

Complete, sign, and submit this application with a floorplan, menu, and payment; see the Environmental Health Fee Schedule for current fees. Application packets can be submitted in-person or by mail. Be aware that packets submitted without payment will be returned as incomplete. The establishment risk category (low or high) will be determined during the plan review process. *Note: Not all of the following criteria may be applicable to your type of establishment, and additional criteria may be required.*

1. Name of establishment _____
 Doing Business As name _____
 Parcel tax ID number _____
 Establishment address _____

 Owner/ Contact Person _____ Phone _____
 Mailing address _____
 City _____ State _____ Zip code _____
 Email address _____

2. Checklist of items required for submittal
 Plan review application Floorplan Menu Payment
3. Have you received location approval for your establishment from either the Kitsap County Department of Community Development, City of Bainbridge Island, City of Bremerton, City of Port Orchard, or City of Poulsbo? Yes No
4. Septic or Sewer? -Please check the situation that applies to your establishment.

_____ Establishment on septic. Obtain a Building Site Application or a Commercial Building Clearance letter from the Kitsap Public Health District On-site Sewage System Program (OSS) - (360) 728-2235. The OSS Program will forward an accepted copy to the Food Program for our records.

_____ Establishment on sewer. A Water Availability for Sewered Properties form may be required. Please contact the Food Program – (360) 728-2235 to make this determination. If required, please submit a copy of this completed form, a Sewer Availability Letter from your Sewer District, and a “binding” Water Availability Letter from your Public Water System.

5. Water Supply ID# _____ Water Supply Name _____ If unsure, call the Kitsap Public Health District Drinking Water Program to help determine this information- (360) 728-2235.
6. Handwashing
 Hand wash sink available in the food preparation areas. Handwash sinks are only for washing hands.

7. Food Preparation

Designated sink(s) to wash, soak, rinse, drain, cool, thaw, or other food processes that require placement in a sink.

8. Plumbing: Check items that are present. These must be indirectly plumbed to the sewer system.

Food preparation sink Ice machine Dipper well Warewashing equipment

Beverage ice sink Salad bar Other _____

Carbonated beverage dispensing machines have properly installed dual check valve or approved reduced pressure backflow assembly

9. Warewashing (*check the type that applies*)

A three-compartment sink for the manual washing of dishes. Sink compartments must be large enough to accommodate the largest dish/utensil.

Commercial dishwasher with heat sanitizing cycle, or approved chemical sanitizing rinse, and a three-compartment sink.

10. Mop Sink

Mop sink available for disposing wastewater.

11. Toilet Facilities

Employee restroom available.

Toilet facilities available for patrons if seating is provided at the establishment.

12. Finish Schedule

Walls, floors, ceilings, or any other surface in the food preparation area, are smooth non-absorbent and of durable construction as to be easily cleanable.

A plan review inspection will be performed upon acceptance of this application and review of the plans. This is to verify and address deficiencies and is a requirement before an acceptance letter can be issued.

I have noted the items that pertain to my proposed food establishment. I understand that any changes or omissions that are not noted prior to the pre-operational inspection may result in postponement of the food establishment permit. **This application will expire ONE YEAR after submission date.**

Signature _____ Date _____

Owner / Person in charge

(For office use only)

New establishment Remodel

Inspector's initials for approval _____