

- Downtown Chinook: 401 5th Avenue, Ste 1100, Seattle, WA 98104 | (206) 263-9566
- Bellevue Eastgate: 14350 SE Eastgate Way, Bellevue, WA 98007 | (206) 477-8050

Alternative formats available upon request

Food Service Plan Submittal Tip Sheet

Introduction: This tip sheet is designed to guide you through the plan review process. The construction, conversion, or remodel of a food service establishment requires Public Health Seattle & King County (PHSKC) review and approval per The Food Code (Title 5, The Code of the King County Board of Health Rules and Regulations 05-06).

When is plan review required?

- When a food service establishment is newly constructed
- When an existing structure is converted for use as a food service establishment
- When an existing food establishment undergoes an extensive remodel or repair
- When a food service establishment that has been closed for more than 365 days and will reopen
- When a food service establishment has been closed between 90 and 365 days, a “Field Plan Review” is required if the facility is not undergoing a remodel or full plan review.
- When significant changes to the menu items occurs or when there is a significant increase in the number of menu items
- When there is a significant change in the methods of food preparation, volume of foods produced or operation of the food service establishment.

Before you apply:

- Contact your local building, planning and zoning departments for additional requirements
- Obtain water approval. If the facility is connected to a well, please obtain approval demonstrating that its use meets the requirements for a Group A water system. Contact the Washington State Department of Health’s Drinking Water Program for more information. www.doh.wa.gov/CommunityandEnvironment/DrinkingWater/WaterSystemAssistance/TNCWaterSystems
- Obtain Septic/Sewer approval. If the facility is connected to a septic system, a valid Maintenance Report filed with Public Health Seattle & King County is required. Contact the Bellevue Eastgate Sanitarian of the Day (SOD) at (206) 477-8050 or visit their website at www.kingcounty.gov/healthservices/health/ehs/wastewater.aspx for more information.

What is the procedure for beginning the plan review process?

To begin the plan review process, you will need to submit the following information to PHSKC.

- A coversheet
- A completed Food Plan Review Application form and the appropriate plan review fee.
- Two (2) copies of the following:
 - Site plan
 - Menu
 - Equipment floor plan
 - Equipment list/schedule
 - Surface finish schedule

What is the cost?

Plan review fees are found in the Food Plan Review Application. You will pay a separate annual permit fee before opening.

What happens when I am approved?

We will email an approval letter to you along with the permit application, preoperational checklist and plan review comment sheet. Once you complete construction you must schedule a preoperational inspection at least one week in advance. One preoperational inspection is included in your plan review fee. Additional preoperational inspection will require a return inspection fee.

What else should I know?

- Plan review fees are non-refundable
- A review fee is required for each operating permit you need. Contact the district office where your business will be located and request to speak with a plan reviewer for additional questions.
- Operating permits expire March 31st of each year.
- Do NOT purchase any equipment or begin any construction until written approval is obtained.
- Facilities found operating without approved plans and the preoperational inspection is subject to additional fees.
- The coversheet and applications can be found at <http://www.kingcounty.gov/healthservices/health/ehs/foodsafety/FoodBusiness/permanent.aspx>
- Applications will be accepted in person Monday – Friday from 8 am – 4 pm at either district office. Please note that the Downtown Chinook office opens at 9 am on Tuesdays and the Bellevue Eastgate office opens at 9 am on Thursdays.
- Applications are accepted by mail and can be submitted to either the Downtown Chinook or Bellevue Eastgate office.
- Optional presubmittal conferences are available prior to submitting plans. Walk-ins are available at the Downtown Chinook office from 8 am – 10 am (except on Tuesdays, the office opens at 9 am). Contact the Bellevue Eastgate office at 206-477-8050 to schedule a presubmittal conference with a plan reviewer.