FOOD ESTABLISHMENT CONSTRUCTION AND REMODEL APPLICATION

This form is the first of two required to operate a permanent or remodel a University of Washington food establishment. Following review and approval of this application you must submit a "Food Establishment Permit Application" to obtain an operating permit.

ESTABLISHMENT NAME AND ADDRESS
_____
_____
_____
DEPARTMENT _____
Email ADDRESS _____
MAILING ADDRESS (if different from above)
_____
_____
_____

PLEASE RETURN COMPLETED FORM TO:
201 Hall Health Center
Box 354400
Seattle, WA 98195
OR
Fax to (206)616-3360

OFFICE USE ONLY

FACILITY NUMBER (PE#)
_____
PLAN REVIEW-SR *(SR#)*
_____

CIRCLE ONE: APPROVED OR DISAPPROVED

SIGNED_____ DATE_____

PERMIT YEAR IS JULY 1 TO JUNE 30

REQUIRED INFORMATION:
If a general food service facility, indicate current seating capacity _____
Are potentially hazardous foods served? Yes ___ No ___
Is time as temperature control used? Yes __ No __
Is a highly susceptible population served? Yes ___ No ___
If seasonal, list dates of operation: Opening _____ Closing _____
If you changed *facility* name, previous name: _____
Name of owner:_____
Address of owner: _____
City and Zip code: _____ Daytime phone number: _____
Permit Information: ☐ Permit Renewal ☐ New Operation ☐ Change of Name ☐ Ownership Change ☐ Classification Change ☐ Menu Change

Check application contents:

1. **Cover Page___**
2. **Menu___**
3. **Equipment & Floor Plan___**
4. **Seating Information___**
5. **Finish Schedule___**

IMPORTANT: Failure to fully complete this form may result in delays. Your signature to this form attests to the accuracy of the information and that the food code will be complied with. **EH&S must be notified of any change in your operation.**

Print_____**Sign**_____**Date**_____

Submittal Instructions for Proposed Establishments

Complete and submit the following check list to assure you have all of the necessary information. **Missing information may delay this process**. Please contact our office for any questions or clarifications.

Environmental Health and Safety
201 Hall Health Center
Box 354400
Phone: 206/543-7209
Phone: 206/616-1623
Fax: 206/616-3360

Check List for Proposed Food Service Application

Provide information on the following items and submit with the **Establishment Construction and Remodel Application**

1. **Cover page** ____ of ____
   a. Name of food service establishment and address ___
   b. Contact person or agent and phone number and address ___
   c. Ownership information (owner/manager) ___
   d. Site plan showing building in relation to streets, sidewalks, and parking ___

2. **Menu** ____ of ____
   a. List all food to be served ___
   b. Document food preparation procedures and style of service ___

3. **Equipment Floor Plan** ____ of ____
   a. (Elevations of equipment sections may be required) ___
   b. Make and model of all refrigeration and freezer units ___
   c. Details of cooking line (fryers, stove, ovens, and grills) ___
   d. Hot holding equipment ___
   e. Work station details (cutting blocks, tables, etc.) ___
   f. Shelving for adequate storage space ___
   g. Self-service areas with sneeze guards (buffet line, salad bars, etc.) ___

   Note: Equipment certified by the American National Standards Institute (ANSI) complies with food safety sanitation standards. Other equipment meeting food safety standards may also be allowed.

4. **Seating Information ____ of ____**
   a. Total number of seats ___
   b. Square footage of the entire space (include kitchen, restrooms, storage areas, outdoor seating areas, etc.)

5. **Finish Schedule** ____ of ____
   a. Floors, walls, ceiling details ___
   b. All surfaces must be smooth, durable and easily cleanable

SUBMITTAL:

1. Two (2) sets of professional quality plans (drawn to scale) must be received by our department.
2. Checklist for Food Service
3. Send or deliver to Environmental Health and Safety

PLAN DETAILS: Depending on the complexity of the establishment, some of the following details are expected to supplement the proposed food service application checklist

1. Sinks

A. 3-compartment sink, with a space for soiled utensils ahead of the first compartment and a space for the clean utensils after the 3rd compartment is required. If a commercial dishwasher is also provided, dishes and utensils must be scraped and, if necessary, pre-flushed. The size of the compartments of the 3-compartment sink and any added dishwasher must be large enough to accommodate the largest utensil/equipment used in the establishment. Provide make and model of the dishwasher.
B. Handsinks are required in all food preparation and warewashing areas. Handsinks must remain accessible and conveniently located to in all areas where food is handled and prepped. This may require more than one handsink per food service. Handsinks must be equipped with mixing faucets and handsoap and paper towels.
C. Minimum hot water temperature allowed at all handsinks is 100 degrees Fahrenheit at the tap through a mixing valve.
D. Sufficient food preparation sinks may be required if raw fruits and vegetables are washed or if meats are thawed. The food preparation sink must have an indirect waste drain line.
E. Establishments serviced by the City of Seattle's Drainage and Waste Utility are required to install a grease-capturing device. If the device of choice is an "Interceptor" it should be sized according to the Uniform Plumbing Code Appendix "H
F. A service sink (mop sink) is required.
G. A running water dipper well for bulk ice cream service (optional).
H. The food service establishment owner of a coffee shop shall provide a sink compartment for disposing of liquid waste in addition to sinks necessary for cleaning and sanitizing.
I. Indicate floor drains in all areas where floors are subject to wetting.
J. Water heater large enough to meet the needs of the facility.

2. Restrooms

A. Employee restrooms are required. Public restrooms are required with any on-premise consumption of food and beverages. Public restrooms must be conveniently located. Patrons accessing the toilet rooms are excluded from food preparation areas and unpackaged food storage areas and must not interfere with any part of the food service operation. Employees may use the same restrooms provided to the public provided they are located within 200 feet. Local building jurisdictions have authority over restroom requirements. Minimum fixture requirements are located in Chapter 29, table 29A, of the building code (this chapter is used as a replacement for chapter 29 of the IBC).

3. Equipment
   A. Provide adequate refrigeration and freezer units (walk-in coolers, reach-in refrigerators, sandwich prep refrigerators, refrigerated display cases, freezers, etc.). Make and model of all refrigeration units (catalogue cuts) must be included.
   B. Provide details of all cooking line equipment (deep fryer, stoves, grills, ovens, woks, steamers, etc.).
   C. provide location of equipment in food service areas (steam tables, soup pots, refrigerated display cases, etc.).
   D. Detail work areas (worktables, stationary cutting blocks, counter, etc.).
   E. Show storage areas and cabinetry. Food storage must be six (6) inches off the floor. Include chemical storage space (must be separate from food)
   F. Indicate self service areas with sneeze guards (buffet lines, salad bars, self service condiments, self service beverage, etc.).

4. Finishes
   A. Specify the finish of the floors, walls and ceilings in all areas. Floors, walls and ceilings must be smooth and easily cleanable.
   B. Floor wall junctions must have a coved base.
   C. All wood surfaces (doors, trim, shelves, cabinets, etc.) must be sealed.
   D. No exposed plumbing or wiring.
   E. All equipment and cabinetry must be flush mounted to counters, walls or floors, or be raised/located to allow for cleaning.

5. Ventilation
   A. Show mechanical exhaust ventilation systems. Contact the local building department for specifications.
   B. Hood type
   C. Fire suppression system

6. Miscellaneous
   A. All light fixtures must be shielded.
   B. Show employee locker areas or employee dressing rooms.

THESE ARE INSTRUCTIONS TO THE BASIC REQUIREMENTS OF A FOOD SERVICE FACILITY. ACTUAL REQUIREMENTS ARE DETAILED IN THE SEATTLE KING COUNTY FOOD CODE. A copy may be obtained through the district office.