>+</p> <p>Supported: .pdf</p> <p>REQUIRED</p>	<p>Finish Schedule</p> <p>Add Attachment</p> <p>+</p> <p>Supported: .pdf</p> <p>REQUIRED</p>
<p>Floor Plan</p> <p>Add Attachment</p> <p>+</p> <p>Supported: .pdf</p> <p>REQUIRED</p>	<p>MFU Food Prep Chart</p> <p>Add Attachment</p> <p>+</p> <p>Supported: .pdf</p> <p>REQUIRED</p>	<p>Menu</p> <p>Add Attachment</p> <p>+</p> <p>Supported: .pdf</p> <p>REQUIRED</p>	<p>Water System Design</p> <p>Add Attachment</p> <p>+</p> <p>Supported: .pdf</p> <p>REQUIRED</p>
<p>Select Type ▼</p> <p>Add Attachment</p> <p>+</p> <p>Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text, .dwg, .zip, .csv, .rtf, .dxf,...</p>			

All documents should be uploaded as a PDF unless indicated otherwise. See tips below if you don't have Adobe Acrobat. Note that your files must all have different file names.

- Select the **file type** if the card displays the Select Type dropdown.

- Select “Add” on each card to attach files. Locate and select the required files on your computer, then select “**Open**” and “**Next.**”

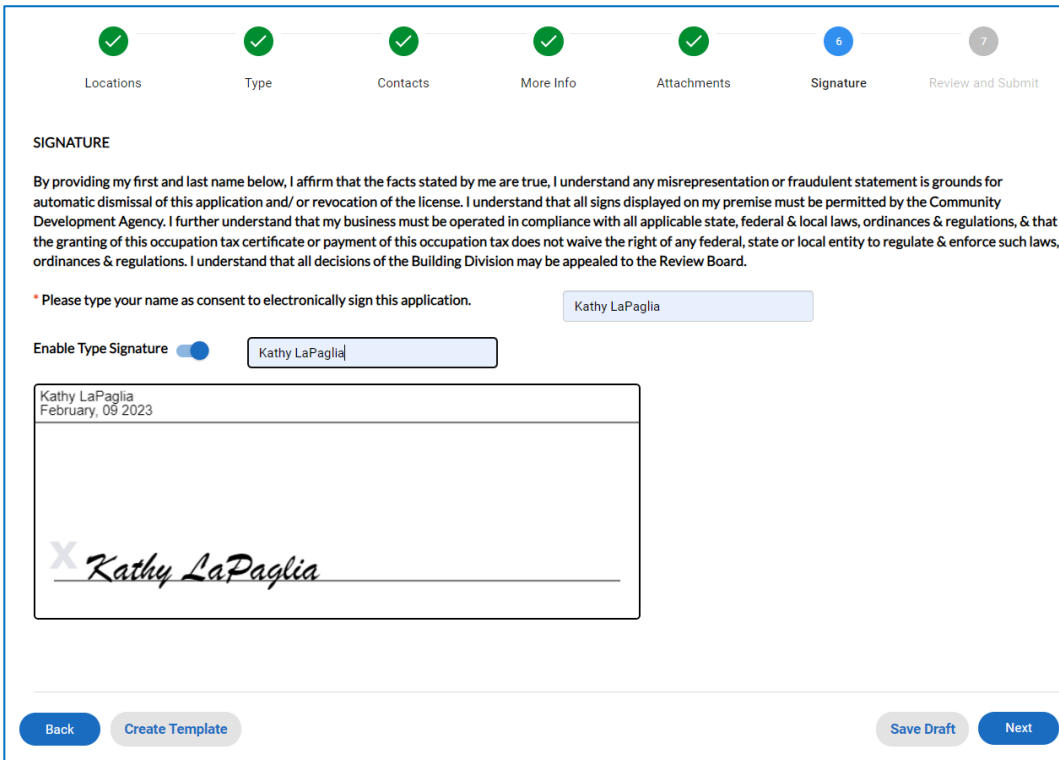
Tip: If you don’t have Adobe Acrobat, you can try to “Save as” a PDF, or “Print” a file and then save it as a PDF.

- To save a file as a PDF, go to “**File**” and select “**Save as Adobe PDF.**” Name the file and **Save as type: PDF files** and then click “**Save.**”
- Alternatively, go to “**File**” and select “**Print.**” Under **Printer**, select “**Adobe PDF.**”

7. **Signature.** This step allows you to electronically sign for the application.

- Type the applicant’s name in the first field and either toggle on “Enable Type Signature” (move the white circle from the left to the right, which will turn the circle blue) and type the name again or draw the signature in the field.

Select next.



Locations Type Contacts More Info Attachments **Signature** Review and Submit

SIGNATURE

By providing my first and last name below, I affirm that the facts stated by me are true, I understand any misrepresentation or fraudulent statement is grounds for automatic dismissal of this application and/ or revocation of the license. I understand that all signs displayed on my premise must be permitted by the Community Development Agency. I further understand that my business must be operated in compliance with all applicable state, federal & local laws, ordinances & regulations, & that the granting of this occupation tax certificate or payment of this occupation tax does not waive the right of any federal, state or local entity to regulate & enforce such laws, ordinances & regulations. I understand that all decisions of the Building Division may be appealed to the Review Board.

* Please type your name as consent to electronically sign this application. Kathy LaPaglia

Enable Type Signature ☒ Kathy LaPaglia

Kathy LaPaglia
February, 09 2023

Kathy LaPaglia

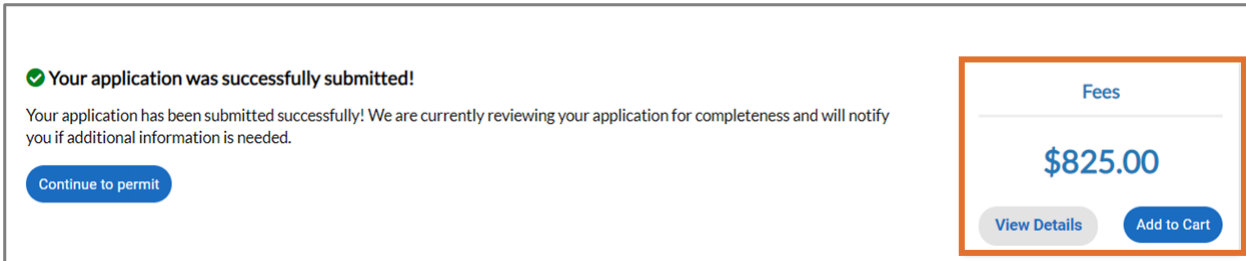
Back Create Template Save Draft Next

8. **Review & Submit.** At this stage, review all your application materials and make edits if needed. When you are ready, select “**Submit.**”

- Note that you can save your draft if you want to complete and submit it at a later date.

9. **Payment.** Even though your screen says, “your application was successfully submitted,” note that you still need to pay the fee to finalize your application submission!

- Select “**Add to cart**” to proceed with payment for your application.
- Note: while some applications fees are calculated manually, others are not generated right away and require an Environmental Health Services staff member to first review the application.



✓ Your application was successfully submitted!

Your application has been submitted successfully! We are currently reviewing your application for completeness and will notify you if additional information is needed.

Continue to permit

Fees

\$825.00

View Details Add to Cart

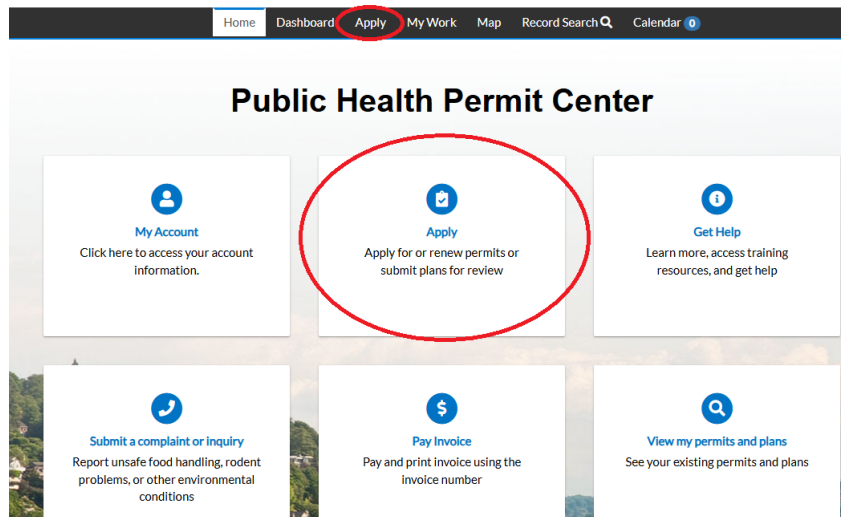
Step 3: Monitor your application and respond to questions

1. Monitor your email and your application in the Public Health Permit Center, responding to any questions or comments from your plan reviewer
2. Once the plans have been stamped and approved, the Plans Examiner will email the approval letter and supporting documents to you.

Step 4: Submit the application to operate and pay your operating permit fee

*Note: operating permit fee is *separate* from the Plan Review fee that was initially paid when the equipment floor plans, equipment list, menu and documents were submitted.

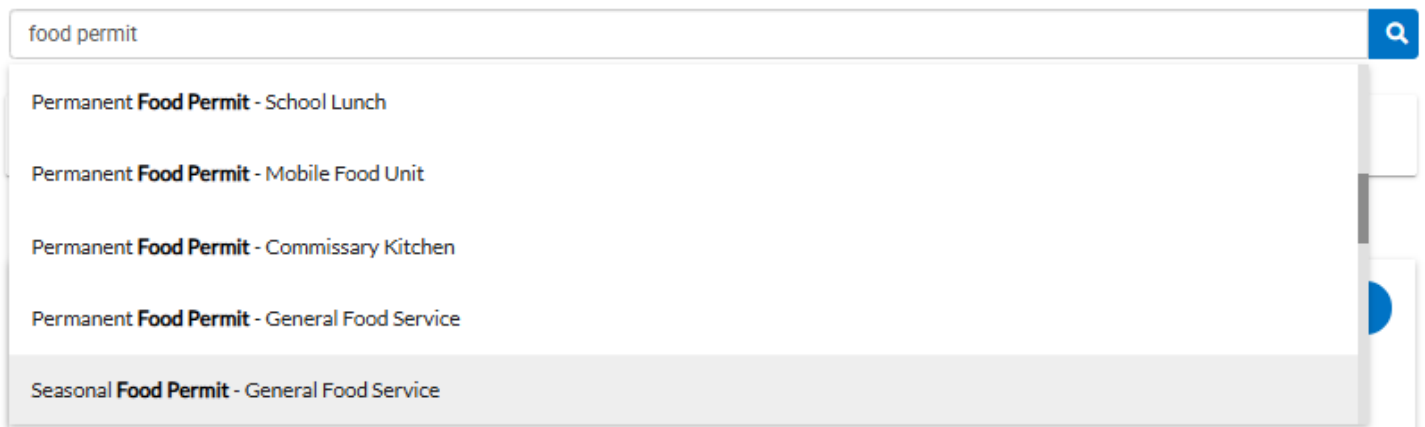
1. First, make sure you are logged in to your account.
2. Select “**Apply**” either in the bar at the top of the screen or in the box in the middle of the Public Health Permit Center homepage.



3. In the Search bar at the top, enter the type of permanent food service application you are applying for.

The Application Assistant homepage automatically shows “Trending” application types, which may or may not be relevant for what you need. See guidance in the “Types of applications” section at the top of this document for more information about finding the application type.

Search for “**Food Permit**” in the search bar and select the type of food establishment application you are applying for (you can find this information in the approval letter).



Once you’ve found the application category you’re looking for, read the summary to make sure you’re in the right place before hitting “**Apply**.”

For example:

[Show Categories](#)

[Show My Templates](#)



Permanent Food Permit - General Food Service

Apply

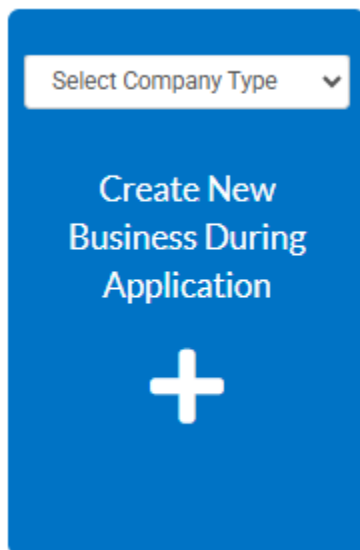
Category Name:
Permanent Food

Description:

This application to be completed to apply for a food permit for a new restaurant. Before submitting this application, you must have plans approved by Public Health - Seattle & King County and construction of the restaurant must be complete in accordance with the approved plans.

If you are a new operator for an existing restaurant, please use the Change of Ownership option.

4. Select or create the business for this application – select the business that shows up by default, or create a new business by hitting the “plus” sign.



5. **Location.**

- Select **add** on the Location card to add a location.

1 Locations 2 Type 3 Contacts 4 More Info 5 Attachments 6 Signature 7 Review and Submit

LOCATIONS

Please select or add the location of your project.

Location

Add Location

+

REQUIRED

Create Template Save Draft Next

- Search for an address, use a current location or manually enter the address.
 - Search for an address: Use the search bar to find an address, parcel number, or partial address.

Add Address As Location

SEARCH ENTER MANUALLY

Address & Parcel Search

All

Address

Parcels

- Select **“Use current”** location to use your current location.

Add Address As Location

SEARCH ENTER MANUALLY

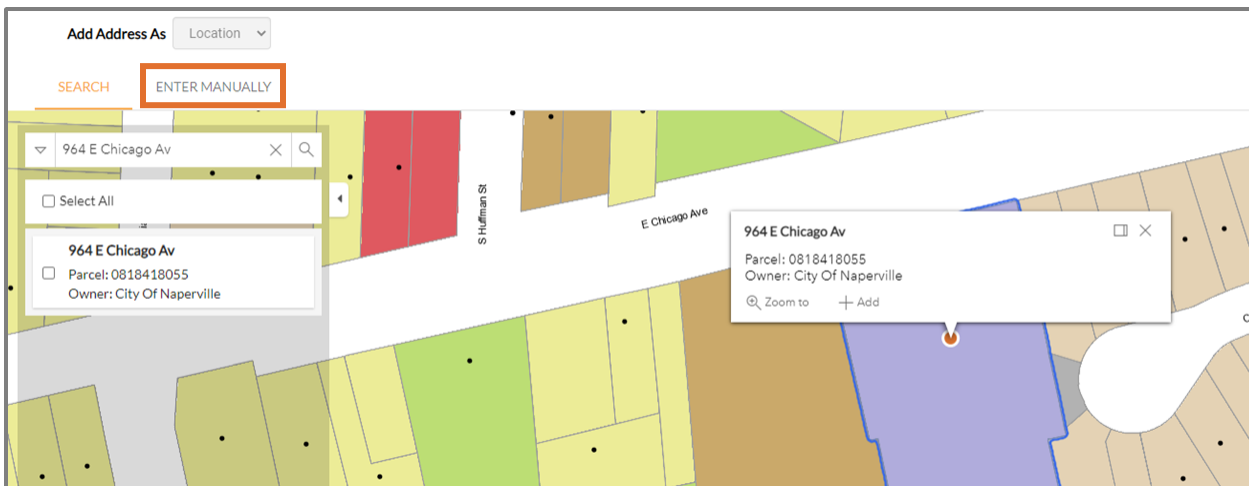
Address & Parcel Search

Use current location

- The map will display the search results. Mark the desired address and select **“Add”** to add a case at the location. Or click **“add”** in the pop-up on the map to add a case at the location.



- If you're having trouble finding the correct location, select **“Enter Manually”**



- Manually enter the required information, then select **“Save”** and **“Next.”**

Add Address As
Location

SEARCH
ENTER MANUALLY

Enter Manually

Country Type
US

Enter Address
Search Addresses

* Street Number

Pre Direction

Street Name

Street Type

Post Direction

Unit Or Suite

City

State

Zip Code

County

Save

6. SITE DETAILS

Enter the Company and Operational Permit details. Required fields are marked with an asterisk.

7. CONTACTS

Enter the contact information for the Applicant and Business Owner. Optionally, you can also add contacts for the Facility Operator, Regional Manager, and Certified Food Protection Manager.



Applicant ▼

- Accountant / Finance Officer
- Applicant
- Business Owner
- Certified Food Protection Manager
- Facility Operator
- Regional Manager

Save Draft Next

Click “**Next**” when you are done adding contacts.

8. MORE INFORMATION

For a permanent food establishment, at minimum, enter the following required fields (using the information from your approval letter):

- Approved Plan Review Record ID – enter the ID that was given to you by the plan reviewer when they approved your application for a permit
- Seating Capacity
- Opening Date
- Interpreter Requested
- Language Requested

For a mobile food establishment, at minimum, enter the following required fields:

- Approved Plan Review Record ID
- Seating Capacity
- Opening Date
- Commissary Kitchen Name
- Commissary Kitchen Location

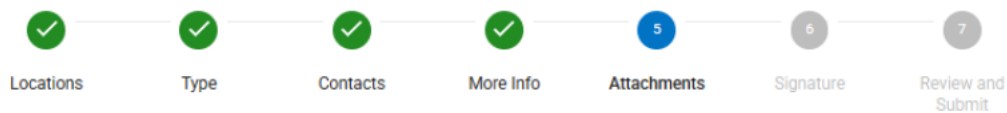
- Mobile Food Unit Type
- Interpreter Requested

Click “Next”

9. Attach documents

Apply for Operational Permit - Permanent Food Permit - General Food Service

*REQUIRED



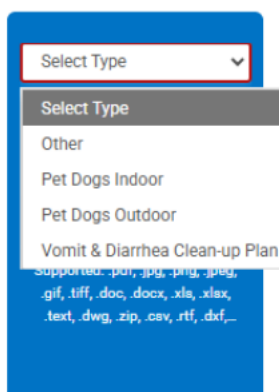
Attachments

General attachment instructions and tips:

- Please upload each required document individually. Avoid merging separate documents into a package. If multiple documents need to be submitted for the same document type, ‘Select Type’ on the last blue box to add an additional document.
- All documents should be uploaded as a PDF unless indicated otherwise.

Optional Documents

- **Vomit & Diarrhea Clean-up Plan:** Establishments must have a written plan and train staff to safely clean up vomit and diarrhea spills. Use this form to help create a plan. [Vomit and diarrhea cleanup plan template fillable form \(AMC toolkit\)](#)
- **Pet Dogs Indoor Policy:** Pet dogs may be allowed indoors if the establishment does not do any food preparation. Advance notification to the health department is required. [Use this form to help create a plan.](#)
- **Pet Dogs Outdoor Policy:** Pet dogs may be allowed in outdoor dining areas with an approved plan. [Use this form to help create a plan.](#)



Select Type

Select Type

Other

Pet Dogs Indoor

Pet Dogs Outdoor

Vomit & Diarrhea Clean-up Plan

Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text, .dwg, .zip, .csv, .rtf, .dxf, ...

Back

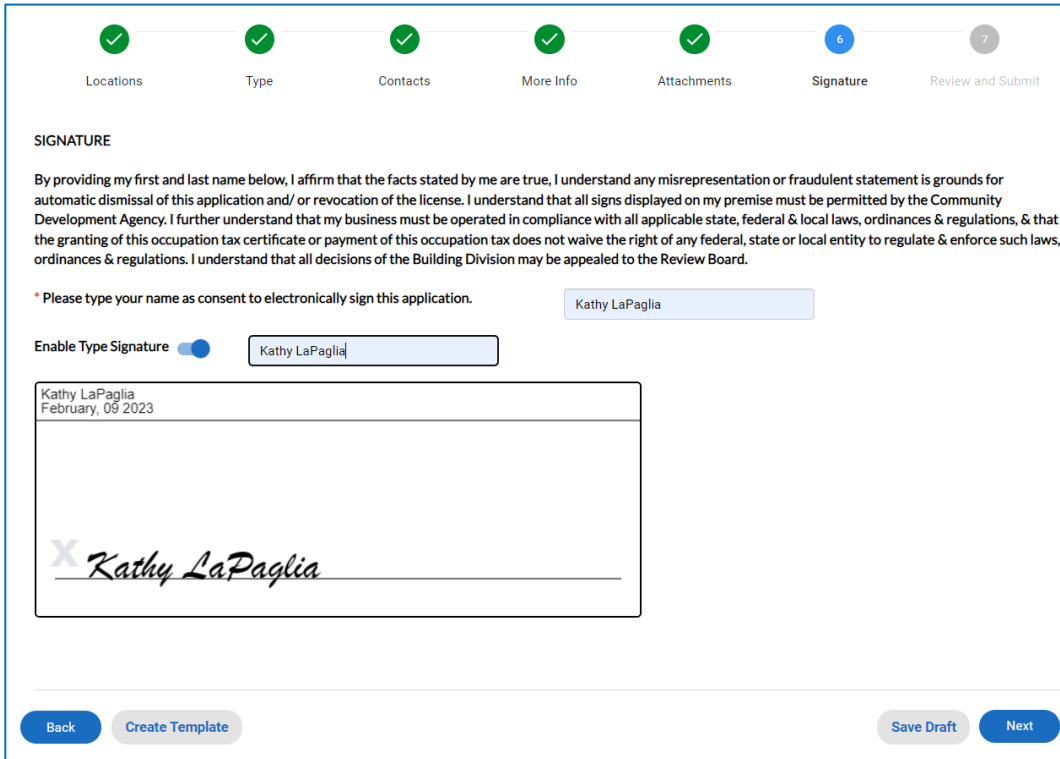
Create Template

Save Draft

Next

10. **Signature.** This step allows you to electronically sign for the application.

- Type the applicant’s name in the first field and either toggle on “Enable Type Signature” (by dragging the circle to the right beside the “Enable Type Signature” text) and type the name again or draw the signature in the field.
- Select next.

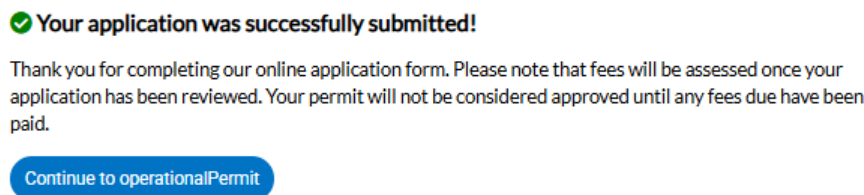


The screenshot shows the 'Signature' step (step 6) of a 7-step process. The steps are: Locations, Type, Contacts, More Info, Attachments, Signature, and Review and Submit. The 'Signature' step is highlighted with a blue circle and the number 6. Below the progress bar, the text reads: 'SIGNATURE' followed by a disclaimer: 'By providing my first and last name below, I affirm that the facts stated by me are true, I understand any misrepresentation or fraudulent statement is grounds for automatic dismissal of this application and/or revocation of the license. I understand that all signs displayed on my premise must be permitted by the Community Development Agency. I further understand that my business must be operated in compliance with all applicable state, federal & local laws, ordinances & regulations, & that the granting of this occupation tax certificate or payment of this occupation tax does not waive the right of any federal, state or local entity to regulate & enforce such laws, ordinances & regulations. I understand that all decisions of the Building Division may be appealed to the Review Board.'

Below the disclaimer, there is a text input field with the placeholder text: '* Please type your name as consent to electronically sign this application.' The field contains the name 'Kathy LaPaglia'. Below this, there is a toggle switch for 'Enable Type Signature' which is turned on. To the right of the toggle is another text input field containing the name 'Kathy LaPaglia'. Below these fields is a large rectangular box containing a signature. The signature is written in cursive and reads 'Kathy LaPaglia'. Above the signature, the text 'Kathy LaPaglia' and 'February, 09 2023' is visible. At the bottom of the form, there are four buttons: 'Back', 'Create Template', 'Save Draft', and 'Next'.

11. **Review & Submit.** At this stage, review all your application materials and make edits if needed. When you are ready, select “**Submit.**” Note that you can save your draft if you want to complete and submit it at a later date.

12. After you successfully submit your application, you will see this message:



13. After our office reviews your application, you will receive an email with a link to pay the operational permit fee.

Step 5: Schedule a Pre-Operational Inspection

After you have paid your operational permit fees, email a copy of the Preoperational Inspection Checklist to the plan reviewer to schedule the pre-operational inspection. Contact the plan reviewer at least 1 week in advance before opening your business. Refer to the pre-operational checklist for details.

The food establishment operating permit will be approved and issued after successful completion of a pre-operational inspection. This inspection is required before starting operations. Opening without completing a pre-operational inspection may result in closure of the business and fees, including 50% of the annual permit fee.