



WHATCOM COUNTY HEALTH DEPARTMENT

# GUIDELINES FOR MOBILE FOOD UNITS

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

This packet will help guide you through the process to build and/or license a mobile food-vending unit. This packet is intended as a guide only and may not answer all of your questions. If you have questions after reading the packet, please call our office at (360) 778-6000.

This packet includes general requirements for mobile food units. The requirements for mobile food units will vary based upon the menu and the type of food preparation you plan to do in the mobile unit. A **mobile food unit** permit is not required for the sale of pre-packaged, non-potentially hazardous foods (bottled beverages, candy, chips) from approved sources.

## **\*\*PLEASE NOTE\*\***

1. All mobile units must provide a valid **Commissary** or **Servicing Area** agreement. **Mobile units must return to commissary or servicing area daily for servicing.**
2. Cooling of hot foods is **not** permitted in mobile units.
3. Do not begin construction or operation of your mobile unit until written approval of your plans has been granted by the Health Department.
4. Washington State Labor and Industries requires inspection and approval from their office prior to operating if food handlers work **inside** of the mobile unit. Please contact their office at 1720 Ellis Street in Bellingham, phone number (360) 647-7300 or (360) 902-5221 for more information. Information can be found at: <http://www.lni.wa.gov/TradesLicensing/FAS/FoodTruckTrailer/>

## **Prior to beginning construction or if you are purchasing an existing mobile unit, complete and return the following information:**

1. The application packet along with the \$348.00 + \$10.44 (3%Technology fee) = **\$358.44** plan review fee, which covers the first hour of plan review. Additional review time will be billed at \$126.00 per hour.
2. A **commissary** or **servicing area** agreement, form is included in this packet.
3. A copy of **your** menu if available.
4. The enclosed Method of Food Preparation chart showing how items are prepared.
5. A list of equipment which includes all **refrigeration, cooking equipment, food warmers, sinks, ice machines, display cases, work tables, etc.** Please include the make and model numbers, if known. If you have not purchased the equipment, indicate whether you intend to buy commercial or residential style equipment. Refrigeration must be commercial style.
6. A floor **plan drawn to scale** (show all dimensions) for both the **Mobile Unit** and your **Commissary**, which includes:
  - the location of worktables and counters;
  - the **finish materials** for all areas;
  - a **plumbing schematic** showing potable water and wastewater tanks, all fixtures, hot water heater and recirculation pump. Label intended use for sinks (i.e. hand sink), and add length, width & depth of each sink compartment, in inches.; and
  - the location of the **ventilation system**.
7. The location of restroom facilities. Restroom facilities must be available for food workers within 200 feet of the Mobile Unit.

Once this information has been reviewed, you will receive notice of either plan approval or of changes required for Health Department approval. **IMPORTANT!! CHANGES TO YOUR PLANS MAY BE REQUIRED. DO NOT PROCEED WITH CONSTRUCTION UNTIL APPROVAL HAS BEEN GRANTED.**

**Your project may also require approval from other agencies, be sure to contact:**

- The City or County Building and Planning Departments;
- The City Finance Office; or
- The State Department of Revenue

**Vendors selling only prepackaged foods must provide:**

- Refrigeration for potentially hazardous foods (commercial style refrigeration may be required).
- Cleanable construction using durable, non-toxic materials.
- A roof, awning, or umbrella to protect foods from contamination.
- Adequate sanitary storage for foods, utensils and other necessary items.
- An approved commissary or servicing area.
- **Note:** Vendors selling only pre-packaged, non-potentially hazardous foods such as bottled beverages, candy, and chips from approved sources are exempt from permitting.

In addition to the items listed above, vendors selling unpackaged non-potentially hazardous foods (hot dogs, popcorn, sno-cones, espresso, etc.) must provide:

- A fresh water tank. The tank must hold at least five gallons of fresh water.
- A wastewater storage tank. The tank must be 15% larger than the fresh water tank.
- A hot water heater, which provides an uninterrupted hot water supply to the unit.
- A hand washing sink and
- A three compartment sink with hot and cold running water plumbed through a mixing faucet for utensil washing\*\*\*.

In addition to the items listed above, vendors preparing potentially hazardous foods (hamburgers, tacos, deli sandwiches, etc.) must provide:

- A three compartment sink\*\*\*
- Commercial style refrigeration
- Cooking, hot holding and other equipment required for the proposed menu\*\*\*
- A commissary agreement for storage, preparation and assembly of foods and ingredients
- 30 gallons of potable water\*\*\* and
- 45 gallons of wastewater capacity\*\*\*.

Prior to opening for business you will need to complete these additional steps:

Pay for your annual operating permit and any outstanding plan review fees; and

Call our office to schedule a pre-operational inspection at least **two business days** prior to the date of your desired inspection. Written approval for opening must be obtained prior to any food preparation or service.

\*\*\* **Some elements listed may be located in your commissary kitchen.**



WHATCOM COUNTY HEALTH DEPARTMENT
FOOD ESTABLISHMENT PLAN
REVIEW APPLICATION

509 Girard Street
Bellingham, WA 98225
Telephone: (360) 778-6000
Fax: (360) 778-6001
www.whatcomcounty.us

FEE \$348.00 + \$10.44 (3%Technology fee) = \$358.44

New Facility [ ]

Remodel [ ]

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: \_\_\_\_\_
Organization: \_\_\_\_\_
Address: \_\_\_\_\_
City State Zip: \_\_\_\_\_
Work Phone: \_\_\_\_\_
Cell Phone: \_\_\_\_\_
Email: \_\_\_\_\_

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 # \_\_\_\_\_



WHATCOM COUNTY HEALTH DEPARTMENT

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Bellingham, WA 98225
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COMMISSARY AGREEMENT

A commissary means an approved location, usually a food establishment, where food is stored, prepared, portioned, or packaged for service elsewhere. A commissary may also be used to service and store food vehicles or carts. Once our office approves of this commissary agreement, you may not use a different facility for food preparation and storage without the written approval of Whatcom County Health Department. Food code requires you to return to your commissary every day.

Persons wishing to operate at one of the following must submit this form for our review (check one):

- A mobile unit or push cart; or
A temporary food establishment requiring off-site or advanced food preparation; or
A temporary food establishment lasting two days or more; or
A farmer's market food vendor or processor stand; or
A catering business

The owner or person in charge of the approved food establishment or commissary must complete the following information:

Commissary Owner Information

Commissary User information

Facility Name: \_\_\_\_\_

Facility Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

City State Zip: \_\_\_\_\_

City State Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Round trip mileage from commissary kitchen to service location and back: \_\_\_\_\_ Miles

Afterhours accessibility – key provided to commissary user? [ ] Yes [ ] No

Commissary tasks (mark all that apply):

- Cooking foods
Hot Holding foods
Raw Meat/Seafood Prep
Vegetable / Ready to Eat Food Prep
Other Food preparation ( trimming, assembly, re-portioning )
Dry Goods Food storage ( i.e. shelving for dry goods )
Refrigerated Food storage ( i.e. walk-in cooler, sandwich prep cooler )
Cooling of hot foods ( If yes, which method: [ ] shallow pan or [ ] ice bath )
Other: \_\_\_\_\_
Potable water re-supply
Wastewater disposal
Cleaning of utensils
Restroom Available

I grant permission for \_\_\_\_\_ to use my facility for the tasks indicated above. This agreement is voided immediately if the commissary owner or user sells or closes his/her business. The commissary owner consents to inspection of the facility by the Whatcom County Health Department.

Commissary operator signature \_\_\_\_\_ Date \_\_\_\_\_

Commissary user signature \_\_\_\_\_ Date \_\_\_\_\_

Comments: \_\_\_\_\_

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Date: \_\_\_\_\_ EHS: \_\_\_\_\_ PR: \_\_\_\_\_

## 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

# FINISH SCHEDULE

List the materials used for floors, walls, coving (covering floor/wall junction), and ceilings.

- Floors must be constructed of smooth, easily cleanable, durable, non-absorbent material.
- Coving must be installed at all floor/wall junctures.
- Walls must be constructed of smooth, easily cleanable, durable, non-absorbent material. Fiberglass Reinforced Plastic (FRP) or similar waterproof materials are required on wall surfaces behind sinks and areas exposed to moisture:
  - From floor level to 8 feet behind your scullery area (warewashing area).
  - From floor level to 1 foot above the top of the sink faucet behind food preparation and hand washing sinks.
  - From floor level to 4 feet behind and adjacent to plumbing fixtures in the restroom.
  - Behind the sink from counter to 1 foot above the top of the sink faucet for sinks mounted in laminate counters that are attached/sealed to the wall.

Specify the finish materials for floor, wall, counter, and shelving surfaces (for example quarry tile, stainless steel, FRP, plastic laminate). Use N/A (not applicable) when necessary.

Area	Floor	Coving	Walls	Counters/Shelves
Kitchen and Food Preparation				
Bar				
Dry Storage				
Warewashing				
Wait station				
Restrooms				
Mop Storage				
Walk-in Refrigerator		Coving may not be required for prefabricated walk-ins.		
Other:				
Other:				

CLASSIFICATION →	"R"	"M"	"F/P"	"G"
REQUIREMENTS ↓	Restaurant, caterer, snack bar, espresso, smokehouse, etc.: Preparation of ready-to-eat potentially hazardous foods.	Retail meat/seafood market, or meat/ seafood depts. in grocery stores.	Bulk foods, produce stands, and produce depts. in retail grocery stores.	Convenience stores selling only prepackaged foods and low risk unpackaged foods.
Food Service Permit	Food service permit required prior to operation.	SAME AS CLASS R	SAME AS CLASS R	Same as Class R
Health Cards	Required for owners, managers, and employees.	Required	Required	Required if unpackaged foods are served.
Hand washing Sink Locations	Separate sink with hot/cold water, mixing faucet located in food prep areas, bars, wait station(s) and restrooms. Hot water to sink in 15 seconds.	SAME AS CLASS R	SAME AS CLASS R	Required if unpackaged foods are served.
Cooking Equipment	Capable of heating food to 165°F in 2 hours or less.	NOT ALLOWED	NOT ALLOWED	For hot dogs and coffee only. Otherwise NOT ALLOWED.
Hot Holding Equipment	Capable of holding cooked foods above 140°F.	NOT ALLOWED	NOT ALLOWED	For hot dogs and coffee only. Otherwise NOT ALLOWED.
Refrigeration	Must be conveniently located. Amount and type depends on menu. Commercial style refrigeration is required in most cases. Must hold food at 41 F or below.	Same as Class R. Raw meats and seafood must be stored and displayed in areas separated from ready to eat foods.	Must hold potentially hazardous foods at 41°F or below.	All refrigeration units must keep potentially hazardous foods at 41°F or below.
Dishwashing and Cleanup Facilities	3-compartment sink equipped with drain boards. See Food Code 4-301.12 for exceptions. Sinks are stainless steel. Indirect waste may be required.	3-compartment sink with drain boards for cleaning knives, utensils, equipment parts, etc. Appropriate facilities to clean large equipment in place.	Access to a 2-compartment sink for utensil cleaning. Produce prep sink may not be used for utensil washing.	A 2-compartment sink is required if any unpackaged foods are served.
Food Preparation Sink	Required if ready to eat foods are washed before serving. Separate sink may be required for raw meat.	May be required for thawing and/or washing meat or seafood.	Required for produce stands and produce depts.	Required if produce preparation is done in the store.
Food Contact Surfaces, i.e., counter tops, cutting boards, equipment	Stainless steel, plastic, plastic laminate, or hard wood. Smooth, non-absorbent, easy to clean, non-toxic.	SAME AS CLASS R	SAME AS CLASS R	SAME AS CLASS R
Structural Requirements i.e., floors, walls, ceilings	<b>Floors:</b> sheet vinyl, tile, or smooth sealed concrete. <b>Walls:</b> smooth, non-absorbent, and easily cleanable. Plastic laminate, stainless steel or similar required in some areas. <b>Ceilings:</b> easily cleanable.	SAME AS CLASS R	Bulk food sections same as Class R Produce stands: Foods must be off of ground on cleanable surfaces and must be protected from contamination from above.	SAME AS CLASS R
Mop Sink	Required. Mop water <u>cannot be dumped</u> in a dishwashing sink, food sink or outside.	SAME AS CLASS R	SAME AS CLASS R	SAME AS CLASS R
Restroom Facilities	Required for employees. Required for patrons if seating is provided. Must have hand sink w/hot & cold running water and mixing faucet.	SAME AS CLASS R	SAME AS CLASS R	SAME AS CLASS R





# METHOD OF FOOD PREPARATION – Part A: Food Preparation

Provide the food preparation steps for all menu items. 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 used for the menu item you will be serving. Include preparation steps that include cooling, grill marking, partial cooking, packaging, smoking, sous vide, unattended and overnight cooking, reduced oxygen packaging, **etc.** Include how each menu item is obtained, stored, thawed, prepared, cooked, cooled, and how it is kept hot or cold before serving. Include anticipated quantities. Indicate if the menu item has multiple ingredients and list them. Menu items that are prepared in an identical way may be grouped together (such as BBQ beef and pork).

### **Example 1: Roasted Chicken Breast –**

1. Chicken breasts are delivered frozen and are stored in the walk-in refrigerator to thaw.
2. Raw chicken is kept in the walk-in refrigerator until it is time to cook it in the oven.
3. Raw chicken is cooked in the oven to an internal temperature of at least 165°F.
4. Chicken is then held hot in the display case.
5. Leftover chicken is cooled in a single layer, on a sheet pan that is uncovered in the walk-in refrigerator. When the temperature reaches 41°F, we cover the chicken with plastic wrap.
6. The cooled chicken is cut up and used in our chicken salad.

### **Example 2: Chicken Salad –**

1. We use leftover roasted chicken breast. Salad ingredients are first rinsed in the morning in the food prep sink and then cut up.
2. Salad ingredients are held in the refrigerator.
3. Chicken is mixed with greens and salad toppings per order. Salad toppings include canned cranberry sauce, green onion, celery, pickles, hard boiled eggs, almonds, grapes, cubed apple and commercial dressing.

### **Example 3: Hamburgers –**

1. Frozen patties are placed on the grill once ordered. Hamburger patties are not cooked in advance.
2. We cook them on the grill until they reach at least 155°F. We use a digital thermometer to check the temperature.
3. Patties are served with buns. Toppings include cheese, lettuce, tomato, onion, guacamole made on-site, and commercial condiments (catsup, mustard, mayo).

### **Example 4: BBQ Beef/Pork –**

1. Beef and pork are delivered frozen and stored in the walk-in refrigerator to thaw.
2. They are marinated in our special sauce in the walk-in refrigerator overnight.
3. Meats are cooked in the smoker. We use our thermometer to make sure they reach at least 145°F.
4. The beef and pork are shredded while still hot and mixed with our BBQ sauce.
5. We hot hold the meat for use during the day.
6. Leftover meat is cooled in hotel pans with a 2 inch food depth in the walk-in refrigerator. After meats are cooled to 41°F, they are covered with plastic wrap.
7. Meats are reheated in the steamer as needed and kept in the steam table until served. Leftover items are cooled uncovered in the walk-in refrigerator with a 2 inch food depth.



## 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.

**Example 1: Roasted chicken breast** - This food is prepared on-site, so an “X” is marked in that column. Since the chicken is raw, this column is also marked with an “X”. Thawing chicken is the first step in preparation so that box is given a “1”. After thawing, the raw chicken is held cold, so that box is given a “2”. Next, the chicken is cooked so that box is given a “3”. The chicken is then hot held, so that box is given a “4”. Any leftovers are cooled in a single layer in the walk-in refrigerator, so that box is given a “5”. The cooled chicken is served on top of a salad, so the serve box is given a “6”; See the example in the chart below.

**Example 2: Chicken Salad** – This food is prepared on-site, so an “X” is marked in that column. Since the chicken is raw, this column is also marked with an “X”. The process for the chicken is outlined above already. The leftover cold chicken is diced, so that box is given a “1”. Next the chicken is mixed with other chilled ingredients and held cold, so that box is given a “2”. The chicken salad is then served, so this box is given a “3”.

**Example 3: Hamburgers** – This food is prepared on-site, so an “X” is marked in that column. Since the hamburger is raw, this column is also marked with an “X”. Keeping the patties frozen in cold holding is the first step, so that box is given a “1”. Next, the frozen patty is placed on the grill to cook, so that box is given a “2”. Once cooked, the hamburger is assembled, so this box is given a “3”. Then, the hamburger is served. See the example in the chart below.

### 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	
Chili		X	X		1	2 165F		3	4		5		6	
Pad Thai		X	X		1	3 165F			2				4	

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

# METHOD OF FOOD PREPARATION – Part A: Food Preparation

Complete the Method of Food Preparation Chart – include each menu item.

Food or menu item	Food purchased prepared	Food preparation on site	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	Reheat food cooled on site to 165F	Reheat to order per customer order 135F for hot holding	Serve	Office Use Only

+ If you marked “Cooling”, complete Method of Food Preparation – Part B: Cooling

## 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 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
- Hot foods or ingredients are properly cooled down with the intention of serving food cold (such as pasta salad), or
- Ingredients that are over 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 ≤4 inches thick (roasts and whole poultry)

Alternative methods: If you choose an alternative 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.

- Ice and water bath
- Ice paddle or cooling wand
- Blast chiller

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. Will you be cooking any raw chicken, beef, pork, fish, shellfish, eggs  Yes  No

If yes, please list items you will be cooking from raw: \_\_\_\_\_

4. 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?

\_\_\_\_\_

5. Will any foods be unattended while cooking or hot holding (such as overnight):  Yes  No

If yes, list food items: \_\_\_\_\_

6. Do you have to go outside to access any refrigeration / 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.**

7. 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

8. 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?**

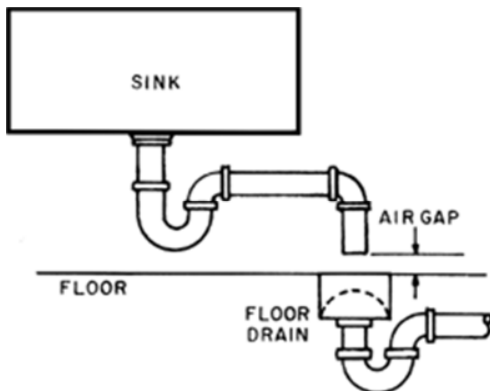
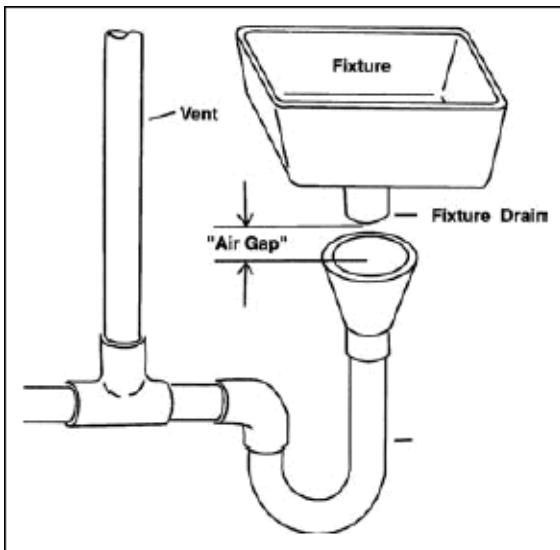
Not unless you have received approval from the Health Department to do so. Food may not be prepared before approval is granted after the pre-operational inspection.

**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.



## LIST OF RESOURCES

### [Whatcom County Health Department](#)

<http://www.co.whatcom.wa.us/826/Environmental-Health>

509 Girard St., Bellingham, WA 98225

Food establishment review, on-site sewage review, water and well review .....(360) 778-6000

### [Whatcom County Building Services](#)

<http://www.co.whatcom.wa.us/517/Building-Services>

5280 Northwest Dr., Bellingham, WA 98226

Building permits, remodeling, Fire Marshal .....(360) 778-5900

### [Washington State Department of Agriculture \(WSDA\)](#)

<http://agr.wa.gov/>

1111 Washington St. SE, Olympia, WA 98504

Wholesale licensing .....(360) 902-1876

### [United States Department of Agriculture \(USDA\)](#)

<http://www.usda.gov/wps/portal/usda/usdahome>

Wholesale licensing - meat/poultry .....(888) 674-6854

### [Federal Food and Drug Administration \(FDA\)](#)

<http://www.fda.gov/>

Wholesale licensing - processed food.....(888) 463-6332

## Tax and License

Contacts for tax and licensing requirements for general business licenses, liquor licenses, business taxes, property taxes, and occupational taxes

### [Washington State Department of Revenue](#)

<http://dor.wa.gov/Content/Home/Default.aspx>

1904 Humboldt St., Ste. A, Bellingham, WA 98225

Unified Business Identifier (UBI) number, retail sales, B & O Tax.....(360) 676-2114

### [Department of Labor and Industries](#)

<http://www.lni.wa.gov/>

1720 Ellis St., Ste. 200, Bellingham, WA 98225

Local office .....(360) 647-7300

L & I Headquarters .....(360) 902-5800

Employer Services – Quarterly Reports .....(360) 902-4817

Employment Standards / Workplace Rights .....(866) 219-7321

Mobile Vending Units .....<http://www.lni.wa.gov/TradesLicensing/FAS/FoodTruckTrailer/default.asp>

### [Employment Security Department](#)

<https://esd.wa.gov/>

101 Prospect St., Bellingham, WA 98225

Unemployment Insurance .....(360) 676-1521

### [Internal Revenue Service](#)

<https://www.irs.gov/>

114 W. Magnolia, Bellingham, WA 98225

Federal Taxes, Social Security

Local Office .....(360) 752-4361

Customer Service.....(800) 829-1040

[Washington State Liquor and Cannabis Board](#)

<http://liq.wa.gov/>

3000 Pacific Ave SE, Olympia, WA 98504

Liquor licenses .....(360) 664-1600

[Office of Secretary of State Corporation Division](#)

<http://www.sos.wa.gov/corps/>

Republic Building, 801 Capitol Way S., Olympia, WA 98501

Registration of firm or corporate name .....(360) 725-0377

[Washington State Department of Licensing](#)

<http://www.dol.wa.gov/>

405 Blake Lake Blvd SW, Olympia, WA 98502

Statewide business license information, trade name registration .....(360) 902-3900

[Whatcom County Assessor](#)

<http://www.whatcomcounty.us/177/Assessor>

311 Grand Ave., Ste. 106, Bellingham, WA 98225

Parcel number information .....(360) 778-5050

[Whatcom County Treasurer's Office](#)

<http://www.whatcomcounty.us/331/Treasurer>

311 Grand Ave., Ste. 104, Bellingham, WA 98225

Real estate tax, excise tax .....(360) 778-5160

[Whatcom County Auditor](#)

<http://www.whatcomcounty.us/199/Auditor>

311 Grand Ave Ste. 103, Bellingham, WA 98225

Unincorporated Whatcom County business licenses .....(360) 778-5100

**Recycling and Garbage Service**

Curbside garbage and recycling service in Whatcom County are handled by three private companies, each one dealing with a different region of the county. To find out which company serves your area, check the maps of the different service regions here.

[Cando Recycling and Disposal](#) (serving Pt. Roberts)

<http://www.candorecyclinganddisposal.com/>

2005 Johnson Rd., Point Roberts, WA 98281 .....(360) 945-2636

[Nooksack Valley Disposal](#) (serving Lynden, Everson, Nooksack, Sumas and a portion of northern Whatcom County)

<http://nvd-inc.com/>

250 Birch Bay Lynden Rd., Lynden, WA 98264 .....(360) 354-3400

[Sanitary Service Company](#) (serving Bellingham, Ferndale, Birch Bay, Blaine, and the majority of unincorporated Whatcom County)

<http://ssc-inc.com/index.php>

21 Bellwether Way, Ste. 404, Bellingham, WA 98225 .....(360) 734-3490

**City Websites**

Contacts for building departments - zoning and building occupancy requirements, sewer-grease traps/interceptors, other building requirements; taxes and business licenses

[City of Bellingham](http://www.cob.org/) http://www.cob.org/  
210 Lottie St., Bellingham, WA 98225  
Planning and Community Development Department.....(360) 778-8300

[City of Blaine](http://www.ci.blaine.wa.us/) http://www.ci.blaine.wa.us/  
435 Martin St., Blaine, WA 98230 .....(360) 332-8311

[City of Everson](http://www.ci.everson.wa.us/) http://www.ci.everson.wa.us/  
111 W. Main St., Everson, WA 98247 .....(360) 966-3411

[City of Ferndale](http://www.cityofferndale.org/) http://www.cityofferndale.org/  
2095 Main St., Ferndale, WA 98248 .....(360) 384-4302

[City of Lynden](http://www.lyndenwa.org/) http://www.lyndenwa.org/  
300 4th St Lynden, WA 98264  
Planning Department.....(360) 354-5532

[City of Nooksack](http://www.cityofnooksack.com/) http://www.cityofnooksack.com/  
103 W. Madison St., Nooksack, WA 98276.....(360) 966-2531

[City of Sumas](http://cityofsumas.homestead.com/) http://cityofsumas.homestead.com/  
433 Cherry St., Sumas, WA 98295 .....(360) 988-5711