

**APPLICATION TO OPERATE A PERMANENT  
FOOD SERVICE ESTABLISHMENT**  
PERMIT YEAR IS APRIL 1<sup>ST</sup> THROUGH MARCH 31<sup>ST</sup>

FOOD SERVICE NAME AND LOCATION

MAILING ADDRESS

Please print clearly and fill in all blanks

BUSINESS NAME: \_\_\_\_\_ NAME: \_\_\_\_\_  
 OWNER NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_  
 STREET: \_\_\_\_\_ CITY \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 CITY \_\_\_\_\_ ZIP: \_\_\_\_\_ BUSINESS PHONE: \_\_\_\_\_  
 EMAIL: \_\_\_\_\_ DAY TIME PHONE: \_\_\_\_\_

Check all that apply

- New Permit    Permit Renewal    Change of Ownership    Change of mailing address
- Classification Change      New Classification: 67\_\_ \_\_
- Change of Business Name \_\_\_\_\_ Previous Business Name: \_\_\_\_\_

Are you interested in having an interpreter for on-site visits? If yes, what language? \_\_\_\_\_

**Notice:** By signing this form, you attest to the accuracy of the information and that you will comply with the food code.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Call (206) 263-9566 if you do not receive a renewal application by February 28<sup>th</sup>. Be sure to renew your permit before it expires.

**PAYMENT INFORMATION**

See back of form for fee schedule, refund policy, and where to submit this application.

New! Now you can renew on-line at [www.kingcounty.gov/depts/health/environmental-health/food-safety/food-business-permit](http://www.kingcounty.gov/depts/health/environmental-health/food-safety/food-business-permit).

Check if applicable:

New operation, date opening _____	Permit Fee	\$ _____
Seasonal operation:	Late Fee	\$ _____
Date of opening _____	Field Plan Review Fee	\$ _____
Date of closing _____	Seasonal Fee	\$ _____
Seating capacity (if seating is provided) _____	<b>Total Due</b>	<b>\$ _____</b>

Check or Money Order, Payable to: **SKCDPH**

Website: <https://kingcounty.gov/depts/health/environmental-health/food-safety.aspx>

**OFFICE USE ONLY**

PR \_\_\_\_\_ FA \_\_\_\_\_ PE \_\_\_\_\_ PLAN REVIEW SR \_\_\_\_\_  
 VARIANCE SR \_\_\_\_\_ CHECK NUMBER \_\_\_\_\_ DATE FACILITY OPENED \_\_\_\_\_  
 INSPECTOR NAME (print) \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PERMIT CATEGORY*	Classification/Fee Risk 1	Classification/Fee Risk 2	Classification/Fee Risk 3
General Food service- 0-12 seats	6701 - \$406	6702 - \$615	6703 - \$875
General Food Service- 13-50 seats	6711 - \$406	6712 - \$657	6713 - \$927
General Food Service- 51-150 seats	6721 - \$406	6722 - \$657	6723 - \$1,012
General Food Service- 151-250 seats	6731 - \$406	6732 - \$804	6733 - \$1,121
General Food Service- over 250 seats	6741 - \$416	6742 - \$878	6743 - \$1,237
Limited Food service- no permanent plumbing	6757 - \$406	NA	NA
Bakery- no seating	6751 - \$483	6752 - \$577	6753 - \$849
Bed and Breakfast	6761 - \$405	NA	NA
Grocery Store- no seating	6765 - \$396	6766 - \$734	NA
Caterer	6771 - \$526	6772 - \$684	6773 - \$849
Meat/Fish Market	NA	NA	6777 - \$883
Vending Machine	6775 - \$374		NA
Mobile Food Unit	6781 - \$554	6782 - \$887	6783 - \$1,143
Nonprofit Institution - unlimited seating *nonprofit organization but charges a fee for food	6735 - \$406	6736 - \$615	6737 - \$875
DFDO * nonprofit organization & distributes food free of charge to the needy	6746 - \$406	6747 - \$615	6748 - \$875
DFDO * active & exempt from billing	6846 - \$0	6847 - \$0	6848 - \$0
School Lunch Program	NA	6792 - \$617	NA

\*An applicant for an annual food establishment permits who submits the application after September 30th shall pay one-half the applicable annual permit fee for the remainder of the permit year.

#### PLAN REVIEW FEES

New Construction	4 hour base fee (\$919.20 ) + \$229.80/hr after 4 hours
Remodel	3 hour base fee (\$689.40 ) + \$229.80/hr after 3 hours
Multiple plan review in one facility	3 hour base fee (\$689.40) + \$229.80/hr after 3 hours
Resubmitted plan review-billable	\$229.80/hr
Subsequent preoccupancy or field plan review	2 hour base fee (\$459.60 ) + \$229.80/hr after 2 hours
Changes to Mobile and Limited Food Service Establishments	\$459.60 +\$229.80/hr after 2 hours

#### PRORATION SCHEDULE FOR SEASONAL FOOD ESTABLISHMENTS

“Seasonal food establishment” means a food establishment that routinely operates for less than twelve consecutive months each year.

Operating 4 or fewer months	25% of annual permit fee
Operating more than 4 and up to 7 months	50% of annual permit fee
Operating more than 7 and up to 10 months	75% of annual permit fee
Operating more than 10 months and up to 12 months	100% of annual permit fee

#### LATE FEES

Annual permits 10-30 days	10% of annual permit fee
Annual permits 31 days – 60 days	20% of annual permit fee
Annual permits more than 60 days	30% of annual permit fee
Seasonal permits	\$25

#### MISCELLANEOUS FEES

Facility Name Change (with no other changes)	\$25
Request for variance	\$229.80/hr
Check returned by bank	\$35
Processing a refund	\$25
After hours inspection	Cost of service

#### Refund Policy

Permit fees may only be refunded if Public Health denies the permit application, the applicant withdraws the application before the permit is issued, the food establishment permit has been overpaid, or as otherwise provided in BOH 2.10.100. An administrative fee of \$25 is deducted from each refund (BOH 2.06.070).

**MAKE CHECKS PAYABLE TO: SKCDPH**  
**MAIL TO: Public Health – Seattle & King County**  
**Environmental Health**  
**401 - 5<sup>th</sup> Avenue, Suite 1100**  
**Seattle, WA 98104**

**PHONE: 206-263-9566 / Hours: Mon, Wed, Friday 8 am**  
**to 3 pm & Tues & Thurs 10:30 am to 3 pm**