This checklist has been assembled to assist you in preparing plans for a mobile food unit or espresso/specialty drink temporary structure/building (it may also apply to other businesses such as hot dog carts). These types of facilities include the following:

- An operation in a building with a direct connection to an approved water and public sewer or on-site sewage system;
- An operation using a mobile cart that has water and wastewater holding tanks for its food service activities; or
- An operation that is a readily movable, mobile food unit such as a trailer or van.

There are a series of steps required to operate, build or remodel a mobile food unit. The process is as follows:

- Check with the Planning Department in your jurisdiction to see make sure your proposal meets all zoning requirements.
- Contact the Building Department if you are building or remodeling a stationary or movable building.
- Obtain an approval from the Department of Labor and Industries for mobile food units prior to plan submission to the Thurston County Environmental Health Division.
- Select a commissary / approved servicing area and obtain a signed and dated commissary / servicing area agreement.
- If your facility or commissary will be utilizing a septic system for disposal of waste water please include all the necessary information to determine if the current system can be used for your proposal. (See page 6 for additional information.)
- Submit scaled plans, specifications for equipment, menu and application to the Thurston County Environmental Health Division for review and approval. Be sure all questions are answered on the attached checklist. There is a $255.00 submittal fee due with all applications received by this office. Additional plan review fees may apply.
- Receive a plan approval letter from the Thurston County Environmental Health Division before starting construction.
- Schedule a pre-opening inspection of the completed facility 7 days before the scheduled opening of the business. All conditions indicated in the approval letter must be met during the pre-opening inspection.
- Pay all plan review, pre-opening inspection and food establishment operating permit fees prior to opening.

As you prepare your plans remember your attention to detail will assist staff in completing the review and help to reduce your costs. The current fee for a plan review is $170.00 per hour. The plans will become a permanent record in your food establishment file. Any changes or additions of equipment or menu will require further review.

A plan review and approval are required under the following circumstances:

- Construction or remodeling of the establishment;
- The menu of the mobile food unit is changed;
- The method of food preparation is changed;
- The vehicle is changed;
- The commissary is changed; or
- Changing from one type of operation to another.
Frequently Asked Questions

What is a plan review?

A plan review is the process by which we ensure that your plans and equipment meet the state and local health requirements before you begin construction of your project. By communicating with you early in your endeavor, we hope to prevent costly mistakes, while ensuring that your food service establishment is built in compliance with the minimum standards and in the best interest of the public’s health. The process of opening, remodeling or repairing a food service establishment may also require the approval of other departments such as the Department of Labor and Industries, the Liquor Control Board, and local building, planning and fire departments.

Can my home kitchen be licensed as a Food Establishment and may I use it as my commissary?

No, home kitchens cannot qualify for a Food Service Operation Permit from the Thurston County Environmental Health Department therefore you may not use it as a commissary either.

How long does the plan review process take?

The standard response time for the plan review process is approximately two weeks. The clarity and completeness of your submitted plans will also affect the plan review time. You may get an idea of your project timeline by contacting the food establishment plan reviewer.

What if the Thurston County Environmental Health Division (TCEHD) requires plan revisions?

The applicant will be notified in writing if revisions are required. Revised plans indicating all of the required changes must be submitted to TCEHD for additional review.

What will happen if I revise my plans after the original plans have been approved?

Plan resubmittal is required if changes are made after TCEHD has approved the original plans. An additional plan review fee will be assessed for this service. Failing to resubmit plans when changes have been made, after original plan approval, will delay final approval for the facility.

How will I be notified of my project status?

A letter will be sent to the applicant indicating approval, disapproval or a need for additional plan review information.

Can I open for business immediately after construction is completed?

A preoperational inspection is required before the food establishment may open. Call at least seven days in advance to schedule this inspection to help avoid delays in opening. You may also need to obtain final approvals from other city, county and state agencies as required. All plan review and annual permit fees must be paid prior to opening.

What will the inspector be looking for during the preoperational inspection?

The inspector will be ensuring the following items have been satisfactorily completed:
1. The facility was constructed as indicated on the last set of TCEHD approved plans;
2. The facility has obtained final approval for all other applicable agencies, such as the Department of Labor and Industries, the Liquor Control Board and the local building, planning, and fire departments;
3. The utilities such as water, gas, electric and wastewater disposal are provided; and
4. All equipment is in working order.

I have completed everything listed so far in this outline. Now can I open for business?

Once you have passed your final pre-operational inspection from TCEHD, paid all food permit fees, and received approval for occupancy from other permitting entities such as the fire department, building department, etc., then you are ready to begin serving your first customers.

What if I am purchasing or taking over a current establishment?

Please contact the Thurston County Environmental Health Division to receive the proper forms, new application or permit transfer, in order to obtain a Food Service Operating Permit for the new business.
THURSTON COUNTY FOOD OPERATING PERMIT APPLICATION
Mobile Food Unit, Espresso & Specialty Drink
Thurston County Public Health and Social Services Department
Environmental Health Division
412 Lilly Road NE
Olympia, WA 98506

Date of Application_________________

Check Applicable Box:
 New Establishment        Change of Owner (complete transfer form)
 Remodel or Addition       Change of Name, Former Name________________________

Name of Water Source Serving the Establishment:
City of ___________________________     OR     Public water supply ID#_________________________

Method of Sewage Disposal for Establishment:
City of ___________________________     OR     On-site septic system________________________________

Property Tax Parcel Number: ________________________________

If your proposed plans include water and waste water tanks, please provide the following information:

 How many gallons does your fresh water tank hold? ____________________________________
 How many gallons does your wastewater tank hold? ____________________________________

★ Note: Water supply tanks must hold a minimum of five gallons if for handwashing only. Wastewater tanks must have a 15% larger capacity than fresh water tanks. Food grade hoses must be used to fill fresh water supply tanks.

Food Establishment Name: _____________________________________________________________
Foods Establishment Address: __________________________________________________________
Food Establishment Phone Number: __________________________Fax:_______________________

Business Owner Name: ________________________________________________________________
Owner Mailing Address: _______________________________________________________________
Owner Phone Number: ________________________________________________________________

Applicant Name: ______________________________________________________________________
Applicant Mailing Address: _____________________________________________________________
Applicant Phone Number: ______________________________________________________________

Relation to Project (owner, architect, contractor, etc.):_________________________________________

Food Establishment Manager: __________________________________________________________
Manager Mailing Address: ______________________________________________________________
Manager Phone Number: ______________________________________________________________

Commissary Name: ___________________________________________________________________
Commissary Address: _________________________________________________________________
Commissary Phone Number: ___________________________________________________________
Commissary Contact: _________________________________________________________________

Employee Restroom Location(s): _______________________________________________________

Hours of Operation: _____________________ Days of Operation: ____________________________
Months of Operation: _____________________ Projected Opening Date: _____________________
Food & Beverage Establishment Information

Please check the boxes that apply and list square footage for the category. Your establishment may include more than one category. Square footage must include food preparation area, seating area and storage area.

☐ FOOD SERVICE ESTABLISHMENT (Restaurant, deli and similar facilities)
  Total Square Footage

☐ FOOD SERVICE ESTABLISHMENT/RESTRICTED MENU (Hot dogs only)
  Total Square Footage

☐ BAKERY
  Total Square Footage

☐ MEAT MARKET
  Total Square Footage

☐ MOBILE FOOD UNIT NON-RESTRICTED MENU (Fully self contained mobile unit)
  Total Square Footage

☐ MOBILE UNIT RESTRICTED MENU
  Total Square Footage

☐ ESPRESSO / SPECIALTY DRINKS
  Total Square Footage

☐ CATERER (catering service only)
  Total Square Footage

☐ CATERING SERVICE IN CONJUNCTION WITH FOOD SERVICE ESTABLISHMENT
  Total Square Footage

☐ TAVERN (No food preparation on premises, all prepackaged foods)
  Total Square Footage

☐ GROCERY / CONFECTIONARY
  Total Square Footage

☐ BED & BREAKFAST
  Total Square Footage

Food Preparation Information

Please check the boxes that apply to how potentially hazardous foods are prepared and served in the establishment.

☐ To order only

☐ In advance and discarded at end of day

☐ Using time as a public health control

☐ Potentially hazardous foods are prepared in advance with two or more of the following steps: cooking, cooling, reheating, hot or cold holding, freezing or thawing.

☐ Potentially hazardous foods are prepared for delivery to and consumption at off premise location.

☐ Foods prepared and served to a highly susceptible population (elderly and young children).

☐ Only non-potentially hazardous foods prepared.

The undersigned attests to the accuracy of the information provided in this application. The applicant agrees to comply with Chapter 246-215 Washington Administrative Code Food Service and Article II Rules & Regulations of the Thurston County Board of Health Governing Food Service and allow the regulatory authority access to the establishment as per the code requirements.

Applicant Signature: ____________________________  Date: ____________________________
Mobile Food Unit, Espresso, & Specialty Drink Checklist

REQUIRED PLAN CONTENTS

1. Have you submitted a menu?  □ Yes  □ No

2. Did you describe the preparation process for each menu item? (See example # 1 & 2.) □ Yes  □ No

3. Have you prepared a scaled drawing (indicate scale) showing the entire establishment and all existing and proposed new equipment and facilities? (See example # 3a & 3b.) □ Yes  □ No

4. Have you provided copies of specification sheets and/or equipment model numbers for all equipment? (All equipment must be NSF (National Sanitation Foundation) approved or its equivalent.) (See example # 4a.) □ Yes  □ No

5. Have you provided the specifications of the plumbing (i.e. indirect drains, vacuum breakers, food grade hoses, etc.)? (See example # 4a & 4b.) □ Yes  □ No

6. Have you provided the source of your approved water supply? □ Yes  □ No

7. Have you specified the location of site used for sewage disposal? □ Yes  □ No

8. Surfaces throughout the establishment must be smooth, non-absorbent, durable and easily cleanable. Have you included a finish schedule with the plans? (See example # 5.) □ Yes  □ No

9. Have you provided employee restrooms which meet local building department standards? (Contact local building department for standards.) □ Yes  □ No

10. Have you obtained an approval letter / approval documentation from the Department of Labor & Industries? □ Yes  □ No  □ N/A

11. Have you included the operating procedures for your mobile food unit? □ Yes  □ No  □ N/A

12. Have you included a cleaning schedule for your mobile food unit? □ Yes  □ No  □ N/A

13. Have you prepared a proposed itinerary / sites to be served for your mobile unit? (See example # 6.) □ Yes  □ No  □ N/A

COMMISSARY/APPROVED SERVICING AREA REQUIREMENTS

If your facility does not include a restroom, mop sink, three-compartment sink, adequate food or equipment storage or must provide for water and waste water servicing, you are required to have a commissary/approved servicing area.

14. Have you included a signed and dated commissary/approved serving area agreement? (See example # 6.) □ Yes  □ No  □ N/A

15. Have you provided the water source for your commissary/approved servicing area? □ Yes  □ No  □ N/A

16. Have you specified if the commissary/approved servicing area is on a public sewer or approved on-site sewage system? □ Yes  □ No  □ N/A

17. Have you included a floor plan with equipment specifications, location and finish schedule for your commissary? (See example # 4a, 5 & 7.) □ Yes  □ No  □ N/A

18. Have you included the location and details of the employee restrooms with your plans? □ Yes  □ No  □ N/A (There must be a restroom available for employee use located within 200ft of the facility. This restroom must be equipped with hot & cold running water, soap and paper towels.)
WATER AND WASTEWATER REQUIREMENTS

Stationary buildings and movable buildings are most often required to be connected to an approved water supply and public sewer or approved on-site sewage system. Please check with the local building official to determine the requirements for your proposal.

Your facility and commissary / approved servicing area must be served by an approved water system. Have you specified the name and ID# of the water system serving both locations?  □ Yes  □ No

If your commissary/approved servicing area will be served by an on-site sewage system (OSS), the system must be reviewed and approved prior to plan approval. Information about the OSS is critical to determine if the system is adequate for the proposed use. The information that you need to provide as part of your plan review is as follows:

- Is the OSS permitted and approved?  □ Yes  □ No
- What type of OSS is it? (e.g., gravity, pressure distribution, mound, etc.)

- What is the capacity of the system (gallons per day)?

- What is the current permitted use?

- Will you use single service articles 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 Assistance Center or OSS records can be found at: http://www.co.thurston.wa.us/wl-dspublic8/Welcome.aspx?dbid=0. 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 additional information is needed the department will contact you and let you know what process to follow. For additional information about this process and the current requirements you can contact the Water and Wastewater Section at (360) 867-2673.

BUSINESS NAME POSTING REQUIREMENT

Have you posted the designated business name on the mobile food unit in a manner easily visible to customers during operation?  □ Yes  □ No

The above information is true and correct to the best of my knowledge.

___________________________________                          ________________________
Signature of Applicant                          Date
Example Product Flow Chart

Raw Frozen Chicken → Chicken thawed in refrigerator / walk-in cooler at commissary → Trim chicken and rinse in food preparation sink

Transfer chicken to mobile food unit in metal pans ← Grill chicken to 165°F or above at commissary ← Marinate in buckets in commissary walk-in cooler

Hot hold at steam table at 140°F or above in mobile unit ← Serve ← Left-over chicken discarded
Description of Food Preparation Process

Please refer to the examples below of how to complete the information on food preparation process.

Examples:

° Teriyaki Chicken with Salad

30 pounds of raw chicken delivered frozen 3 times a week → Chicken thawed in refrigerator on bottom shelf at commissary → Once thawed, chicken is trimmed (process takes approximately 30 minutes) and rinsed in food preparation sink at commissary → Marinated in bucket in refrigerator at commissary → Cooked on grill to 165°F (temperature is taken using a stem thermometer) at commissary → Transferred to mobile unit → Hot held in steam table at 140°F or higher in mobile unit → Chicken order is grilled quickly prior to serving → Leftover chicken is discarded.

4 boxes of lettuce delivered 3 times a week → The lettuce is stored in the refrigerator on top shelf at commissary → Food preparation sink is cleaned and sanitized → Lettuce is rinsed in food preparation sink (gloves worn) at commissary → Lettuce is then cut on sanitized cutting board (gloves worn) at commissary → Transferred to mobile unit in plastic bins → Stored in plastic bins in refrigerator on top shelf in mobile unit → Per order, lettuce is dispensed with tongs to serving plate → Served with packaged dressing.

° Cheeseburger

40 pounds of beef patties are delivered twice a week. Product is transferred and stored in the commissary walk-in cooler on the bottom shelf at 41°F or below. Small quantities of hamburger patties are transferred to refrigerator in mobile unit. Per order, hamburger patty (no greater than one inch in thickness) is retrieved from refrigerator with metal tongs and placed on grill. While hamburger is cooking, hamburger buns are toasted (gloves worn). Once the patty has reached a cooking temperature of 155°F or higher (checked with thermometer), cheese is added and melted. Beef patty is then placed on the bun. Product is wrapped and served with packaged condiments.
FOOD ESTABLISHMENT
PLAN REVIEW SCHEDULE EXAMPLES

Example Equipment Schedule
The following table is for example purposes only. Equipment lists will vary depending on
the needs of each individual food service facility. Manufacturer names and model
numbers shown are fictitious and for example purposes only.

<table>
<thead>
<tr>
<th>Item</th>
<th>Equipment</th>
<th>Manufacturer/ Model #</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>#1</td>
<td>Handwash sink</td>
<td>Clean Hands Inc #HS1</td>
<td></td>
</tr>
<tr>
<td>#2</td>
<td>Food prep sink</td>
<td>Sinks for Veggies #VS1</td>
<td>With one drainboard</td>
</tr>
<tr>
<td>#3</td>
<td>Dish sink</td>
<td>Clean Products Ltd. #DS1</td>
<td>3-compartment, 2 drainboards</td>
</tr>
<tr>
<td>#4</td>
<td>Mop sink</td>
<td>Clean Products Ltd. #MS1</td>
<td></td>
</tr>
<tr>
<td>#5</td>
<td>Prep refrigerator</td>
<td>Keep It Cold Co. #PR1</td>
<td></td>
</tr>
<tr>
<td>#6</td>
<td>Walk-in</td>
<td>Keep It Cold Co. #W12</td>
<td>Prefab stainless panels</td>
</tr>
<tr>
<td>#7</td>
<td>Oven/Range</td>
<td>Hot Stuff Now #O-R2</td>
<td>Combination unit</td>
</tr>
</tbody>
</table>

Example Plumbing Schedule
The following table is for example purposes only. Plumbing schedules will vary
depending on the needs of each individual food service facility.

<table>
<thead>
<tr>
<th>Item</th>
<th>Fixture</th>
<th>Drain</th>
<th>Cold Water</th>
<th>Hot Water</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>#1</td>
<td>Handsink</td>
<td>Direct</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>#2</td>
<td>Prep sink</td>
<td>Indirect</td>
<td>Yes</td>
<td>No</td>
<td>To floor sink</td>
</tr>
<tr>
<td>#3</td>
<td>Dish sink</td>
<td>Indirect</td>
<td>Yes</td>
<td>Yes</td>
<td>To floor sink</td>
</tr>
<tr>
<td>#4</td>
<td>Dishwasher</td>
<td>Indirect</td>
<td>Yes</td>
<td>No</td>
<td>To floor sink</td>
</tr>
<tr>
<td>#5</td>
<td>Mop sink</td>
<td>Direct</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>#6</td>
<td>Walk-in condensate line</td>
<td>Indirect</td>
<td>Yes</td>
<td></td>
<td>To floor drain</td>
</tr>
<tr>
<td>#7</td>
<td>Steam table</td>
<td>Indirect</td>
<td>No</td>
<td>Yes</td>
<td>To bell drain</td>
</tr>
</tbody>
</table>

Examples of Plumbing Fixtures Requiring Indirect Drain
- Food preparation sinks
- Warewashing sinks and dishwashers
- Refrigerators and freezers including walk-in refrigerators
- Ice machines and ice storage bins
- Steam tables and kettles
- Dipper wells
- Espresso machines and fountain beverage machines
- Any other equipment which holds food and requires a drain.

NOTE: For actual requirements please check with your local building department
for the most current plumbing regulations.
EXAMPLES OF FOOD ESTABLISHMENT SINKS & PLUMBING FIXTURES

Floor Sink (used for indirect drains)  Strainer Baskets used in Floor Sinks

Typical Grates over Floor Sinks

Back-flow Prevention Devices

Anti-siphon Valve  Check Valve

Indirect Drains

Sink with Air Gap

Min. 1" (25mm)
Air gap = 2 x D

Flood rim

D = Diameter of faucet
Finish Schedule

The following table provides examples of some of the acceptable finish materials for floors, walls and ceilings by area. Note that this is not an all-inclusive list; after being reviewed finish materials not included in this table may also be acceptable.

<table>
<thead>
<tr>
<th>AREA</th>
<th>FLOOR</th>
<th>WALL</th>
<th>CEILING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kitchen</td>
<td>Quarry tile, poured seamless sealed concrete, sheet vinyl</td>
<td>Stainless steel, tile with sealed grout, FRP board</td>
<td>Vinyl clad, non-perforated tiles, plastic laminate panels, drywall with gloss enamel finish</td>
</tr>
<tr>
<td>Food prep and Ware-washing</td>
<td>Quarry tile, poured seamless sealed concrete, sheet vinyl</td>
<td>Stainless steel, tile with sealed grout, FRP board</td>
<td>Vinyl clad, non-perforated tiles, plastic laminate panels, drywall with gloss enamel finish</td>
</tr>
<tr>
<td>Dry Storage</td>
<td>Quarry tile, poured seamless sealed concrete, sheet vinyl</td>
<td>Stainless steel, tile with sealed grout, FRP board, drywall with gloss enamel finish</td>
<td>Vinyl clad tiles, plastic laminate panels, drywall with gloss enamel finish</td>
</tr>
<tr>
<td>Wait and Serving stations</td>
<td>Quarry tile, poured seamless sealed concrete, sheet vinyl</td>
<td>Stainless steel, tile with sealed grout, FRP board, drywall with gloss enamel finish</td>
<td>Vinyl clad tiles, plastic laminate panels, drywall with gloss enamel finish</td>
</tr>
<tr>
<td>Toilet room</td>
<td>Quarry tile, poured seamless sealed concrete, sheet vinyl</td>
<td>Stainless steel, tile with sealed grout, FRP board, drywall with gloss enamel finish</td>
<td>Vinyl clad tiles, plastic laminate panels, drywall with gloss enamel finish</td>
</tr>
<tr>
<td>Janitor closet</td>
<td>Quarry tile, poured seamless sealed concrete, sheet vinyl</td>
<td>Stainless steel, tile with sealed grout, FRP board</td>
<td>Vinyl clad tiles, plastic laminate panels, drywall with gloss enamel finish</td>
</tr>
<tr>
<td>Walk-ins</td>
<td>Quarry tile, poured seamless sealed concrete, aluminum, stainless steel</td>
<td>Aluminum, stainless steel, FRP board</td>
<td>Aluminum, stainless steel, FRP board</td>
</tr>
</tbody>
</table>
Commissary Letter & Mobile Food Unit Itinerary

A commissary letter is a signed letter from the owner of a Thurston County Environmental Health Department (TCEH) approved and permitted facility giving you permission to use that facility to store your product, wash and sanitize utensils, provide approved fresh water supply and dispose of wastewater, as well as use of restrooms on a daily basis. A letter granting permission to use the restrooms is required if the restrooms are at a different location than the commissary.

A commissary letter must be submitted with the application. In addition, the owner of the mobile food unit must submit an itinerary of sites to be served for their vehicle. If your commissary agreement has expired or changed, then a new commissary letter is required.

✓ Example Commissary Letter:

<table>
<thead>
<tr>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commissary letter for: (Business Name and Owner’s Name of Mobile Food Unit/ Espresso Cart.)</td>
</tr>
<tr>
<td>I, (commissary owner’s name), have an agreement with (mobile food unit name) that gives (mobile food unit owner’s name) and his/her employees the right to use the (three compartment sink, the mop sink, food storage areas, and the bathrooms etc.) at (name and address of permitted food service establishment.) This agreement begins (date). I am not responsible for any actions of (mobile food unit owner’s name) outside of my establishment and may terminate my agreement with (mobile food unit owner’s name) for (reason for agreement termination). I will notify Thurston County Environmental Health Department at such time agreement is terminated.</td>
</tr>
<tr>
<td>(Signature of commissary owner)</td>
</tr>
<tr>
<td>(Date)</td>
</tr>
</tbody>
</table>

(Consult your attorney before signing any legal document)

✓ Example Itinerary:

<table>
<thead>
<tr>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mobile Food Operation Itinerary for (Name of Mobile Food Unit), Truck # _____________, License or Box # ______________________, Permit # ______________________.</td>
</tr>
<tr>
<td>7:00 AM – 9:00 AM</td>
</tr>
<tr>
<td>9:15 AM – 11:30 AM</td>
</tr>
<tr>
<td>12:00 PM – 2:00 PM</td>
</tr>
<tr>
<td>2:15 PM –</td>
</tr>
<tr>
<td>4:30 PM – 7:30 PM</td>
</tr>
</tbody>
</table>

(Include all stops, listing the time, place, and address. Submit a new itinerary each time there are changes to any of the information).