



WHATCOM COUNTY HEALTH DEPARTMENT

REVISION OF MENU LIMITED PLAN REVIEW

509 Girard Street
Bellingham, WA 98225
Telephone: 360-778-6000
Fax: 360-778-6001

This packet will help guide you through Health Department review of your revised menu/methods of food preparation. The Washington State Retail Food Code requires food establishment operators to submit plans to the Health Authority whenever the menu or methods of food preparation are significantly altered. This packet is intended as a guide only and may not answer all of your questions.

We require menu review to assure that you have adequately equipped your facility to accommodate the proposed menu and methods of preparation. We must also assure that your food preparation procedures comply with the requirements of the retail food code.

Submit the following information with your application:

- This **application** and **review fee of \$126.00 + \$3.78 (3% Technology fee) = 129.78.**
- A revised **menu and method of food preparation chart** (attached)
- A revised **floor plan**
- A copy of your **Report of System Status (ROSS)** if site is served by an On Site Sewage system (OSS).

Our staff will review your application and provide a written reply that either grants approval or asks for additional information.

Once we review your information, you will receive written notice of either plan approval or a request for additional information required for Health Department approval. We may require changes to your plans. Do not proceed with construction or menu revision until you have received plan approval from our department.

We may need to inspect your facility prior to final approval of your proposal. Review your plan approval letter to determine if we need to inspect. We may bill you for additional plan review time if the review process and inspection require more than one hour to complete.

You may also need to obtain approval from other agencies. Remember to contact:

- * The city or county building department for permits for plumbing, electrical, mechanical, structural, or other work;
- * The state liquor board or gambling commission.

If you have questions about this packet, please contact (360) 778-6000. Our office hours are Monday through Friday, 8:30 am to 4:30 pm.



WHATCOM COUNTY HEALTH DEPARTMENT
FOOD SERVICE LIMITED OR MENU CHANGE
PLAN REVIEW APPLICATION

FEE \$126.00 + \$3.78 (3% Technology fee) = \$129.78

509 Girard Street
Bellingham, WA 98225
Telephone: 360-778-6000
Fax: 360-778-6001

Food Establishment Name _____

Food Establishment Address _____

City, State & Zip Code _____ Facility Phone # _____

Business Owner Information
Name: _____
Address: _____
City State Zip: _____
Phone #: _____
Email: _____
Type of Ownership: [] Individual [] Corporation
[] Partnership [] LLC
If partnership, corporation or LLC, attach list of all partners or corporate officers as registered with the State of Washington.

Plan Review Contact for Correspondence
(If different from owner)
Name: _____
Address: _____
City State Zip: _____
Work Phone: _____
Cell Phone: _____
Email: _____
Reason for Plan review: _____

Public Water Supply System Name _____
Specify Name of Public Water System (for example "City of ____") - non-public systems cannot be approved

Method of Sewage Disposal: [] Sewer [] On Site Septic (OSS) (Attach copy of current ROSS)
Parcel # / Geo ID #: _____

Projected Seating Capacity _____ Projected Number of Meals per Day _____

Table with 7 columns for days of the week (Mon-Sun) and rows for Days Open and Hours of Operation.

Meals Served (Check all that apply): [] Breakfast [] Lunch [] Dinner [] Catering [] Brunch

If you selected "Yes" for Catering, choose all that apply: [] Full service (staffed events) [] Take away platters
[] Catered events at this facility

If seasonal, operating dates and hours: _____

New Construction / Remodel: Start Date _____ Completion Date _____

Do you own other food establishments in Whatcom County? If so, list _____

Important: Please provide all materials requested at the time plans are submitted (see page 1 for list of required information). Failure to do so can result in delays to your project. Changes to your plans may be required. Do not proceed with construction until your project has been approved. I understand that, in consideration for the review of these materials by the Whatcom County Health Department, this application shall constitute a contract and a promise to pay all applicable fees as established by the Whatcom County Council.

Applicant Name _____ Signature _____ Date _____

Office Use Only
Received By _____ Date _____
Amount Paid _____ Receipt # _____

DETAILED PLAN REQUIREMENTS

Site plan Include all areas of the food service establishment on a site plan. 8 1/2 X 11" or 11 X 17" format is acceptable. Architectural notes must be legible. Be sure to include the following for indoor and outdoor areas:

- Restrooms
- Seating areas and banquet rooms
- Location of tables
- Server stations
- Bar
- Bussing stations
- Remote storage, food preparation areas & equipment, and refrigeration
- Off-site storage or preparation facilities

Floor plan Include for food and beverage storage, preparation, and service area(s) – include enough detail to clearly show all equipment, fixtures, work areas, storage areas, etc. Be sure to include:

- Plans drawn to scale. Example: 1/4" = 1' (1/4 inch on the floor plan equals one foot in the food service establishment).
- Make and model numbers of all equipment.
- Three-compartment sink (*required*) - include drain boards for both soiled and clean utensils (show dimensions of sinks and drain boards).
- Dish machine (*optional*) - if a dish machine is provided, it must be commercial.
- Handwashing sink(s) (*required*) - must be located within the line of sight and no more than 25 feet from each work area. Note that handwashing sinks must provide water at a temperature between 100°F -120°F that arrives within 15 seconds.
- Vegetable / ready-to-eat food preparation work station with sink(s) – required for rinsing produce and preparing ready-to-eat foods (show dimensions of sink).
- Raw meat / raw seafood preparation work station with sink(s) – required for thawing, purging, and preparing raw animal products (show dimensions of sink).
- Mop sink (*required*).
- Water treatment systems if applicable (*must meet appropriate ANSI-NSF standards*).
- Floor sinks and hub drains - note that indirect drainage is required for food preparation sinks, dish machines, ice machines, ice storage bins, cooler condensate, dip wells.
- Cooking equipment (*proper ventilation required – contact your local building services department*).
- Refrigeration (*commercial required*) - refrigeration capacity must be adequate to support proposed menu and preparation methods (list dimensions).
- Freezers (*may be non-commercial*).
- Hot holding equipment.
- Miscellaneous equipment - for example, mixer, blender, slicer, food processor, ice machine, soda fountain, milkshake machine, work tables, etc.
- Dry storage shelving - must be smooth, durable and easily cleanable.
- Hot water heater - make, model number, and capacity.
- Equipment schedule indexed to floor plan. See example floor plan

METHOD OF FOOD PREPARATION – Part A: Food Preparation

For each menu item:

- Provide a narrative of all food preparation steps.
- Fill out the Method of Food Preparation Chart.

Narrative Instructions and Examples

Instructions: List by number, the order of food preparation steps for each menu item. Include

- How food is received (raw, commercial prepared, pre-washed)
- Thawing
- Cutting, assembling, mixing
- Cooking
- Hot Holding
- Cold Holding
- Cooling
- Reheating

Include anticipated quantities. If the menu item has multiple ingredients, list them. Menu items that are prepared in an identical way may be grouped together (such as BBQ beef and pork).

Examples:

Roasted Chicken Breast – cook 12 breasts per day.

1. **Thaw** frozen raw chicken breasts in the walk-in cooler.
2. **Cold hold** raw chicken in the walk-in refrigerator until needed.
3. **Cook** raw chicken in the oven to an internal temperature of at least 165°F verified with a digital thermometer.
4. **Hot hold** cooked chicken in the display case at 135°F or more for service.
5. **Cool** leftover chicken in a single layer, on a sheet pan that is uncovered in the walk-in refrigerator. When the temperature reaches 41°F, chicken is covered.
6. **Cut** cooled chicken for house made chicken salad.

Chicken Salad – 1 gallon every 3 days

1. Produce **washed** on site in dedicated prep sink.
2. **Cut up** produce: celery, green onion, grapes, and apples.
3. **Cold hold** prepared chicken salad ingredients.
4. **Assemble** ingredients for chicken salad with pre-chilled ingredients including commercial dressing, pickles, and hard boiled eggs.
5. **Serve** chicken salad to order on bed of greens and topped with almonds.

Hamburgers – cooked to order

1. **Cold hold** fresh raw patties in reach in cooler.
2. **Cook** fresh raw patties on the grill to order until they reach at least 155°F verified with a digital thermometer. Hamburger patties are not cooked in advance.
3. **Assemble** cooked patties. Toppings include cheese, lettuce, tomato, onion, guacamole made on-site, bacon and commercial condiments (ketchup, mustard, mayo).
4. **Serve** hamburgers.

BBQ Beef/Pork – 25 pounds each every other day, or as often as needed.

1. **Thaw** frozen beef/ pork in the walk-in refrigerator.
2. **Cold hold** meats in the walk in cooler while marinating for at least overnight. Marinade is made in house.
3. **Cook** meats in smoker until internal temperature reaches 145°F verified with a digital thermometer.
4. **Shred** meats while hot and combine with warmed (at least 145°F) house made BBQ sauce.
5. **Hot hold** meat for service.
6. **Cool** any leftover meat shallow, uncovered pans no more than 2 inches deep in the walk in cooler. After meats are cooled to 41°F, they are covered.
7. **Reheat** meats in the steamer to 165°F within 2 hours and hold in steam table at 135°F or more.
8. Discard any leftovers.

Method of Food Preparation Chart Instructions and Examples

Instructions:

1. Place an "X" indicating if the food will be purchased already prepared or made on site. Place an "X" indicating if the menu item is made with raw meat (beef, pork, or poultry), raw seafood or unpasteurized eggs.
2. Then, list, by number, the order of food preparation steps used for the menu item you will be serving. If food is purchased prepared, you do not need to complete the food preparation steps unless you plan to add additional ingredients. You can use the same food preparation step multiple times for the same food if needed.

Roasted Chicken Breast See the example in the chart below.

- Menu item is **prepared on-site**..... "Prepared on site" is marked "X".
- Chicken is **raw**..... "Raw" box is marked "X".
- 1. Chicken is **thawed**..... "Thaw" box is marked "1".
- 2. Raw chicken is held **cold** "Cold Holding" marked "2".
- 3. Chicken is **cooked to 165° F** "Cooked" box is marked "3".
- 4. Chicken is **hot held**..... "Hot Holding" box is marked "4".
- 5. Any leftovers are **cooled** "Cooling" box is marked "5".
- 6. Cooled chicken is **served** "Serve" box is marked "6"

This is for example only.

Complete your menu narrative and method of food preparation chart on the next pages.

Chicken Salad See the example in the chart below.

- Menu item is **prepared on-site**..... "Prepared on site" is marked "X".
- Chicken is **raw**..... "Raw" box is marked "X".
- 1. Chicken is **diced & mixed** with other ingredients..... "Cut or assemble" box is marked "1".
- 2. Chicken is held **cold**..... "Cold holding" box is marked "2".
- 3. Chicken salad is **served**..... "Serve" is marked "3".

Hamburgers See the example in the chart below.

- Menu item is **prepared on-site**..... "Prepared on site" is marked "X".
- Hamburger is **raw**..... "Raw" box is marked "X".
- 1. Raw hamburger is held cold..... "Cold Holding" box is marked "1".
- 2. Hamburger is **cooked to 155° F**..... "Cooked" box is marked "2"
- 3. Hamburger is **assembled**..... "Cut or assembled" box is marked "3".
- 4. Hamburger is **served**..... "Served" box is marked "4".

Method of Food Preparation Chart Examples:

Food or menu item	Food purchased prepared		Is menu item made with raw meat, seafood or eggs?	Thaw	Cut or assemble	Cook (include final cooking temperature)	Hot Holding at 135F or more	Cooling	Cold Holding at 41F or less	Choose one reheating method per menu item			Serve	Office use only
										Reheat food cooled on site to 165F	Reheat to order per customer order 135F for hot holding	Reheat commercially made product to 135F for hot holding		
Roasted Chicken breast	X	X		1		3 165F	4	5	2				6	
Chicken Salad	X	X			1				2				3	
Hamburgers	X	X			3	2 155F			1				4	
BBQ Beef/Pork	X	X		1	4	3 145F	5	6	2	7			8	
Potato salad	X								1				2	

METHOD OF FOOD PREPARATION – Part B: Cooling

Cooling is when:

- Hot foods are properly cooled down to 41°F or less with the intention of:
 1. Reheating the food at a later time, either for hot holding (such as soup in a soup warmer) or for immediate service (such as BBQ pork in a microwave), or
 2. Serving food cold (such as cold fried chicken in the grab & go case); or
- Ingredients warmer than 41°F (or that warm to over 41°F during preparation) are cut, mixed or assembled with the intention of offering the food cold (such as tuna salad, bean salad made with canned beans, sandwiches, salads).

Allowed cooling methods:

- Shallow pan (food depth in pan is 2 inches or less and uncovered while cooling in refrigerator).
- Food is cut into smaller portions no more than 4 inches thick (roasts and whole poultry).

Time/temperature method: If you choose this method, you must provide written documentation that the food item cools from 135°F – 70°F in 2 hours and 69°F - 41°F in 4 hours with the total time not exceeding 6 hours.

Here is an example of a cooling table:

Food Item	Cooling Method Used	Amount of food cooled in gallons, quarts, pieces, or pans (include volume or size)	Number of times per week food is prepared and cooled.
Chicken	Shallow pan	One hotel pan – chicken pieces in single layer	Every 3 days
Soup	Cream based – shallow pan	Leftovers only	Every 2 days
Chili	Shallow pan	5 gallons	Once a week
Pork roast	Meat cut into 4 inch pieces	Approx. 15 pounds	Once a week

METHOD OF FOOD PREPARATION – Part C: Consumer Advisory

Will you be offering any of the following items undercooked or raw?

Eggs (over easy/poached or raw as part of an entrée, salad, dessert, recipe)? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list menu items: _____ _____ _____	Hamburgers	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Steaks	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Roasts	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Fish or seafood	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Oysters or other shellfish	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Other:	

If you marked yes to any of the above, you will be required to provide a consumer advisory on your menu and/or at your point of sale.

Provide a sample consumer advisory for the menu items you plan to offer raw or undercooked.

Consumer advisories are made of up two parts: Disclosure and Reminder.

- Disclosure:** Identifies which food items are raw. Disclosure is satisfied when the cooking status is explained in the menu description:
 - “Oysters on the half shell (raw oysters)”
 - “Caesar salad dressing (contains raw egg)”
 - “Our steaks and hamburgers are cooked to order”.

Or a footnote with an asterisk or other indicator at the menu item and at the bottom of the menu page stating that the menu item is:

- Served raw or undercooked or
- Contains raw or undercooked ingredients

- Reminder:** Reminds the customer that there is a health risk associated with eating raw or undercooked food. Example: “Consuming raw or undercooked meats, seafood, shellfish or egg may increase your risk of foodborne illness”.

The consumer advisory must be placed at the point where the food is ordered by the customer which may include menu, table tent, or menu board. Statements on menu boards must be readable from a point at which customers would normally stand.

EXAMPLES OF CONSUMER ADVISORIES

MENU	
<u>Hamburgers*</u>	
Bacon Cheeseburger	Jr. Burger
Deluxe Burger	Cheeseburger
* Can be cooked to order. Consuming raw or undercooked meats may increase your risk of foodborne illness.	

MENU
Garden Salad
Chef’s Salad
Caesar Salad (contains raw eggs)
NOTICE: Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of foodborne illness.

Beverages
Soda Pop (Sm, Med, Lg)
Milkshakes (Chocolate or Strawberry)
Strawberry Fruit Smoothie
Apple Cider* (SQUEEZED ON-SITE EVERY 3 DAYS)
*Notice: Unpasteurized juice may increase the risk of foodborne disease to people with certain medical conditions.

More information on consumer advisories can be found at:
<http://www.doh.wa.gov/Portals/1/Documents/Pubs/332-017.pdf>

METHOD OF FOOD PREPARATION – Part D: Other Questions

1. Do you plan to do any of the following?

Smoking fish/meats <input type="checkbox"/> Yes <input type="checkbox"/> No	Sous vide <input type="checkbox"/> Yes <input type="checkbox"/> No
Vacuum packaging or reduce oxygen packaging <input type="checkbox"/> Yes <input type="checkbox"/> No	Making yogurt on site <input type="checkbox"/> Yes <input type="checkbox"/> No
Water bath or pressure canning <input type="checkbox"/> Yes <input type="checkbox"/> No	Fermenting or pickling <input type="checkbox"/> Yes <input type="checkbox"/> No
Using food additives as preservatives (nitrite/nitrate, vinegar) <input type="checkbox"/> Yes <input type="checkbox"/> No	Curing <input type="checkbox"/> Yes <input type="checkbox"/> No
Par-cooking or grill marking <input type="checkbox"/> Yes <input type="checkbox"/> No	Dehydrating <input type="checkbox"/> Yes <input type="checkbox"/> No
Sprouting seeds or beans <input type="checkbox"/> Yes <input type="checkbox"/> No	Juicing wheatgrass <input type="checkbox"/> Yes <input type="checkbox"/> No
Live shellfish tank (mollusk or crustacean) <input type="checkbox"/> Yes <input type="checkbox"/> No	Juicing produce <input type="checkbox"/> Yes <input type="checkbox"/> No

If you marked yes, you may need to submit a HACCP plan or variance request along with this application. Please contact the Health Department for more information.

2. Is sushi or sashimi offered on your menu? Yes No
If yes, you will need to submit the supplemental application.
3. The Food Code requires fruits and vegetables to be washed under running water before preparation. Will produce be washed on site? Yes No
- If yes, which produce items will be washed on-site?

 - If no, which produce items will be purchased pre-washed?

4. Will any foods be unattended while cooking or hot holding (such as overnight): Yes No
 If yes, list food items:

If yes, you will need to submit the supplemental application.
5. Do you have to go outside to access any refrigerators, freezers, food storage, equipment, cooking (such as a BBQ or smoker) or preparation areas? Yes No **All locations must be clearly marked on the floor plans. Note these areas must be protected from sources of contamination.**
6. Are all ice machines, ice bins, dish machines, food preparation sinks, drip trays, espresso machines, beer taps, and dipper wells indirectly drained with an air gap? Yes No
7. Are all
 food and single-service items protected from customer contamination by a sneeze guard? This includes self-service condiment bars, salad bars, buffet lines, espresso counters, and all other food preparation areas. Yes No
 If no, explain:

FREQUENTLY ASKED QUESTIONS

How long does the plan review process take?

We usually send you a response letter within 1-2 weeks after you submit your plan review application.

What if I am not sure of the make and model for all of the equipment yet?

Just tell us what you intend to buy in general terms. You can provide more detailed information once you purchase your equipment. Note that some equipment must be commercial, such as dish washers, ice machines, refrigeration, and food processors. If you change equipment after approval is given, contact the Health Department.

Can I draw the floor plans myself?

Yes, provided that the plans must be accurate, legible, drawn to scale (example: a ¼ inch on the floor plan equals one foot in the food establishment), and provide detail as shown on the example in this packet on page 3. Also remember to ask the appropriate building/planning departments about their required format for plan submittal.

Why are so many sinks required?

Each type of sink has a purpose that is spelled out in the Food Code. The Food Code requires sinks to be used for a single purpose or task.

Will I need more than one handwashing sink?

Maybe. A handwashing sink must be located in each work area, be easily accessible, and convenient to use. Handwashing sinks must be located within the line of sight and no more than 25 feet from each work area. Note that handwashing sinks must provide water at a temperature between 100°F - 120°F that arrives within 15 seconds.

Do all surfaces need to be covered with stainless steel?

No. All surfaces do need to be smooth, durable, easily cleanable, non-toxic, and non-absorbent.

Can I sell wholesale or online?

Your operating permit from the Health Department only covers retail sales in Whatcom County and does not cover on-line sales outside of Whatcom County or wholesale transactions. Licensing from the Washington State Department of Agriculture, the United States Department of Agriculture, or the U.S. Food and Drug Administration are needed for wholesale sales or sales beyond Whatcom County.

Should I contact other regulatory agencies?

Your project may require permits and approval from other government agencies such as the local Building/Planning department, the State Liquor Board, etc. A list of resources is provided with this packet.

Do all of my employees need food worker permits?

Yes. Food and Beverage Service Worker's Permits are required for all individuals who handle any food or utensils, including those who wash dishes and PICs (Person in Charge). Food workers must have their cards before they begin work unless food safety training is provided by the operator of the establishment and is documented in the food establishment. In this case, a food worker card is required within 2 weeks of the employee's starting date. The only online food worker training authorized for Washington State is at <https://www.foodworkercard.wa.gov>.

Is a Health Department inspection required before I open?

Yes. At least one week prior to the completion of your project, contact the Health Department office to schedule a pre-operational inspection. If all of the conditions and requirements of approval are ***not*** met during the pre-operational inspection, this may delay opening. Additional inspection(s) and fee(s) may be required before you receive approval to open.

Can I store food in the establishment before Health Department inspection has occurred?

Not unless you have received approval from the Health Department to do so. Food may not be prepared before approval is granted after the pre-operational inspection.

What about personal food?

Personal food needs to be limited to a day's worth and be segregated from the food supply intended for customers and clearly labeled as personal food. Please note that all food in the food establishment is subject to inspection by the Health Department.

What is indirect drainage (air gap)?

Per Chapter 246-215 – Section 052125 - Air gaps must be at least twice the diameter of the water supply inlet and may not be less than 1 inch.

