



CLARK COUNTY PUBLIC HEALTH

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CATERING SERVICE CHECKLIST

A catering service is defined as food service where preparation of food occurs in an approved kitchen for final cooking or service at another location. The plan review process requires completed materials, as approval may be delayed if the application materials are not complete or changes to the materials are needed. When submitting for a catering service plan review, the following application materials must be submitted:

- THIS CHECKLIST.** Submit this completed checklist confirming all requirements are included in your submission.
- PLAN REVIEW APPLICATION FORM.** Complete the Plan Review Application form.
- PERMIT APPLICATION FORM.** Complete the Permit Application form.
- PLAN REVIEW FEE.** Pay the non-refundable plan review fee.
- FOOD PERMIT FEE.** Pay the permit fee for a licensed caterer.
- MENU.** Provide a sample menu or a list of the foods to be served.
- METHOD OF FOOD PREPARATION.** The following information must be provided:
 - Types of food preparation and cooking conducted in the commissary/base of operation. Include methods for cooking, cooling, reheating, and produce rinsing.
 - Types of food preparation and cooking conducted at the location of food service.
 - Include plans for temperature control during transportation
- COMMISSARY AGREEMENT FORM AND FLOOR PLAN :** Provide a signed agreement and a to scale drawing of the commissary floor plan. The floor plan must include:
 - All sinks including designated hand wash sinks, food prep sinks, three compartment sink, and mop sink.
 - Commercial refrigeration and freezer units, model and brand;
 - Cooking and hot-holding equipment;
 - Dishwasher (if applicable);
 - Ice machine and floor drain (if applicable);
 - Toilet(s) and hand wash sink(s); and
 - Provide description of finishes on floors, walls, counter tops and ceilings.
- FOOD TRANSPORTATION AND ON-SITE EQUIPMENT.** Provide a list of equipment used for transportation to and at the catered event for cold food storage and hot holding. Note that Sterno™ or other open flame methods may not be used for hot holding food at any outdoor event.
- ON-SITE FOOD HANDLING:** Describe the method for serving food during the event.
- ITINERARY.** Provide a list of regularly catered sites or contact Clark County Public Health to schedule an inspection.

Note: Additional forms may be required as part of the review depending on type of food service.

After you turn in your plan review application materials, CCPH will review them as follows:

1. CCPH will look through the materials to make sure that they are complete.
2. If the plan review application is complete, it will be examined carefully by a plan reviewer. Application materials are reviewed on a first-come first-served basis. With a complete application, this process may take up to 10 business days. More time may be required if corrections are needed.
3. **If plans are not approved**, the reviewer will notify the applicant of the necessary changes. The corrections must be submitted for review.
4. Upon approval, a letter will be sent via email or by mail. If you have a preference, please alert the Environmental Health Specialist assigned to review your application.