



# Mobile Food Unit, Espresso, & Specialty Drink Application

Thurston County Public Health & Social Services

## Environmental Health Division

412 Lilly Road NE ♦ Olympia, WA 98506

Phone (360) 867-2667 Fax (360) 867-2600

TDD Line for Hearing Impaired (360) 867-2603

☞ 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
- Contact the Water and Wastewater Section if your facility or commissary will be utilizing a septic system for disposal of waste water and/or a water system that is not city water. Their phone number is (360) 786-5748. (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 plan reviews received by this office.
- 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 within two (2) weeks of billing.**

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.

## ***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 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

Submittal Fee \_\_\_\_\_  
Receipt # \_\_\_\_\_  
Date Rec'd \_\_\_\_\_

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 Other \_\_\_\_\_

**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: \_\_\_\_\_

Legal 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

## Food 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?
  - ☞ 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 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 the Thurston County Permit Center and at our website: [www.co.thurston.wa.us/health/ehoss](http://www.co.thurston.wa.us/health/ehoss) . If there isn't sufficient information or more details are required during the initial review to determine if the current OSS 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. For additional information about the current requirements you can contact the Water and Wastewater Section at (360) 786-5748.

**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

**PERMIT POSTING REQUIREMENT**

Have you posted the original or copy of a valid Food Establishment Operating Permit 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*

