



CLARK COUNTY PUBLIC HEALTH

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FOOD SERVICE ESTABLISHMENT PLAN REVIEW CHECKLIST

Before opening a new food establishment, purchase/change of ownership, or reopen a closed food establishment, provide the following information to Clark County Public Health – Environmental Public Health, at least 30 days prior to the opening.

- 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.** Provide information on food preparation, cooking temperatures and cooling:
 - Food preparation procedures that indicate the final internal cooking temperature of all meat and poultry products, hot holding temperatures.
 - List of all foods that are cooked and then cooled on site. Indicate the cooling method used and the quantities of those foods cooled on site.
 - Food storage procedures for raw meat and eggs and measures used to prevent cross contamination.
 - Employee sanitation practices including proper hand washing, barrier/glove use and illness policy.
- FLOOR PLAN.** Provide a floor plan, to a quarter inch scale (1/4 inch = one foot), of the proposed facility with the following:
 - Hand wash sink(s), food preparation sink(s) and mop sink
 - Three-compartment sink with drain boards and any associated mechanical ware washing equipment
 - Type/model of commercial refrigeration and freezer equipment
 - Size and shelving design of walk-in units
 - Ice machine and floor drain
 - Cooking, reheating, and hot-holding equipment
 - Indirect drains
 - Employees' lockers or area of shelves for personal item storage
 - Garbage storage facilities and leachate drain location (if necessary)
 - Toilet(s) and number of fixtures
 - Dry food storage area and shelves
 - Description of finishes used on floors, walls, counter tops and ceilings

ALL OF THE ABOVE ITEMS MUST BE SUBMITTED FOR THE PLAN REVIEW.

If any of these items are omitted, the plan review cannot be accepted.

PLEASE ALLOW AT LEAST 10 WORKING DAYS FOR INITIAL REVIEW OF THE PLAN.

Following plan approval:

- ✓ **MAKE AN APPOINTMENT FOR A PRE-OPENING INSPECTION.** A pre-opening inspection of the food establishment must be conducted. Call (360) 397-8428 at least one week in advance to schedule this on-site inspection.
- ✓ **PAY FOR PERMIT.** Before opening, the food service permit must be paid.