

BED & BREAKFAST FOOD SERVICE LICENSING AND OTHER REQUIREMENTS

POLICY-10

Food service licensing for Bed and Breakfast (B&B) kitchen facilities varies based on the type and number of customers you serve. This fact sheet will help you determine your food service licensure requirements and give you other information about requirements for operating a B&B in Kitsap County.

REQUIREMENTS FOR ALL B&BS

- **Water supply and septic system:** The Health District Drinking Water and Septic System inspectors must approve your water source and, if you are not on a sewer system, your septic system. We recommend you obtain these approvals before you begin kitchen construction or remodeling.
- **Pools and spas:** If your customers have access to a pool or spa, it must meet all of the construction and operation requirements of the Washington State Rules and Regulations for Water Recreation Facilities (WAC 246-260). The Health District must inspect and license it.
- **Check for other regulations:** Contact your city or county building department, business tax and licensing department, and fire department for additional requirements.

FOOD SERVICE LICENSING CATEGORIES

B&Bs that have nine or more guest rooms or serve food to customers other than overnight guests:

- Must have kitchens that are separate from the home kitchen and meet all requirements of the Washington State Retail Food Code;
- Are considered restaurants and must meet the full Food Establishment licensing requirements. To see these, please obtain a copy of our information sheet titled Requirements for New or Remodeled Food Establishments or view it on our website in INFORMATION/Food Safety/Permanent Food Establishments.

B&Bs that have eight or fewer guest rooms and serve food only to overnight guests must meet the following requirements:

- Obtain a B&B food establishment permit from the Health District;
- Breakfast is the only meal that may be prepared. However, dry baked goods may be prepared and served during any time of the day;
- Potentially hazardous foods must be prepared for immediate service only and may not be cooled for later reheating;
- Food supplies for personal use must be separated from food supplies for guest use;
- All food employees must obtain a Food & Beverage Worker Card;
- The following hand washing set up must be available for food workers when



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preparing food for B & B guests: a sink, soap, a single-service hand drying system (i.e., paper towels, hot-air hand dryer, etc.) and hot and cold running water;

- Dishwashing, hand washing and food preparation sinks must be done with a three-basin sink or a two basin sink plus a home-style dishwasher with a sanitizing cycle water temperature of at least 155 F;
- Food contact surfaces must be thoroughly cleaned before each use;
- Refuse, and returnable/recyclable materials, must be stored in a manner that does not create a public health nuisance;
- The premises must be maintained free of insects, rodents, or other pests;
- Animals and children under ten must be kept out of food preparation areas whenever food is prepared for guests;
- Toxic chemicals (cleaners, sanitizers, etc.) must be accurately labeled and stored away from all foods and food supplies.

FOOD SERVICE LICENSING PROCESS

1. Submit a Plan Review Application and the appropriate fee:

PLAN REVIEW CATEGORY	PLAN REVIEW FEE
B & B – Continental Breakfast	\$109
B & B – Full Breakfast	\$164

Be sure to indicate on your Application a contact person to answer questions about the plans, menu items and food preparation procedures.

2. Submit a set of plans for your business that include: the name and address of the establishment, a site plan, a plumbing plan, a floor plan, a wall, floor and ceiling finish schedule, equipment layout, and schedule of equipment. Additions and remodeling jobs must show the entire establishment and all kitchen equipment. Indicate new and existing equipment.
3. Submit a proposed menu.

We will review your materials to verify your licensing category. We will perform a pre-operational inspection if you are planning to serve a full breakfast; an inspection is not required for continental breakfast service.