



Thurston County Public Health and Social Services Department

Environmental Health Division

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Grocery / Confectionary / Tavern **Plan Review Checklist**

This checklist has been prepared to assist you in preparing plans for a low risk food service operation such as Grocery, Confectionary or Tavern. The following information must be submitted along with the Food Service Operating Permit Application in order to review the application:

1. **Menu:** List of all foods to be sold (ie. chocolate truffles, dairy products, commercially prepackaged non-potentially hazardous foods, alcoholic beverages, etc.)
2. **Floor plan including the following:**
 - Make and model of all refrigeration and freezer units
 - Dishwashing area (if tavern)
 - Equipment should be certified by ANSI, NSF (or equivalent) and comply with food safety sanitation standards.
3. **Finish schedule** including details on materials used for floors, walls, ceilings and countertops. All surfaces must be smooth, durable, non-absorbent and easily cleanable.
4. **Sinks** – show locations and details for the required sinks.
 - Handwash sink(s) to be located in all food preparation areas (if confectionary)
 - Three-compartment sink and/or dishwashing machine and pre-wash sink (if needed)
 - Mop sink
7. **Restrooms** must have a handwashing sink equipped with hot and cold running water and single service soap and paper towel dispensers or air hand drying devices. The restroom doors must be self-closing. If food or beverage is provided for on-site consumption, restrooms must be available to the public without the public entering food preparation/storage areas.
8. **Storage** of all food, utensils and single-service items must be a minimum of 6" above the floor and no storage can be under sewer or water lines or in restrooms. A separate storage area must be provided for chemicals such as cleaners, lubricants and other poisonous or toxic items.
9. **Lighting** must be adequate to provide a minimum of 50 foot-candles in all food preparation and service areas. Refer to Chapter 246-215, Washington Administrative Code for additional lighting requirements.

10. **The refuse storage** location with an area for container/equipment washing must be shown on the plans. The refuse area must be provided with a concrete or machine-laid slab. A screen or fencing around the refuse area is recommended. Waste water generated at the garbage storage area must be drained into a sanitary sewer or an approved on-site sewage system. Wastewater must not enter the storm sewers.

11. **Water Supply:** Your facility must be served by an approved public water system. Please include the name and ID# of the water system on your application.

12. **On-Site Septic System:** If your food service establishment is served by an on-site sewage system (OSS), the system will have to be reviewed. The following information about the OSS is necessary to determine if the current system can be used for your proposal:

- Is the OSS permitted and approved?
- What type of OSS is it? (e.g., gravity, pressure distribution, mound, etc.)
- What is the permitted capacity of the system (gallons per day)?
- What is the current permitted use?
- Will you use single service items or dishes?
- Will there be customer seating or take-out only? If you will have seating, what is your seating capacity?

You may be able to obtain copies of the original permit issued for the OSS from the Thurston County Permit Center. Providing copies of the OSS records with your application will expedite the review process. If you have difficulty providing the information requested or records are not available, you may want to contact a Licensed OSS Designer to assist you. A list of Licensed OSS Designers who work in Thurston County is available at our website: www.co.thurston.wa.us/health/ehoss and at the Thurston County Permit Assistance Center. If there isn't sufficient information or more details are required during the initial review to determine if the current system can be used, you must apply for an On-Site Evaluation – On-Site Review of Food Service. This application is available at the Thurston County Permit Center. If it is determined during the initial review of the OSS that an expansion or upgrade is necessary, you will be required to contact a Licensed OSS Designer and submit a design that meets current standards.



Note: Providing accurate, detailed information regarding your food preparation procedures and style of service will help to expedite the review process for you.

13. **Planning:** Check with the Planning department in your jurisdiction to make sure that your proposal meets all of the zoning requirements.

Note: This information is a guideline to assist you in preparing your plans for review. You will be responsible for meeting all the requirements of Chapter 246-215 Washington Administrative Code, Article II Rules and Regulations of the Thurston County Board of Health governing Food Service, the Uniform Building, Plumbing, Mechanical and Fire Codes.