



WHATCOM COUNTY HEALTH DEPARTMENT

REVISION OF MENU LIMITED PLAN REVIEW

509 Girard Street
Bellingham, WA 98225
Telephone: 360-676-6724
Fax: 360-676-6771

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 \$75.00.**
- A revised **menu and method of food preparation chart** (attached)
- A revised **floor plan**

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) 676-6724. 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 \$75.00

509 Girard Street
 Bellingham, WA 98225
 Telephone: 360-676-6724
 Fax: 360-676-6771

Facility Name _____

Facility Address _____

City, State & Zip Code _____ Phone # _____

Owner's Name _____

Owner's Mailing Address _____

City, State & Zip Code _____ Phone # _____

TYPE OF OWNERSHIP: Individual Corporation Partnership LLC
 If partnership, corporation or LLC, Attach list of all partners or corporate officers as registered with State.

Accounts Payable Contact _____

Accounts Payable Mailing Address _____

City, State & Zip Code: _____ Phone # _____

Water Supply System Name _____
 (Specify Private Well or Name of Water System)

Method of Sewage Disposal: Sewer On Site Septic (OSS) (Attach Copy of current ROSS)

Projected Seating Capacity _____ Number of Employees _____

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

Days Open for Business _____ Operating Hours _____

New Construction / Remodel: Start Date _____ Completion Date _____

Important:
Please provide all materials requested at the time plans are submitted (see page 1 for a 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.

Applicant Name _____ Signature _____ Date _____

Office Use Only:

Received By _____ Date _____ Amount Paid _____ Receipt # _____

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	Floors: sheet vinyl, tile, or smooth sealed concrete. Walls: smooth, non-absorbent, and easily cleanable plastic laminate, stainless steel or similar required in some areas. Ceilings: 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