

- 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 remodeling of a food 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).

Plan review is required when:

- a food service establishment is newly constructed.
- an existing structure is converted for use as a food service establishment.
- an existing food establishment undergoes an extensive remodel or repair.
- a food service establishment 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.
- significant changes to the menu items occur or when there is a significant increase in the number of menu items.
- there is a significant change in the food preparation methods, 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 of the 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. A valid Maintenance Report filed with Public Health – Seattle & King County is required if the facility is connected to a septic system. Contact the Bellevue Eastgate Sanitarian of the Day (SOD) at (206) 477-8050 or visit their website at <https://kingcounty.gov/en/dept/dph/health-safety/environmental-health/on-site-sewage-systems> for more information.
- Review the plan review guide, coversheet, application, and sample floor drawing found at <https://kingcounty.gov/en/dept/dph/certificates-permits-licenses/food-business-permits/permanent-food-business-permit>

Tip Sheet for the Food Plan Review Application Process

Permanent Food Service Establishments

Environmental Health | Food Protection Program

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How to begin the plan review process

- **Plan review guide:** Review the [Food Plan Review Guide](#) and information on the website
- **Plan review coversheet:** Use the [Plan Review Coversheet](#) to gather and organize the documents so that it is ready to upload onto the portal or mail in.
- **Plan review application:** The paper form serves as a reference.
 - The online portal will have a similar form for you to complete.
 - If mailing in the documents, complete the [Food Plan Review Application](#) and send in the plan review fee.
- **Submit copies of the following:**
 - Site plan
 - Menu
 - Equipment floor plan
 - Equipment list/schedule
 - Surface finish schedule

Cost of plan review

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

How to submit plans

Online Portal

- All plan submittals are being processed through our online service portal at the following: <https://kingcounty.gov/en/dept/dph/certificates-permits-licenses/food-business-permits/permanent-food-plan-review>
- You must “**Register as a first-time user**” before submitting plans online.
- Call the Chinook or Eastgate office if you have issues registering and/or submitting plans.

Mail-in to the Chinook or Eastgate District Office

Applications are accepted by mail at either the Downtown Chinook or Bellevue Eastgate office.

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Next steps after plan review approval



- We will email an approval letter to you along with the permit application, self-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.

Other things to 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 food plan reviewer for additional questions.
- Operating permits expire on March 31st of each year.
- Do NOT purchase equipment or begin construction until written approval is obtained.
- Facilities found operating without approved plans and the preoperational inspection are subject to additional fees.