

Pacific County Department of Community Development

PLANNING • ENVIRONMENTAL HEALTH • BUILDING

SOUTH BEND OFFICE
Courthouse Annex
1216 W. Robert Bush Drive
P.O. Box 68
South Bend, WA 98586

(360)875-9356
FAX (360)875-9304
Tokeland (360)268-0891

E-Mail Address:
dcd@co.pacific.wa.us



PACIFIC COUNTY COURTHOUSE
National Historic Site

LONG BEACH OFFICE
318 North Second
Long Beach, WA 98631

(360)642-9382
FAX (360)642-9387
Naselle (360)484-7136

Dear Applicant:

Attached is the Food & Beverage Service Establishment Application Packet. Please note that the required plan review fee is in addition to the permit fee and is payable prior to the plan review and pre-opening inspection.

The plan review fee (\$100) covers two hours of review time. If additional review time, inspections, or services are requested or required, you will be billed at a rate of \$50 per hour for technical assistance.

A minimum of two weeks is necessary for the Environmental Health Division to review any plans. Any revision of plans must be submitted to the Department of Community Development in writing, for review and modification of approval. The DCD permits owners/operators of food service establishments, not the facility. Upon receipt and review of the application, you will be notified in writing of any comments or concerns that the County may have. It will also request that you call to schedule a final or pre-opening inspection.

In accordance with WAC 246-215-200, an inspection is required by the health officer to determine compliance with these regulations before issuing a new permit to a new food service establishment and following remodeling of an existing food service establishment. An inspection may be required for the renewal of a permit, before issuing a new permit to an existing food service establishment, and/or for an existing food service establishment when the on-site management has changed.

Please contact this office at least seven working days prior to the contemplated opening to arrange for a final inspection. All construction and cleaning must be completed prior to the opening inspection. In addition, all equipment must be in place and functioning at the time of the inspection. Your annual operating permit fee is due before the final inspection. Fees are based on establishment type. Please contact this office if you need additional information about your annual operating permit.

If you have any questions regarding the plan review or if you need further assistance, please contact Megan McNelly at (360) 642-9382 or (360) 875-9356.

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CHECKLIST

- Completed and signed Food Service Application packet
 - Application
 - Menu
 - Floor Plan of kitchen with equipment placement
 - Equipment list
 - Checklist
- Current, valid food handler cards for all employees
- Correct fees: annual license + \$100 plan review fee

Wells and Septic Systems

- If this food service establishment is on a septic system, it must be evaluated and approved by the Department of Community Development.
- Establishments on septic systems are required to have an operational permit, which means that the septic system must be inspected annually and an O&M report received by our office. Please call for 875-9356 or 642-9382 more information.
- If on a well or septic system, a plot plan is required which identifies the well, septic system, building(s), property lines, and roads. (Please use the enclosed plot plan form.)
- Wells must have a state ID number.

YOU MUST ALSO CHECK WITH THE FOLLOWING AGENCIES

- County or City Building Department – (for building regulations)
- County or City Planning Department – (for zoning regulations)
- State and Local Business Licensing Offices – (for store business licenses)
- County or City Fire Marshal – (for ventilation hoods)
- State Department of Labor and Industries – (for mobile concession stands)

Applicant Signature _____ Date _____

CLASSIFICATION → REQUIREMENTS ↓	"R"	"M"	"F/P"	"G"
	Restaurant, caterer, snack bar, espresso, smokehouse, etc.: Preparation of ready-to-eat potentially hazardous foods.	Retail meat/seafood market, or meat/ seafood depts. in grocery stores.	Bulk foods, produce stands, and produce depts. in retail grocery stores.	Convenience stores selling only prepackaged foods and low risk unpackaged foods.
Food Service Permit	Food service permit required prior to operation.	SAME AS CLASS R	SAME AS CLASS R	Same as Class R
Health Cards	Required for owners, managers, and employees.	Required	Required	Required if unpackaged foods are served.
Hand washing Sink Locations	Separate sink with hot/cold water, mixing faucet located in food prep areas, bars, wait station(s) and restrooms. Hot water to sink in 15 seconds.	SAME AS CLASS R	SAME AS CLASS R	Required if unpackaged foods are served.
Cooking Equipment	Capable of heating food to 165°F in 2 hours or less.	NOT ALLOWED	NOT ALLOWED	For hot dogs and coffee only. Otherwise NOT ALLOWED.
Hot Holding Equipment	Capable of holding cooked foods above 140°F.	NOT ALLOWED	NOT ALLOWED	For hot dogs and coffee only. Otherwise NOT ALLOWED.
Refrigeration	Must be conveniently located. Amount and type depends on menu. Commercial style refrigeration is required in most cases. Must hold food at 41 F or below.	Same as Class R. Raw meats and seafood must be stored and displayed in areas separated from ready to eat foods.	Must hold potentially hazardous foods at 41°F or below.	All refrigeration units must keep potentially hazardous foods at 41°F or below.
Dishwashing and Cleanup Facilities	3-compartment sink or 2-compartment sink plus commercial dishwasher with drain boards. Sinks are stainless steel. Indirect waste may be required.	3-compartment sink with drain boards for cleaning knives, utensils, equipment parts, etc. Appropriate facilities to clean large equipment in place.	Access to a 2-compartment sink for utensil cleaning. Produce prep sink may not be used for utensil washing.	A 2-compartment sink is required if any unpackaged foods are served.
Food Preparation Sink	Required if ready to eat foods are washed before serving. Separate sink may be required for raw meat.	May be required for thawing and/or washing meat or seafood.	Required for produce stands and produce depts.	Required if produce preparation is done in the store.
Food Contact Surfaces, i.e., counter tops, cutting boards, equipment	Stainless steel, plastic, plastic laminates, or hard wood. Smooth, non-absorbent, easy to clean, non-toxic.	SAME AS CLASS R	SAME AS CLASS R	SAME AS CLASS R
Structural Requirements i.e., floors, walls, ceilings	Floors: sheet vinyl, tile, or smooth sealed concrete. Walls: smooth, non-absorbent, and easily cleanable plastic laminate, stainless steel or similar required in some areas. Ceilings: easily cleanable. Coving: 4" rubber base	SAME AS CLASS R	Bulk food sections same as Class R Produce stands: Foods must be off of ground on cleanable surfaces and must be protected from contamination from above.	SAME AS CLASS R
Mop Sink	Required. Mop water <u>cannot be dumped</u> in a dishwashing sink, food sink or outside.	SAME AS CLASS R	SAME AS CLASS R	SAME AS CLASS R
Restroom Facilities	Required for employees. Required for patrons if seating is provided. Must have hand sink w/hot & cold running water and mixing faucet.	SAME AS CLASS R	SAME AS CLASS R	SAME AS CLASS R

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Food & Beverage Service Establishment Application

Check Enclosed \$ _____

License # _____

Establishment: ___ New ___ Existing/Change of Ownership

◆ Type of Food Establishment (check one)

- | | |
|--|---|
| <input type="checkbox"/> Restaurant/Drive-In/Deli | <input type="checkbox"/> Catering Service |
| <input type="checkbox"/> Bed and Breakfast | <input type="checkbox"/> Hot Dog/Ice Cream/ Candy Maker |
| <input type="checkbox"/> Espresso ___ w/ on site food prep | <input type="checkbox"/> Retail Grocery with: |
| <input type="checkbox"/> Tavern ___ w/ on site food prep | _____ Deli _____ Seafood |
| | _____ Bakery _____ Meat |

◆ Establishment Information

Name _____ Phone Number _____
Physical Address _____
Mailing Address _____
Tax Parcel ID Number _____

◆ Contact Information

Operator _____ Phone Number _____
Mailing Address _____
Cell Phone Number _____ Email Address _____
Legal Owner _____ Phone Number _____
Cell Phone Number _____ Email Address _____

◆ Water Source

- Well: System Name _____ ID # _____
 Contact Person _____ Telephone _____
 Municipality/Water District: _____

◆ Sewage Disposal

- Septic System: Year Installed (if known) _____
 O&M performed in last 12 months
 Public Sewer: Name _____

◆ Seating Capacity _____ (both indoor and outdoor)

◆ Times of Operation: Seasonal Year-round Evenings only

Hours of Operation _____

As the Manager/Owner of the above mentioned food establishment, I acknowledge that the establishment will be operated in accordance with the rules and regulations of the State Board of Health for Food Service (WAC 246-215) and Pacific County. I certify that all information listed above is accurate and true and understand that the permit is non-transferable to a new owner or new location.

Applicant Signature _____

Date _____

Approved Denied Reviewed by: _____

Comments/Conditions of Permit:

FEE SCHEDULE

- A. PLAN REVIEW FEE \$100.00
 (The required plan review fee is in addition to the permit fee)

- B. FOOD SERVICE ESTABLISHMENT (Restaurant - Tavern - Fraternal Club)
 - 0-25 Seats \$150.00
 - 26-50 Seats \$175.00
 - 51-75 Seats \$200.00
 - 76-100 Seats \$225.00
 - 101 or more \$250.00

- C. MEAT MARKET / DELI – GROCERY STORE – BAKERY –SEAFOOD
 - One of the above \$150.00
 - Two of the above \$200.00
 - Three of the above \$250.00

- C. MOBILE FOOD UNIT
 - Potentially hazardous \$100.00
 - Non-hazardous \$50.00
 - Espresso Stands \$50.00
 - Hot Dog/Ice Cream \$50.00
 - Candy Manufacturing \$50.00
 - Catering Service \$100.00

- D. BED & BREAKFAST\$100.00

