



# Caterer Plan Review Packet

This plan review packet is designed to guide you through the plan review process and help you submit accurate and complete plans for Spokane Regional Health District (SRHD) to review. A copy of the Washington State Retail Food Code, Chapter 246-215 WAC can be found on our website:  
<https://doh.wa.gov/sites/default/files/legacy/Documents/Pubs/332-033.pdf?uid=64078816cfaec> .

APPLICANT INFORMATION		
Name of Food Establishment (FE):		
Site Address:		
City:	State:	Zip Code:
Owner Name:		
Mailing Address:		Phone:
City:	State:	Zip Code:
Plan Review Contact Name/Company:		
Phone:	Cell:	Email:
Billing to be sent to:		
Mailing Address:		Phone:
City:	State:	Zip Code:
Email Address:		

**Type of plan review:**

<input type="checkbox"/> New establishment OR <input type="checkbox"/> Existing food establishment adding catering out of the permitted kitchen and under same ownership
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Are any specialized processes (e.g. vacuum packaging, sous vide, curing, smoking, custom meat processing, acidifying food, growing sprouts, molluscan shellfish tank) included as part of your food preparation and service? <input type="checkbox"/> Yes <input type="checkbox"/> No
What is the estimated opening date?
What are the date(s)/hours of operation?
Who will be the manager/person in charge?



**NOTE:** Permitted food establishments adding catering operating out of the permitted kitchen and under same ownership, will only need to submit an Application for Plan Review Packet including the following:

- Food Establishment Application
- Menu and food preparation steps, if different from the food establishment menu
- Transport vehicle information
- Transport and Serving Site Equipment information
- Water/Wastewater information completed, see below

**Before beginning construction, the following must be submitted to SRHD for review and approval:**

√	Item	Description
	<b>Menu/Food Preparation steps</b>	Provide a detailed menu of all the food and drinks you will be serving. Provide food preparation steps for all menu items. If using a commissary, explain what food preparation activities will be occurring at the commissary kitchen and what activities will be done at the food service location. <ul style="list-style-type: none"> <li>• All foods must come from an approved source.</li> <li>• No home prepared items allowed.</li> </ul> <b>Any changes to the menu must be submitted and approved by SRHD for prior approval.</b>
	<b>Site Plan</b>	<b>Provide a site plan.</b> Site plan must identify the building in relation to streets, sidewalks, parking, garbage area and other structures.
	<b>Floor Plan</b>	Provide a floor plan of your food establishment. Show the location of all equipment (sinks, refrigeration, countertop appliances etc.), <ul style="list-style-type: none"> <li>• A plumbing plan must be included showing all indirect drainage.</li> <li>• <i>For remodel of existing establishments - provide a copy of your existing floor plan with all changes highlighted.</i></li> </ul> <b>Any changes to the floor plan submitted, must be pre-approved by SRHD</b>
	<b>Finish and Lighting Schedule</b>	Provide the materials used for all floors, walls, ceilings, counter tops and shelves. <ul style="list-style-type: none"> <li>• Finish surfaces must be smooth, easily cleanable, and non-absorbent in all food preparation; food storage, ware washing areas, and bathrooms.</li> <li>• Grout and concrete must be smooth and sealed to make water resistant and cleanable.</li> </ul> Provide list of all light fixtures used in the food establishment. Lighting over any food preparation; food storage, and ware washing areas must be shielded, covered, or shatter-proof.
	<b>Equipment List</b>	Provide make and model numbers of all equipment (including countertop appliances). All food equipment must be commercial grade, (NSF or equivalent).
	<b>Garbage Disposal</b>	<b>Provide the dumpster size and location, including its distance from the building. Provide the disposal company name and the frequency of pick-up.</b> Describe the garbage enclosure material and floor surface, (i.e. is the dumpster located on concrete or asphalt, is it sloped to drain, or does it have a drain to sewer).
	<b>Commissary Kitchen Agreement (if applicable)</b>	If you are not using your own commissary, a written and signed commissary agreement must be provided. The commissary agreement must include a list of all services provided by the commissary, such as restroom use, dry goods storage, use of refrigerator space (including the number of cubic feet of refrigeration space allocated to you), etc.
	<b>Transport Vehicle</b>	Include description, make and model number and license of vehicle to be used for transport. Surfaces inside the vehicle must be easily cleanable.
	<b>Trailer / Mobile unit (if applicable)</b>	If you will be using a trailer or mobile unit as part of your catering operation, a floor plan of the mobile / trailer must be included with plan review and the unit must be approved by Washington State Department of Labor & Industries.

<b>Transport and Serving Site Equipment</b>	<p>Equipment list including make and model numbers for equipment used to transport and for food service.</p> <ul style="list-style-type: none"> <li>• Temporary hand wash station(s) must be available as needed for sites with no plumbed hand wash stations at the service and/or final preparation station(s), e.g. insulated 5-gallon container, five-gallon collection bucket for gray water, warm water, soap and paper towels.</li> </ul> <p>For outdoor venues food preparation and service areas must have:</p> <ul style="list-style-type: none"> <li>• overhead covers that are waterproof, wind and fire resistant, and extend over all preparation and service areas must be provided</li> <li>• Walls must be constructed so they can be securely closed against wind, rain, and dust (i.e. tent flaps).</li> <li>• Flooring in preparation/service areas must be made of sealed wood, concrete, sheet vinyl, or other approved material that is smooth, easily cleanable, non-absorbent, and durable. Grass, gravel, or dirt is not an approved flooring material.</li> </ul>
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**Water / Wastewater (If using a commissary, this information must be provided for the commissary kitchen).**

<p>Water supply:</p> <p><input type="checkbox"/> Public water system name:</p> <p><input type="checkbox"/> Well - must be registered with Washington State Dept of Health Drinking Water Program Registration #</p>
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<p>Wastewater disposal:</p> <p><input type="checkbox"/> Public sewer</p> <p><input type="checkbox"/> On-site septic system - system capacity must be evaluated and approved as part of plan review. <b>The following information is required to evaluate the septic system:</b></p>	
<p>Estimated # of meals served or # of customers per day:</p>	<p># of employees:</p>
<p>Parcel # for property:</p> <p>Are there multiple structures on the property?</p> <p><input type="checkbox"/> Yes - Identify structure that food establishment will be in on the site plan</p> <p><input type="checkbox"/> No</p>	

Plan review for projects that require a permit or approval from SRHD will be billed at the standard hourly rate, including time spent reviewing the project at the pre-application phase. Projects that are considered new construction (e.g. new structures, change of use, building additions, etc.) are charged a 1.5 hour minimum, to be paid at the time of plan submittal. Additional time spent reviewing plans and conducting pre-occupancy inspections is billed at the standard hourly rate.

- **Plan review and pre-occupancy inspections for projects that begin construction without written SRHD approval is charged at 1.5 times the standard hourly rate.**
- **Plan review submittals must be submitted to SRHD at least 14 days before the projected date of opening or the permit fee will be doubled. Applications submitted less than three days before the projected date of opening may not be processed due to the time needed to review the application.**
- **Submit plans in person or by mail to Spokane Regional Health District, 1101 W College Avenue #402, Spokane, WA 99201, by fax to 509.324.3603 or scanned and emailed as a PDF attachment to [FoodSafetyProgram@srhd.org](mailto:FoodSafetyProgram@srhd.org).**



Review of submittals begins only after all required documentation and fees have been received.

## Signatures

By signing this form, you attest to the accuracy of the information provided, affirm that you will comply with Chapter 246-215 WAC, and will allow SRHD access to the establishment and its records as specified in Chapter 246-215 WAC. You agree to notify SRHD in advance of changes in menu, equipment, operation, or ownership.

***You will receive written notification to proceed with construction when your plan review has been approved by SRHD.***

Signature of applicant:

Date:

Printed name:

Phone:

# Plan Review Guidelines for Caterers

**What is a caterer?** A person contracted to prepare food in an approved food establishment for final cooking or service at another location.

- The serving time is limited to no more than four hours, **OR**
- Current catering permit holders that have held their existing permit for more than 12 months and have been inspected at a catered event may exceed the four-hour time limit when operating in conjunction with a Temporary Food Event (TFE). *A specific plan review is required for expansion to a TFE.* The plan review time will be billed at the current hourly fee. Notification and approval are required prior to operating at a TFE. (All food preparation must occur in the approved catering kitchen.)

**Before beginning construction**, submit the proposed menu, food preparation sheet(s), and plans to Spokane Regional Health District for review and approval. This includes remodeling as well as new construction.

**Before beginning operation**, a permit must be obtained from Spokane Regional Health District (SRHD). To receive a permit, a plan review application and checklist packet must have been submitted to SRHD, reviewed, approved and a pre-operational inspection must be completed.

## All plans must include:

- Name and address of the food establishment.
- Name and phone number of contact person.
- Site plan
- Building layout including food preparation, dining, serving, storage areas, and restrooms. Include any outdoor seating and/or cooking area information as applicable.
- Equipment layout including make and model numbers.
- Finished surface materials list including lighting schedule.
- Plumbing layout, including floor drains.
- Ventilation system layout.
- Garbage storage and cleaning facilities.
- Storage area for employees' personal items.
- Number of seats for patrons.
- Commissary kitchen name, address, a copy of the floor plan, and a signed commissary agreement (if applicable).  
When considering use of a commissary kitchen – see equipment layout information and requirements below.

**Site plan** must identify the building in relation to streets, parking, onsite wells, sewage disposal systems, and garbage storage/cleaning and any other structures or storage areas.

**Potable Water:** The water supply must be approved and must be drinking water quality standards in accordance with chapters 246-290 and 246-291 WAC. Adequate potable hot water is required for all food preparation activities, hand washing, utensil washing, and facility cleaning. Food establishments on a private well must have the well registered with Washington State Department of Health Office of Drinking Water, (509) 329-2100, as a public water system and be approved before SRHD Food Safety Program will approve plans.

**Sewage disposal:** In areas where public sewer is not provided, on-site sewage disposal systems must be approved by Spokane Regional Health District. The system must be designed and sized to accommodate the number of seats in the food establishment, the type of foods being served and all other pertinent wastewater activity. It is recommended that when submitting a plan review packet for review by SRHD Food Safety Program, SRHD Liquid Waste Program be provided



with information required for review and approval of the on-site sewage disposal system first. To request septic as-built drawings please email [asbuiltrequest@srhd.org](mailto:asbuiltrequest@srhd.org) or call our as-built hotline at 509.324.1546. Please be sure to include the property address and parcel number.

**Garbage storage area and cleaning facilities:** Outdoor garbage storage areas must be constructed in compliance with city or county building code and have a storage surface constructed of non-absorbent material that is smooth, durable and sloped to drain.

**Restrooms** must be within 200 feet of the food establishment and conveniently located for food employees to use during all hours of food preparation and operation.

**Menu and food prep sheet(s)** must include all foods and beverages that will be prepared and served, along with a description of all food preparation steps and an estimate of the maximum number of meals served per day. Any future changes in the menu or equipment must be pre-approved by the Health District.

**Equipment layout for commissary kitchen:**

- Provide make and model numbers of all equipment (including countertop appliances).
- All food equipment must be commercial grade, certified by an American National Standards Institute (ANSI)-accredited certification program (i.e. NSF or equivalent).
- Equipment must be designed to reach and maintain required food temperatures.
- Refrigeration requirements are based on your menu. Cooling of time/temperature control for safety foods (TCS) will require equipment that is capable of meeting cooling requirements for TCS foods, e.g. a walk-in refrigerator. Adequate refrigerated storage must be available to allow adequate separation of raw and ready-to-eat foods.
- Reheating equipment must be capable of reheating from 41° F to 165° F within two hours.
- Hand washing sinks are required in all food preparation areas, service areas and restrooms. Each sink must be equipped with hot and cold running water with a mixing faucet, soap, paper towel dispensers, and hand washing reminder signs. Hand washing sinks must be large enough to accommodate washing of both hands together without contacting the faucet head or sink basin.
- One or more food preparation sinks, with an indirect waste drain, are required if produce is cleaned on site or if the ice bath method is used to cool liquid foods.
- A three-compartment sink is required for utensil washing. Sinks must have adequate drain boards, racks, or tables large enough to accommodate all soiled and cleaned items that may accumulate during hours of operation. Sinks must be large enough to fit the largest utensil(s) submerged in the sinks.
- The temperature for the wash solution for manual dishwashing must be at least 110°F.
- A mechanical dishwasher may be used in addition to the utensil sinks. Dishwasher layout must include scrap troughs, booster pumps, indirect drain, and water heater locations.
- A mop/utility sink is required and must be located so foods are not contaminated.
- A running-water dipper well may be required for bulk ice cream scoops or other types of in-use serving utensils.
- Sneeze guards are required for displayed foods such as buffet lines, salad bars, self-serve foods, condiments, etc.
- Splash guards around sinks may be required to prevent contamination of foods and food contact surfaces.
- Food contact surfaces of all equipment and utensils must be made of food-grade material and be non-absorbent, smooth and easily cleanable.
- A mop sink is required.

**Finished surface list:** All surfaces in food/beverage preparation areas, food storage areas and restrooms must be smooth, easily cleanable, non-absorbent, and durable. Provide a list of all finish materials for floors, walls, counters, shelving, and ceilings.

**Plumbing layout:** Provide location of floor sinks for equipment that requires indirect waste lines.

**Ventilation system layout:** Provide the location of all hoods and vent systems. These systems must meet city or county building code fire regulations.

**Outdoor events:**

- Overhead covers that are waterproof, wind and fire resistant, and extend over all preparation, cooking and service areas must be provided.
- Walls must be constructed so they can be securely closed against wind, rain, and dust (i.e. tent flaps).
- Flooring in preparation/service areas must be made of sealed wood, concrete, sheet vinyl, or other approved material that is smooth, easily cleanable, non-absorbent, and durable. Grass, gravel, or dirt is not an approved flooring material.

**Transport and serving site equipment:**

- All food equipment must be certified by an American National Standards Institute (ANSI)-accredited certification program (i.e. NSF). No home-style equipment is allowed.
- Equipment must be designed to reach and maintain required food temperatures.
- Reheating equipment must be capable of reheating from 41° F to 165° F within one hour.
- Proper hand washing facilities must be provided. A minimum five-gallon insulated container, with a free-flowing spigot that can remain open without hand pressure, must be provided along with soap, paper towels, hand washing reminder sign and a waste bucket. Additional hand wash facilities may be required if raw animal meats will be handled and cooked at the event site and/or there are more than one food preparation and/or service locations.
- Sneeze guards are required for displayed foods such as buffet lines, salad bars, self-serve foods, and condiments, etc.

**Application process**

- For new establishments, an application for plan review and checklist and permit application must be submitted to SRHD at least 14 days before the projected date of opening or the permit fee will be doubled.
- Applications submitted less than three days before the projected date of opening may not be processed due to the time needed to review the application.
- You will receive written notification to proceed with construction when your plan review has been approved by Spokane Regional Health District.

**Before you open**

- Be prepared for special instructions regarding new inspection procedures and food establishment operational requirements due to COVID 19.
- The completed Application for a Food Establishment permit, and the permit fee must be submitted and paid at least three business days prior to the scheduled pre-operational inspection.
- A pre-operational inspection of the food establishment and/or commissary must be conducted and approved.
  - All construction must be completed - refrigeration equipment plugged in, plumbing operational, and dishwashers operational at the time of the pre-operational inspection.
- Food establishment permit must be issued.