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CATERING PLAN REVIEW PACKET

This plan review packet is designed to guide you through the plan review process and help you submit accurate and complete plans for Whitman County Public Health to review. A copy of the Washington State Retail Food Code, Chapter 246-215 WAC can be found here: <https://www.doh.wa.gov/portals/1/documents/pubs/332-033.pdf>. Applications must be submitted **at least 30 calendar days** before the date planned for opening a food establishment.

Each section includes required items to submit a full plan review packet:

1. Overview of Plan Review Submittal
2. Food Service Application
3. Menu and Food Handling Procedures
4. Equipment List
5. Garbage Disposal
6. Transport Vehicle
7. Serving Site Requirements – Acknowledgement
8. Commissary

1. OVERVIEW OF PLAN REVIEW SUBMITTAL

Type of Plan Review:	<input type="checkbox"/> New Catering Operation <input type="checkbox"/> Adding on catering to existing permit
Are there any specialized processes (vacuum packaging, sous vide, curing, smoking, custom meat processing, acidifying, growing sprouts, molluscan shellfish tank) included as part of your food preparation and service?	<input type="checkbox"/> Yes <input type="checkbox"/> No
What is the estimate opening date?	
Who will be the manager/person in charge for this plan review?	Name: _____ Phone: _____ Email: _____

2. FOOD SERVICE ESTABLISHMENT APPLICATION

Ownership and Establishment Information				
Business Name: _____				
Business Address: _____				
	Street	City	State	Zip Code
Billing Address (if different): _____				
	Street	City	State	Zip Code
Business Phone: _____		Email Address: _____		
Owner(s) Name: _____		Date of Birth: _____	Owner Phone: _____	
Owner(s) Address: _____				
	Street	City	State	Zip Code
Ownership Type: <input type="checkbox"/> Association <input type="checkbox"/> Corporation <input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Other _____				

Business Information				
Business is (Check one): <input type="checkbox"/> Mobile <input type="checkbox"/> Stationary		Business is (Check one): <input type="checkbox"/> Temporary <input type="checkbox"/> Permanent		
Type of Business (check all that apply):				
<input type="checkbox"/> Coffee Stand	<input type="checkbox"/> Convenience Store	<input type="checkbox"/> Bed & Breakfast	<input type="checkbox"/> Ice Cream Shop	
<input type="checkbox"/> Fast Food	<input type="checkbox"/> Simple Menu	<input type="checkbox"/> Hotel Continental Breakfast	<input type="checkbox"/> Coffee Shop w/Food Prep	
<input type="checkbox"/> Full Service Restaurant	<input type="checkbox"/> School/Greek Kitchen	<input type="checkbox"/> Small Grocery	<input type="checkbox"/> Large Grocery	
<input type="checkbox"/> Catering w/Restaurant	<input type="checkbox"/> Catering Only	<input type="checkbox"/> Mobile Unit- Simple Menu	<input type="checkbox"/> Mobile Unit- Complex Menu	

Food Specifics of Establishment
The operation includes (check one):
<input type="checkbox"/> Simple Preparation: prepares, offers for sale, or serves potentially hazardous food (i.e. food that requires time/temperature control)
If yes, then (check all that apply):
<input type="checkbox"/> Only to order upon consumer's request
<input type="checkbox"/> In advance quantities based on projected consumer demand and discards food that is not sold or served
<input type="checkbox"/> Using time as a public health control under WAC 246-215-03530
<input type="checkbox"/> Complex Preparation: prepares potentially hazardous food in advance using a food preparation method that involves two or more steps including; cooking; cooling; reheating; hot or cold holding; freezing; or thawing.
If yes, then (check all that apply)
<input type="checkbox"/> Prepares food as specified above for delivery or catering
<input type="checkbox"/> Prepares food as specified for immediate consumption
<input type="checkbox"/> Prepares food as specified above for service to a highly susceptible population
<input type="checkbox"/> Prepares only food that is not potentially hazardous or does not require time/temperature control (attach menu)
<input type="checkbox"/> Does not prepare, but offers for sale only pre-packaged food that is not potentially hazardous food.

Other Business Contacts:**Person directly responsible for the food establishment:**

Name: _____

Title: _____

Address: _____

Phone: _____

Person who functions as the immediate supervisor of the person above (such as zone, district, or regional supervisor): Check if same as above

Name: _____

Title: _____

Address: _____

Phone: _____

Any other person comprising the legal ownership not addressed above: Check if same as above Check if not applicable

Name: _____

Title: _____

Address: _____

Phone: _____

Local resident representative if one is required based on the type of legal ownership: Check if same as above Check if not applicable

Name: _____

Title: _____

Address: _____

Phone: _____

I certify that the information provided in this application is accurate. I affirm that I will comply with Washington Administrative Code 246-215 Food Service. I agree to allow the regulatory authority of Whitman County access to the establishment as specified under 08415 and to the establishment records specified under 03290, 05280 and 08215 (4)(f) of the Washington Administrative Code 246-215 Food Service.

Applicant Signature: _____ **Date:** _____

Regarding Food Service Permits in Whitman County:

- Permits must be renewed annually to continue operating.
- Renewals are sent out at the beginning of the calendar year, and permits expire January 31 of each year. Establishments are classified based on operation type and risk category of menu and process. Permit fees are set by the Whitman County Board of Health and are subject to change each year.
- The initial plan review and pre-opening inspection is accompanied by a plan review fee.
- Permits are not transferrable. If your operation relocates, or changes business name/owner, the new operation is subject to fees for plan review and reinstatement of permit
- Food service establishments are inspected once every 6-18 months depending on risk category. These are known as Routine Inspections. Please note the Food Enforcement Procedure found here: https://www.whitmancountypublichealth.org/uploads/9/4/9/8/94983524/food_enforcement_procedure.pdf
- Failed inspections are put into a compliance schedule. Repeat failed inspections may cause forced closure on the restaurant until back into compliance.
- Any significant changes in menu, ownership, equipment or facility must be reviewed and approved by Whitman County Public Health.

3. MENU AND FOOD HANDLING PROCEDURES

Attach a detailed copy of your menu including all food and drinks you will be serving. Provide food preparation steps for all menus using the table below. If using a commissary, explain what food preparation activities will be occurring at the commissary and what activities will be done at the food service locations

- All foods must come from an approved source
- No home prepared foods are allowed
- Significant changes to menu or preparation process must be submitted and approved.

Procedure	Procedure Used	List all food items that will use this procedure
Cold Holding	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Hot Holding	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Washing, cutting, portioning, preparing	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Cooling	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Reheating	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Thawing	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Cooking from raw (including meats and produce)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Special processes (vacuum packaging, sous vide, curing, smoking, custom meat processing, acidifying, growing sprouts, molluscan shellfish tank)	<input type="checkbox"/> Yes <input type="checkbox"/> No	

4. EQUIPMENT LIST

Provide make and model numbers of all equipment (including countertop appliances). All food equipment must be commercial grade (NSF or equivalent)

Cooking Equipment				
Type of Equipment	Make	Model	NSF or Equivalent	Quantity
Stoves/Griddles			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Ovens			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Broilers			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Fryers			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Woks			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other: _____			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other: _____			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Cold Holding/Hot Holding Equipment				
Type of Equipment	Make	Model	NSF or Equivalent	Quantity
Walk-in cooler			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Walk-in freezer			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Reach-in cooler			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Prep Cooler			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Hot holding cabinet			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Hot/Cold Table			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Food warmer			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other: _____			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other: _____			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other Equipment (countertop, holding, transport, serving)				
Type of Equipment	Make	Model	NSF or Equivalent	Quantity
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	

5. GARBAGE DISPOSAL

Provide the dumpster size and location, including its distance from the building. Provide the disposal company name and frequency of pick-up. Describe the garbage enclosure material and floor surface (i.e. is the dumpster located on concrete or asphalt, is it sloped to drain or does it have a drain to sewer).

Dumpster Size		Dumpster Location	
Dumpster Distance from Building		Disposal Company Name	
Frequency of Pickup		Enclosure material (i.e. fenced, locked, not enclosed, etc.)	
Floor Surface (i.e. concrete, asphalt, etc.)		Description of drain (i.e. sloped to drain, drained to sewer, etc.)	

6. TRANSPORT VEHICLE

Include description, make and model number and license of vehicle to be used for transport. Surfaces inside the vehicle must be easily cleanable.

Number of vehicles used for transport		Surfaces inside vehicles are cleanable?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Make, Model and License for each vehicle			

7. SERVING SITE REQUIREMENTS – ACKNOWLEDGEMENT

I acknowledge that I am responsible for providing temporary hand wash station(S) as needed for sites with no plumbed handwash stations at the service and/or final preparation station(s). I acknowledge that I am responsible for providing overhead covers that are waterproof, wind and fire resistant, and extend over all preparation and services areas when preparing or serving food outdoors.

Name: _____ Signature: _____ Date: _____

8. COMMISSARY KITCHEN

TYPE OF COMMISSARY AND APPLICATION REQUIREMENTS		
	Commissary Situation	Requirement to Proceed
<input type="checkbox"/>	An existing permitted establishment in Whitman County. We are adding on catering out of the permitted kitchen and under the same ownership	Nothing further required
<input type="checkbox"/>	Using commissary from list of Whitman County approved kitchens/commissaries	Commissary Agreement
<input type="checkbox"/>	Using a permitted restaurant, school kitchen, or Greek kitchen.	Commissary Agreement
<input type="checkbox"/>	Using a commissary which is out of state or in another county	Commissary Agreement and copy of Permit/Proof of approval from out of county permitting authority
<input type="checkbox"/>	Using a commissary in Whitman County which is not on the list of Whitman County approved kitchens/commissaries	Commissary Agreement) and Commissary Approval Form
<input type="checkbox"/>	Other (describe)	Contact Whitman County Public Health