



**MOBILE FOOD ESTABLISHMENT PERMIT APPLICATION**

**SECTION I- GENERAL INFORMATION**

MOBILE FOOD TRUCK

MOBILE FOOD CART

**Please Print Clearly**

Date Submitted: \_\_\_\_\_ Projected Date of Opening: \_\_\_\_\_

Name of Establishment: \_\_\_\_\_

Establishment Phone: # \_\_\_\_\_ Email: \_\_\_\_\_

Establishment Address: \_\_\_\_\_  
Street  
City State Zip

Parcel Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street  
City State Zip

Days of the Week Open: \_\_\_\_\_ Hours of Operation: \_\_\_\_\_ to \_\_\_\_\_

**Special Months/Hours of operation:** \_\_\_\_\_

Owner Name: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Manager Name \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_



**Failure to complete the following sections will delay processing or the application may have to be returned.**

**SECTION II- WATER**

- Water shall be received from an approved public water system under WAC 246-290 and be of sufficient capacity to meet peak water demands of the Food Establishment.
- The hot water generator and distribution system shall be sufficient to meet the peak hot water demands throughout the Food Establishment.
- A food-grade hose must be used when transferring water.
- Proper sanitizing of the water tanks must be done regularly. Please follow CFR Title 21, chapter 1, subchapter B, Part 129.
- Fresh water and wastewater tanks must be sloped to drain.
- Wastewater tanks must be 15% larger in capacity than freshwater tanks.
- All wastewater lines must be indirectly plumbed into the waste tank using a 1-inch air gap.
- Three-compartment sink and hand washing sink must be present in the mobile. See examples provided.

Public Water System Name: \_\_\_\_\_ WFI Number: \_\_\_\_\_

**Note:** This information can be obtained from your water company or system manager.

**SECTION III- SEWAGE DISPOSAL**

**Holding Tank for Self-Contained Mobile Unit:** Please attach copies of:

- Holding tank capacity \_\_\_\_\_ Gallons
- Plumbing schematic
- Schedule of estimated dumping frequency \_\_\_\_\_
- Location of approved dumping station to be used \_\_\_\_\_

**SECTION IV- MOBILE UNIT**

- Submit business licenses required from other governing agencies. (City of Shelton and/or Mason County Community Development and Dept of Labor & Industries.)
- **All mobile units must be inspected by Labor & Industries before a plan review. The seal of approval must be easily visible on the mobile unit. A picture of the approval placard must be submitted with this application.**
- Attach a floor plan showing all equipment, sinks, storage areas, and drains. (See Example 3)
- Provide a detailed description of all appliances, sinks, and hot water tanks. Provide detailed drawings of the water tanks, including water tank size by volume.
- See the Equipment list worksheet provided. Please provide the size of the hot water tank as well as input (BTU or kW).
- The mobile must be a “readily movable” structure. Units that require heavy equipment or long periods to achieve mobility will not be permitted as mobiles.
- The mobile must permanently display the business name on the exterior of the mobile food unit.
- The mobile food permit holder must keep Mason County informed of the general location of operation.

**SECTION V- RESTROOMS**

- Restrooms for employees must be readily accessible within 500 feet, if at any location for over one hour.
- If seating is provided, a plumbed restroom must be available for customers within 500 feet of the unit. A hand-washing sink must be available at the restroom.



## SECTION VI- MENU & FOOD PREPERATION PROCESS & REQUIRMENTS

- Submit a copy of a menu or list of menu items.
- A Commissary Kitchen agreement form must be filled out and signed by the mobile establishment operator and commissary kitchen owner. See page 18 of this application.
- **The mobile unit operator must keep a commissary kitchen log for no less than 30 days. This log must include the date and time the mobile returned to the commissary and an employee signature. Page 19 of this application includes a blank template you may use.**
- Provide a food preparation flow chart and description of the food preparation process. (See Example 1 & 2)
  - ❖ Cooling food is not allowed on mobile units. Food must be cooled in an approved commissary kitchen.
  - ❖ Food that is previously cooled in a commissary kitchen must be reheated from 41°F to 165°F within one hour.
- A consumer advisory is required for all food of animal origin that are offered raw, undercooked, or cooked to the customers specification.
- Please check the appropriate box below: What will your establishment be using for serving?  
\_\_\_\_\_Single service items (plastic utensils, paper plates, etc.) Or \_\_\_\_\_Reusable items

## PERMITTING PROCESS

Please allow at least 15 working days for processing the application. It may take longer if problems are found, or the application is not complete. Use the Food Establishment Checklist to efficiently check that all information required is provided. After the review process is complete you will be contacted by phone to set up a preoperational inspection and be notified of the Fee's that apply to your Food Establishment. There is a fee per hour for the plan review process and preoperational inspection. Your establishment can not open until all processes are complete and your permit has been issued.

### **Please mail or drop off the completed applications to:**

Mason County Public Health 415 N 6<sup>th</sup> Street, Shelton WA 98584, or email to [sevans@masoncountywa.gov](mailto:sevans@masoncountywa.gov)

Food worker card classes are now offered online. Please visit <https://www.foodworkercard.wa.gov/language.html> to take the course and test. All employees are required to have a current food worker card on hand prior to working in a food establishment. All food worker cards must be kept current and renewed prior to the expiration date. All Managers/Persons in Charge (PIC) must be trained in a Certified Food Protection Manager course (CFPM). The CFPM/PIC must make sure the persons in charge (PIC) are trained and able to control food safety in the establishment.

To receive and retain your food establishment permit, all local, state, and federal food and food establishment regulations must be followed. <https://doh.wa.gov/sites/default/files/legacy/Documents/Pubs//332-033.pdf>

If you have any questions, please contact our office at 360-427-9670 ext. 279 or 361.



**Initial Below Statement:**

**NO FOOD IS TO BE STORED, PREPARED, COOKED, COOLED, AND/OR RE-HEATED IN A HOME KITCHEN.**

*I have read and understood the entire document. I agree to all its requirements for obtaining a food establishment permit in Mason County. The undersigned attests to the accuracy of the information provided in this application. The applicant agrees to comply with Chapter 246-215 Food Service and allow the regulatory authority access to the establishment as per the code requirements.*

**I, the undersigned, have read instructions provided, and understand and agree to the application process and requirements of a food establishment:**

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

All year-round food establishments renew their permits in December/January for the next calendar year. You will receive an invoice reminder in the mail at the end of December. However, it is your responsibility to ensure that the fee is paid on time. If the permit fee is not received by the end of January fines may be applied. This does not apply to seasonal/summer operations. Permits must be paid before the opening date.

**Food Establishment Information**

**Instructions:** Indicate the processes that take place in the food establishment. Review WAC Requirements for processes to be used.

Process		
Produce Washing	WAC 246-215-03318	<input type="checkbox"/> N/A <input type="checkbox"/> Yes
Thawing	WAC 246-215-03510	<input type="checkbox"/> N/A <input type="checkbox"/> Yes
Cooking	WAC 246-215-03400	<input type="checkbox"/> N/A <input type="checkbox"/> Yes
Hot Holding Hot food maintained at 135°F or above	WAC 246-215-03525	<input type="checkbox"/> N/A <input type="checkbox"/> Yes
Cold Holding Cold food maintained at 41°F or below	WAC 246-215-03525	<input type="checkbox"/> N/A <input type="checkbox"/> Yes
Reheating Food must be reheated to a temperature of 165°F for 15 seconds within 2 hours	WAC 246-215-03440	<input type="checkbox"/> N/A <input type="checkbox"/> Yes    If yes, method used _____

**Food Establishment Type: OFFICIAL USE ONLY**

       **MOBILE**

       **Complex**

       **Non-Complex**



## Food Establishment Checklist

As you prepare your submittal, please remember your attention to detail will expedite the processing of your proposal and thus help to reduce the costs and time for plan review. Below is a detailed outline of the information our office will need to complete our review. Please initial next to each item as it is completed or determined “N/A”.

*Note: This information is a guideline to assist you in preparing your plans for review. You will be responsible for meeting all the requirements of the Washington Administrative Code 246-215, Article II – Rules, and Building, Plumbing, Mechanical, and Fire Codes.*

INITIALS OF APPLICANT	ITEM	DESCRIPTION	OFFICE USE ONLY
	<b>Fee</b>	<p><b>Fee</b> There is an hourly fee for the pre-operation inspection and Application Plan Review. Once the review is finished and approval to open is granted you will receive an invoice with the total fee amount and the fee for your Food Establishment Permit. These fees are required to be paid before the first day of opening.</p>	
	<b>WA State L&amp;I Approval</b>	<p><b>All Mobile Food Trucks Must be Inspected and approved by Washington State Dept. of Labor &amp; Industries before submitting this application. A picture of the approval seal must be submitted with this application. Applications submitted without this information will not be excepted.</b></p>	
	<b>Menu and Food Flow</b>	<p><b>Menu</b></p> <ul style="list-style-type: none"> <li>• Submit a menu or complete list of food and beverages to be offered (including seasonal, catering, and banquet menus).</li> <li>• <b>Any future changes to the menu must be submitted and approved by the health department.</b></li> </ul> <p><b>Food Flow</b></p> <ul style="list-style-type: none"> <li>• Include all foods that will be prepared and served, along with a description of all food preparation steps. Provide details of each step from receipt to service. <b>Use the enclosed food flow preparation chart as an example (examples # 1 &amp; 2).</b></li> </ul>	
	<b>Floor Plan, Equipment Schedule, Finish Schedule, etc.</b>	<p><b>Scaled Floor Plan</b></p> <ul style="list-style-type: none"> <li>• Prepare a drawing showing the entire mobile establishment and all existing and/or proposed new equipment and facilities. These plans do not have to be professionally drawn up. <b>See attached example # 3</b></li> </ul> <p><b>Equipment Schedule</b></p> <ul style="list-style-type: none"> <li>• Provide copies of specification sheets and/or equipment model numbers for all equipment. All equipment must be <b>NSF (National Sanitation Foundation) approved</b> or its equivalent. <b>See attached example # 3 and fill out the attached Equipment List form.</b></li> </ul> <p><b>Finish Schedule</b></p> <ul style="list-style-type: none"> <li>• The surfaces of <b>walls, floors, ceilings, counters, shelving, and equipment</b> throughout the establishment shall be <b>smooth, non-absorbent, durable, and easily cleanable</b>. Include a finish schedule (list of surface materials) with the plans. <b>See attached example # 5.</b></li> <li>• All floor-wall junctures and permanent equipment floor junctures shall be coved.</li> <li>• Wood and concrete surfaces shall be sealed.</li> <li>• Provide sneeze guards for food service lines, buffet, self-service, and salad bars.</li> </ul>	
	<b>Sinks</b>	<p><b>Hand Washing</b></p> <ul style="list-style-type: none"> <li>• Hand washing sinks shall be provided in <b>all</b> food preparation and service areas. Larger establishments may be required to have multiple hand-washing sinks. <b>See attached example # 8.</b></li> <li>• Handwashing instructional signs are required at each handwashing sink. <b>See attached example #8.</b></li> </ul> <p><b>Ware Washing</b></p> <ul style="list-style-type: none"> <li>• Dish/utensil washing sinks and dishwashers in all food preparation/service areas including liquor service areas must be large enough to wash, rinse, and sanitize all utensils, dishes, and cookware used in the establishment. A three-compartment sink is <u>required</u>, and in addition, <u>a commercial dishwasher may be added for convenience</u>. Dishwashing machines must be NSF-approved. A pre-rinse sink is required for dishwashers. <b>See attached example # 6.</b></li> <li>• Drainboards, utensil racks, or tables large enough to accommodate all soiled and clean items that might accumulate during hours of operation must be provided for necessary utensil holding before cleaning and after sanitizing.</li> </ul> <p><b>Other Sinks</b></p> <ul style="list-style-type: none"> <li>• A utility/mop sink must be available at the commissary kitchen.</li> <li>• A food preparation sink is required at the commissary kitchen used. You cannot use the three-compartment, mop, or handwashing sink for food preparation. <b>See attached example # 7.</b></li> </ul>	

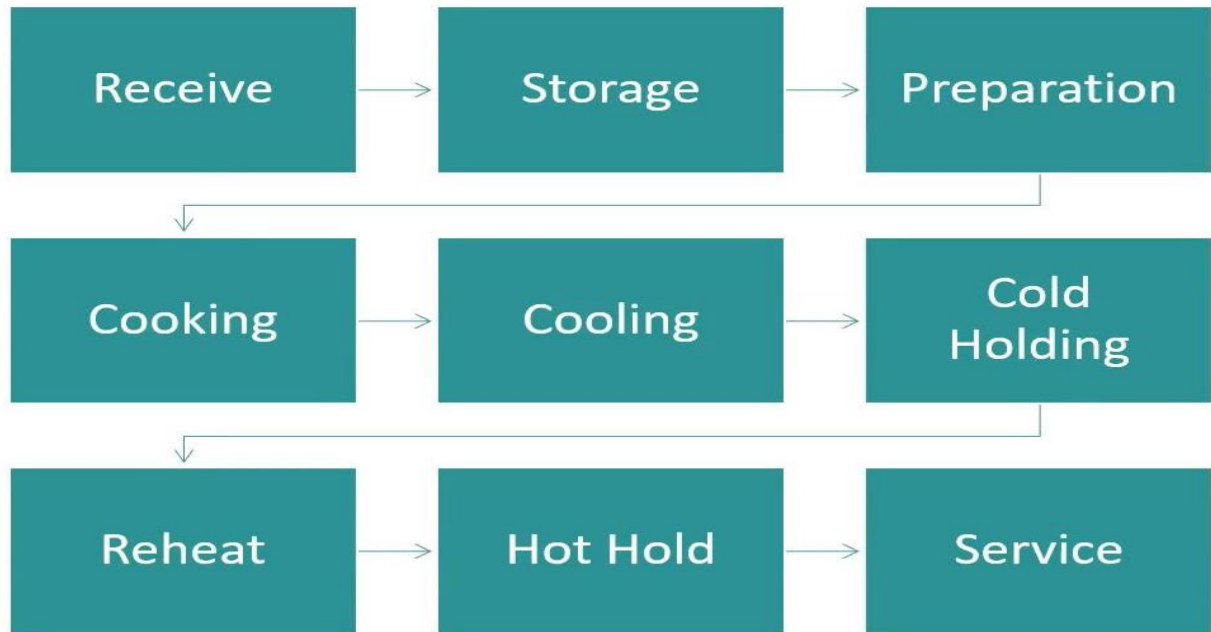
INITIALS OF APPLICANT	ITEM	DESCRIPTION	OFFICE USE ONLY
	Plumbing	<p><b>Plumbing Schedule</b></p> <ul style="list-style-type: none"> <li>Submit a plumbing schedule, listing kitchen fixtures, and indicate which have direct or indirect drains (i.e., air gap). <b>See attached example # 4.</b></li> </ul> <p><b>Backflow Prevention</b></p> <ul style="list-style-type: none"> <li>Provide indirect drains for food preparation sinks, ice machines, condensate from refrigeration units, and any unit used to dispense food or beverages. <b>See attached example # 9.</b></li> <li>Provide vacuum breakers on all faucets with threaded hose bibs.</li> <li>Specific plumbing questions should be directed to your local building department, including questions about grease trap requirements and capacity.</li> </ul>	
	Restrooms	<p><b>Restrooms</b></p> <ul style="list-style-type: none"> <li>Restrooms for employees must be readily accessible within 500 feet, if at any location for over one hour.</li> <li>Restrooms shall have handwashing sinks equipped with hot and cold water and shall be provided with <b>soap and single-service towel dispensers.</b></li> <li>If seating is provided, a plumbed restroom must be available for customers within 500 feet of the unit. A hand-washing sink must be available at the restroom.</li> <li>Restroom doors shall be self-closing.</li> </ul>	
	Refuse and Pest Control	<p><b>Refuse, Recyclables, and Returnables</b></p> <ul style="list-style-type: none"> <li>Indicate a refuse storage location with an area for a container and equipment washing on your plans. You must also fill out the attached <b>Waste Disposal Form.</b></li> </ul> <p><b>Pest Control</b></p> <ul style="list-style-type: none"> <li>Provisions shall be provided for the exclusion of insects and rodents (screens, self-closing doors, down draft fans, weather stripping, etc.)</li> </ul>	
	Misc.	<p><b>Storage</b></p> <ul style="list-style-type: none"> <li>All food, utensils, and single service item storage must be a minimum of 6" above the floor and no storage can be under sewer and water lines. A separate storage area must be provided for chemicals such as cleaners, lubricants, pest control materials, and other poisonous, toxic items.</li> </ul> <p><b>Lighting</b></p> <ul style="list-style-type: none"> <li>Lighting must be adequate in all food preparation, service, storage, restroom, and equipment and utensil washing areas. All lights in food preparation, service, and storage areas, and dishwashing areas shall be shielded.</li> </ul> <p><b>Hoods and Ventilation</b></p> <ul style="list-style-type: none"> <li>Indicate the proposed exhaust ventilation system on the plans, approved by Dept. of Labor &amp; Industries. Exhaust hoods may be required.</li> <li>Filters and grease-extracting equipment shall be easily removable for cleaning.</li> </ul>	
	Other Jurisdictions and Government Agencies	<p><b>The applicant/owner has contacted other government agencies to obtain approval to operate.</b> Permission to operate by other government agencies is often determined by site location, cooking methods, size of unit, or other additional requirements needing approval. Such agencies may include, but are not limited to, county and/or city officials for planning, zoning, building, fire, or permitting and liquor control board.</p>	
	Water Source and Wastewater Forms	<ul style="list-style-type: none"> <li>Submit proof of adequate water service bill and sewer (utility bill showing service address).</li> <li>If the establishment is served by a septic system, submit the as-built record drawing and the most recent Operation and Maintenance report from a Licensed provider.</li> <li>Provide holding tank capacity and location of approved dumping station to be used. Provide a schedule of expected dumping frequency.</li> <li>Must be served by a class A or B public water system.</li> </ul>	
	CFPM	<p>Must Submit Active Manager Control Tool Kit Plans for the Following</p> <ul style="list-style-type: none"> <li>Certified Food Protection Manager Certificate</li> <li>Date Marking Plan/Toolkit</li> <li>Employee Health Plan/Toolkit</li> <li>Vomit and diarrhea Clean-up plan</li> </ul>	





# Food Flow

Example # 1



**Example: Food Flow Chart/Preparation Steps**

<p><b><u>Source/received state</u></b> Us Chef Store/Raw Frozen Chicken</p>	<p><b><u>Food Storage &amp; Thawing</u></b> Chicken stored in Freezer then thawed in refrigerator/walk-in cooler, Held at 41°F or below</p>	<p><b><u>Food Prep Step 1</u></b> Trim chicken and rinse in food preparation sink</p>
<p><b><u>Food Prep Step 2</u></b> Marinate in buckets located in the walk-in cooler, Held at 41°F or below</p>	<p><b><u>Food Prep Step 3</u></b> Grill chicken to 165°F or above</p>	<p><b><u>Food Hot-Holding &amp;/or Serving Method/Process</u></b> Hot hold in steam table at 135°F or above</p>
<p><b><u>Left Over/Cooling Process</u></b> Left over chicken cooled in 2-inch metal pan in walk-in cooler</p> <p style="text-align: right;">7.</p>	<p><b><u>Cold-Holding</u></b> Cold hold left-over chicken in walk-in cooler at 41°F or below</p> <p style="text-align: right;">8.</p>	<p><b><u>Re-Heating Process to Serving</u></b> Left over cold chicken re-heated to 165°F or above and hot held in steam table at 135°F or above</p>

***If all steps are not used put N/A or use area to add additional preparation information as needed. Be detailed and make sure to note the temperatures in which you are cold holding and hot holding and note final cooking and reheating temperatures.***



# Food Flow Chart/Preparation Steps

*1 flow chart per menu Item. Make additional copies as needed.*

Menu Item: \_\_\_\_\_

<p><b>Receiving</b></p> <p><u>Source:</u></p>  <p><u>What Condition:</u></p> <p style="text-align: right;"><b>1.</b></p>	<p><b>Food Storage &amp; Thawing</b></p>    <p style="text-align: right;"><b>2.</b></p>	<p><b>Food Preparation Step 1</b></p>         <p style="text-align: right;"><b>3.</b></p>
<p><b>Food Preparation Step 2</b></p>         <p style="text-align: right;"><b>4.</b></p>	<p><b>Cooking:</b></p>    <p><u>Final Cook Temperature:</u></p>    <p style="text-align: right;"><b>5.</b></p>	<p><b>Hot-Holding &amp;/or Serving Process</b></p> <p><u>Preparing steps to serve:</u></p>    <p><u>Equipment Being used for Hot-Holding:</u></p>    <p><u>Utensils Used to prevent-Cross-Contamination:</u></p>    <p><u>Temperature Monitoring:</u></p>    <p><u>Time:</u></p> <p style="text-align: right;"><b>6.</b></p>
<p><b>Cooling:</b></p> <p><u>What Cooling Process is Used:</u></p>         <p><u>Temperature Monitoring Process:</u></p> <p style="text-align: right;"><b>7.</b></p>	<p><b>Cold-Holding:</b></p> <p><u>Location &amp; Temperature:</u></p>         <p><u>Cold-Holding During Transport:</u></p>         <p style="text-align: right;"><b>8.</b></p>	<p><b>Re-Heating Process to Serving &amp;/or Hot holding.</b></p>         <p><u>Other Steps to Service: (Slicing)</u></p>         <p style="text-align: right;"><b>9.</b></p>

## Description of Food Preparation Process

Examples:

### **Teriyaki Chicken with Salad**

- 30 pounds of raw chicken delivered frozen 3 times a week
- Chicken thawed in refrigerator on bottom shelf
- Once thawed, chicken is trimmed (process takes approximately 30 minutes) and rinsed in food preparation sink
- Marinated in bucket in refrigerator
- Cooked on grill to 165°F (temperature is taken using a digital thermometer)
- Hot held in steam tables at 135°F or higher
- Chicken order is grilled quickly prior to serving
- Leftover chicken is transferred to a shallow 2-inch depth metal pan, level of food not exceeding 2-inches, uncovered and immediately refrigerated until 41°F or below
- Per order, leftover chicken is taken from the refrigerator and reheated on the grill to 165°F and served until fresh product is needed

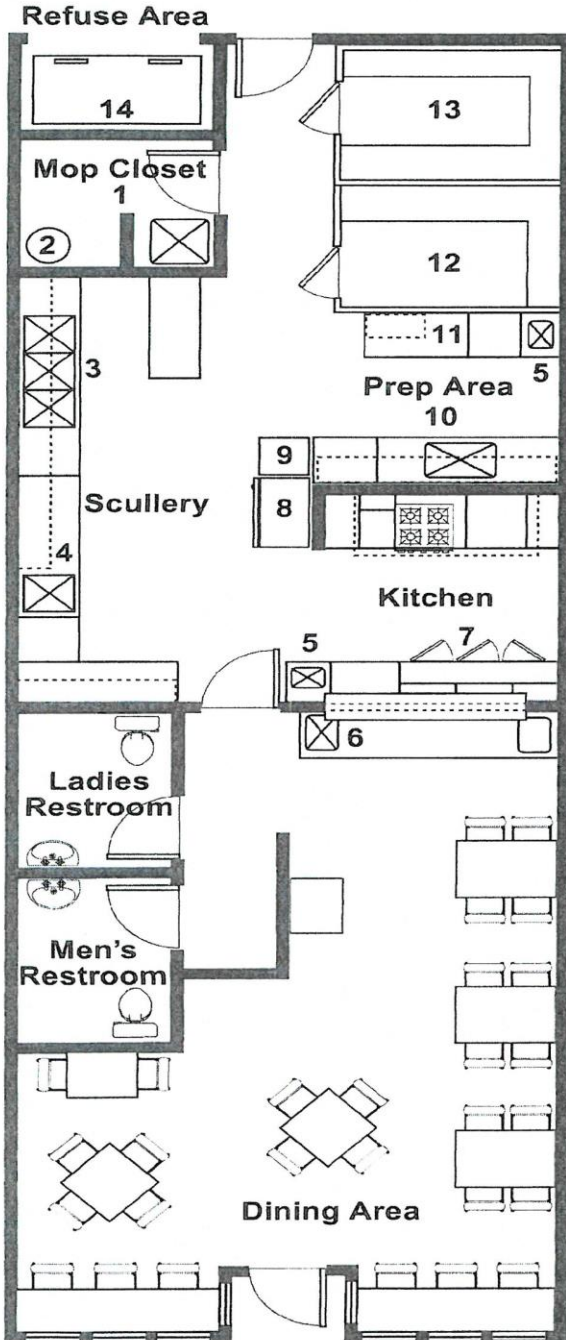
- 4 boxes of lettuce delivered 3 times a week
- The lettuce is stored in the refrigerator on top shelf
- Food preparation sink is cleaned and sanitized
- Lettuce is rinsed in food prep sink (gloves worn)
- Lettuce is then cut on sanitized cutting board (gloves worn)
- Stored in plastic bins in refrigerator on top shelf
- Per order, lettuce is dispensed with tongs to serving plate
- Served with packaged dressing

### **Cheeseburger**

- 40 pounds of beef patties are delivered twice a week. Product is transferred and stored in walk-in cooler on the bottom shelf at 41°F or below
- Small quantities of hamburger patties are transferred to refrigerated drawer located under grill
- Per order, hamburger buns are toasted (gloves worn)
- Once the patty has reached a cooking temperature of 155°F (checked with digital thermometer), cheese is added and melted.
- Beef patty is then placed on the bun and condiments are added (ketchup, mustard, shredded lettuce, tomatoes, and onions)
- Product is wrapped and served

~All equipment must be commercially certified and ANSI/NSF Approved.  
 ANSI-American National Standards Institute ~ NSF-National Sanitization Foundation

Example # 3



**EQUIPMENT SCHEDULE**

- 1 Mop Sink
- 2 Hot Water Heater
- 3 3 Compartment Pot and Pan Wash Sink
- 4 Dishwasher with Pre-Rinse Sink
- 5 Hand Sink
- 6 Water Fill Station
- 7 Sandwich Preparation Refrigerator
- 8 Reach-in Refrigerator
- 9 Ice Machine
- 10 Food Preparation Sink
- 11 Work Counter with Slicer
- 12 Walk-in Refrigerator
- 13 Walk-in Freezer
- 14 Garbage Area

**FINISH SCHEDULE**

**Floor** \_\_\_\_\_

- Kitchen** Vinyl Comp Tile with Base Coving
- Restroom** Vinyl Comp Tile with Base Coving
- Dining** Low Fill Carpet
- Garbage** Sealed Concrete

**Wall** \_\_\_\_\_

- Kitchen** Gypsum Board
- Cook Line** Stainless Steel
- Dishwash** Gypsum Green Board with FRP\* BD\*\*
- Restroom** Gypsum Board with FRP\* BD\*\*
- Dining** Gypsum Board with Enamel Paint

**Ceiling** \_\_\_\_\_

- Kitchen** Gypsum Board with Enamel Paint
- Dining** Suspended with Acoustical Tile
- Restroom** Suspended with Acoustical Tile

\* FRP - Fiber Reinforced Plastic  
 \*\* BD - Board

This plan meant to illustrate health requirements only

## Food Establishment Plan Review Schedule Examples

### Example Equipment Schedule

The following tables are for example only. Equipment lists will vary depending on the needs of each individual food service facility. Manufacturer names and model numbers shown are fictitious and use for example only.

Item	Equipment	Manufacturer/Model #	Notes
1	Handwash sink	Clean Hands INC #HS1	
2	Food prep sink	Sinks for Veggies #VS1	With one drainboard
3	Dish Sink	Clean Products LTD #DS1	3-compartment, 2 drainboard
4	Mop Sink	Clean Products LTD #MS1	
5	Prep refrigerator	Keep It Cold Co. #PR1	
6	Walk-in	Keep It Cold Co. #WI1	Prefab stainless panels
7	Oven/Range	Hot Stuff Now #O-R2	Combination unit

### Example Plumbing Schedule

The following table is for example purposes only. Plumbing schedules will vary depending on the needs of each individual food service facility.

Item	Fixture	Drain	Cold Water	Hot Water	Notes
1	Hand sink	Direct	Yes	Yes	
2	Prep sink	Indirect	Yes	No	To floor sink
3	Dish sink	Indirect	Yes	Yes	To floor sink
4	Dishwasher	Indirect	Yes	No	To floor sink
5	Mop sink	Direct	Yes	Yes	
6	Walk-in condensate line	Indirect			To floor sink
7	Steam table	Indirect	No	Yes	To bell drain

### Examples of Plumbing Fixtures Requiring *Indirect* Drains (see attached example #9)

- Food preparation sinks
- Ware-washing sinks and dishwashers
- Refrigerators and freezers including walk-in refrigerators
- Ice machines and ice storage bins
- Steam tables and kettles
- Dipper wells
- Espresso machines and fountain beverage machines
- Any other equipment which holds food and requires a drain

**Note:** For actual requirements please check with your local building department for the most current plumbing regulations.

## Food Establishment Plan Review Schedule Examples

### Finish Schedule

The following table provides examples of some of the acceptable finish materials for floors, walls, and ceilings by area. Note that this is not an all-inclusive list; after being reviewed finish materials not included in this table may also be acceptable. The primary requirements are that the surface is smooth, durable, and easily cleanable.

Area	Floor	Wall	Ceiling
<b>Kitchen</b>	Quarry tile, poured seamless sealed concrete, sheet vinyl	Stainless steel, tile with sealed grout, FRP board	Vinyl clad, non-perforated tiles, plastic laminate panels, drywall with gloss enamel finish
<b>Food Prep and Warewashing</b>	Quarry tile, poured seamless sealed concrete, sheet vinyl	Stainless steel, tile with sealed grout, FRP board	Vinyl clad, non-perforated tiles, plastic laminate panels, drywall with gloss enamel finish
<b>Dry Storage</b>	Quarry tile, poured seamless sealed concrete, sheet vinyl	Stainless steel, tile with sealed grout, FRP board, drywall with gloss enamel finish	Vinyl clad, plastic laminate panels, drywall with gloss enamel finish
<b>Wait and Serving Stations</b>	Quarry tile, poured seamless sealed concrete, sheet vinyl	Stainless steel, tile with sealed grout, FRP board, drywall with gloss enamel finish	Vinyl clad, plastic laminate panels, drywall with gloss enamel finish
<b>Toilet Room</b>	Quarry tile, poured seamless sealed concrete, sheet vinyl	Stainless steel, tile with sealed grout, FRP board, drywall with gloss enamel finish	Vinyl clad, plastic laminate panels, drywall with gloss enamel finish
<b>Janitor Closet</b>	Quarry tile, poured seamless sealed concrete, sheet vinyl	Stainless steel, tile with sealed grout, FRP board	Vinyl clad, plastic laminate panels, drywall with gloss enamel finish
<b>Walk-ins</b>	Quarry tile, poured seamless sealed concrete, sheet vinyl	Aluminum, stainless steel, FRP board	Aluminum, stainless steel, FRP board



## Waste Disposal Plan

**Facility Name** \_\_\_\_\_

### Garbage

Name of the Company \_\_\_\_\_

Size and Type of Container \_\_\_\_\_

Frequency of Pick-Up \_\_\_\_\_

Location of Container \_\_\_\_\_

Distance from Building \_\_\_\_\_

**Waste Oil** – *If the Establishment has a Grease Interceptor or Grease Trap a Specification Sheet must be submitted with this application.*

Name of the Company \_\_\_\_\_

Size and Type of Container \_\_\_\_\_

Frequency of Pick-Up \_\_\_\_\_

Location of Container \_\_\_\_\_

Distance from Building \_\_\_\_\_

### Recycling

Name of the Company \_\_\_\_\_

Size and Type of Container \_\_\_\_\_

Frequency of Pick-Up \_\_\_\_\_

Location of Container \_\_\_\_\_

Distance from Building \_\_\_\_\_

## Examples of Food Establishment Sinks

Example # 6

**Three-compartment Warewashing Sink**



Example # 7

**Food Preparation Sink**



Example # 8

**Handwash Sinks**



**All hand-washing sinks require  
a handwashing sign**

## Keep Them Clean

**Employees must wash their hands:**



- Before working with food
- After going to the restroom
- After handling raw meat
- After handling dirty dishes, chemicals or garbage
- After taking breaks, eating, or smoking
- After getting hands dirty

## Examples of Food Establishment Sinks and Plumbing Fixtures

Floor Sinks (with and without grates)



## Backflow Prevention Devices

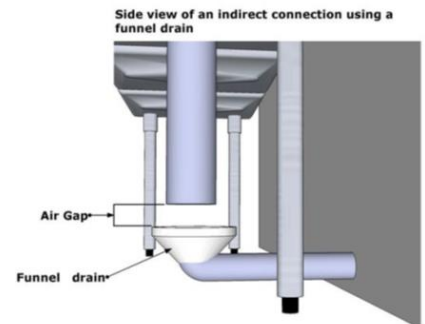
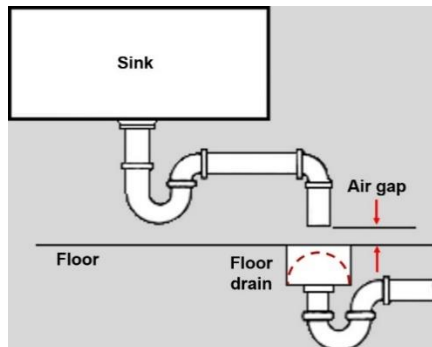
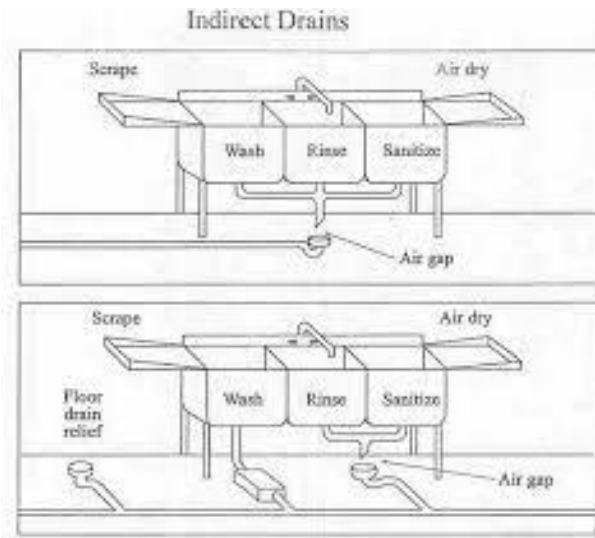
Hose-bib Vacuum Breaker



Reduced Pressure Backflow (RPZ) device used for post-mix soda.



## Indirect Drain







## MOBILE FOOD ESTABLISHMENT COMMISSARY / SERVICING AREA AGREEMENT

Mobile Food Establishment: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Hours and Days of Operation: \_\_\_\_\_

Time and Days at Commissary/Servicing Area: \_\_\_\_\_

This form is to be completed when the owner of the commissary (i.e. food establishment) or servicing area (i.e. approved business) agrees to provide specific services to support a mobile food unit (MFE) operation. Please refer to the guide to differentiate between the two types of agreements. This agreement between the commissary or servicing area owner and the MFE owner signifies that both parties agree that the following services shall be provided.

- |   |  |
|---|--|
| Approved Water Source                                 | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Approved Waste Water Disposal                         | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Garbage/Trash Disposal                                | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Dry Storage Space (adequate shelving provided)        | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Commercial Refrigeration (adequate shelving provided) | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Ice Machine Availability                              | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Food Preparation Sink Availability (with air gap)     | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Three Compartment Sink or Dishwasher Availability     | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Mop Sink Availability                                 | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Restroom Availability                                 | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Mobile Food Unit Storage Availability                 | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| After-hours accessibility (entrance key provided)     | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Commissary/servicing area agreements are not transferable to other parties and become null and void upon change of ownership of either party. **Both parties understand that modification or cancellation of this agreement by either party for any reason will result in the suspension of the MFE operating permit issued by Mason County Public Health.** This suspension is effective until a new agreement is provided and approved by Mason County Public Health.

### MOBILE FOOD ESTABLISHMENT COMMISSARY/SERVICING AREA AUTHORIZATION:

Commissary /Servicing Area Name: \_\_\_\_\_

Commissary/Servicing Area Operation Hours and Days: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_  
(PRINT NAME OF COMMISSARY/SERVICING AREA OWNER)

\_\_\_\_\_  
(SIGNATURE OF COMMISSARY/SERVICNG AREA OWNER)

\_\_\_\_\_  
(PRINT NAME OF MOBILE FOOD UNIT OWNER)

\_\_\_\_\_  
(SIGNATURE OF MOBILE FOOD UNIT OWNER)

(DATE) \_\_\_\_\_

(DATE) \_\_\_\_\_





*Submit this page with the application*

**Mobile Food Unit Name:** \_\_\_\_\_

**License # FEP** \_\_\_\_\_ **Owner/Operator:** \_\_\_\_\_

*Mobile food units (vehicles, trailers, and pushcarts) permitted to operate in Mason County must submit a site location/schedule where they intend to operate their mobile food unit, including days of the week and hours of operation. The mobile food permit holder must keep Mason County informed of the general location of operation.*

<b>Mobile Food Establishment Site Location(s) and Schedule</b>	
<b>Operating Site Location Street Address &amp; City</b>	<b>Operating Hours &amp; Days at Location (approximately)</b>



## Frequently Asked Questions

### ***What is a plan review?***

A plan review is the process by which we ensure that your plans and equipment meet the state and local health requirements before you begin construction of your project. By communicating with you early in your endeavor, we hope to prevent costly mistakes, while ensuring that your food service establishment is built in compliance with the minimum standards and in the best interest of the public's health. The process of opening, remodeling, or repairing a food service establishment may also require the approval of other departments such as the Department of Labor and Industries, the Liquor Control Board, and local building, planning, and fire departments. A plan review is required under the following circumstances:

- When a food establishment is newly constructed.
- When an existing food establishment undergoes an extensive remodel or repair.
- When you purchase or take over an existing establishment and make changes that will require remodeling or repair; or

### ***Can my home kitchen be licensed as a Retail Food Establishment?***

No, home kitchens cannot qualify for a Food Service Operation Permit from the Mason County Public Health Environmental Health Division.

### ***What will happen if I revise my plans after the original plans have been approved?***

Plan resubmittal is required if changes are made after MCPH has approved the original plans. An additional plan review fee will be assessed for this service. Failing to resubmit plans when changes have been made, after the original plan approval, will delay final approval for the facility. If MC

### ***Can I open for business immediately after construction is completed?***

A pre-operational inspection is required before the food establishment may open. Call at least seven days in advance to notify Mason County Public Health of final approvals from other city, county, and state agencies as required. We will then schedule this inspection to help avoid delays in opening.

### ***What will the inspector look for during the preoperational inspection?***

The inspector will be ensuring the following items have been satisfactorily completed:

- The facility was constructed as indicated on the last set of approved plans.
- The facility has obtained final approval for all other applicable agencies, such as the Department of Labor and Industries, the Liquor Control Board, and the local building, planning, and fire departments.
- The utilities such as water, gas, electric, and wastewater disposal are provided; and
- All equipment is in working order.

### ***I have completed everything listed so far in this outline. Now can I open for business?***

**All plan review and permit fees must be paid before you will be allowed to open** Once you have passed your final pre-operational inspection from MCPH, paid for, and received your food permit, and received approval for occupancy from other permitting entities such as the fire department, building department, etc., then you are ready to begin serving your first customers.

### ***What if I am purchasing or taking over a current establishment?***

Please contact Mason County Public Health to set up a Change of Ownership Review appointment, to receive the proper forms, new application, or change-of-ownership form (COO), to obtain a Food Service Operating Permit for the new business. See Change of Ownership Instructions.

### ***How often will my food establishment be inspected?***

The Mason County Health Department will conduct a minimum of 2 Routine food inspections in a 12-month period. Other inspections may be needed in the case of illness investigations, ongoing complaints, or if requested by the establishment manager/person in charge.

### ***What if I want to add new items to my menu?***

You will need to submit the new items along with the food preparation steps and description of food preparation process for each new food. Mason County Public Health will review the new additions and the process to evaluate if your current permit applies to the new menu items. You will then be contacted with approval and direction if fees apply to upgrade current permit.