



## CLARK COUNTY PUBLIC HEALTH

1601 E. Fourth Plain Blvd.

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# ESPRESSO/OTHER BEVERAGE APPLICATION CHECKLIST

Kiosks, tasting rooms, or other structures serving only beverages and prepackaged foods are permitted as espresso/other beverage facilities. Tasting rooms (such as those at wineries and breweries) have specific code requirements that must be addressed prior to operating. Submit the required forms below to get started. The permit holder must comply with Chapter 246-215 WAC. Before operating an espresso stand or other beverage food service establishment, the following must be submitted to Clark County Public Health:

- 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.
- MENU.** Provide a menu or a list of the foods to be served.
- METHOD OF FOOD PREPARATION.** Include information concerning where you will purchase your food and any handling of the prepackaged food items. List all foods that will need to be kept under temperature control.
- CART, KIOSK OR TASTING ROOM FLOOR PLAN.** Provide a schematic drawing, to a quarter inch scale (1/4 inch = one foot), of the proposed cart. This drawing must show the following:
  - Hand wash sinks;
  - Location of hot water heater (provide a specification sheet);
  - Location, size or capacity of wastewater tanks;
  - Location, size and type (i.e. stainless steel) of potable water tanks;
  - Commercial refrigeration, model and brand;
  - Provide description of finishes on counter tops and floors.
- COMMISSARY AGREEMENT (if applicable).** All equipment and utensil washing and sanitizing must occur in a three compartment sink in a licensed food service establishment. If this is not provided in your beverage cart or stand, a commissary must be secured prior to opening for operation.
- WASTE WATER DISPOSAL.** State the location of mop sink used for wastewater disposal. If a commissary kitchen is required for your food and beverage service, they may provide the mop sink. If an RV dump site is used for wastewater holding tank disposal, a letter of agreement and site address for the facility must be provided.
- RESTROOM AGREEMENT.** Provide the location of toilet(s) to be used by employees. Provide a letter of agreement to use these facilities

### 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.