



Yakima Health District
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Applying for a New Food and Beverage Establishment

The purpose of this form is to guide you through the steps necessary to obtain a food and beverage establishment license for a new or remodeled establishment. These guidelines may also apply to an establishment's change in ownership. This is not intended to be a complete list, but one of many tools in meeting the requirements for your food establishment.

Before you apply:

- Do your research!
 - Use the Washington State Retail Food Code (WAC 246-215) as a resource:
<http://www.doh.wa.gov/Portals/1/Documents/Pubs/332-033.pdf>
- Know your risk level in Yakima County. Visit the Food Safety page at www.yakimahealthdistrict.org for more information.
- There may be other state and local agencies you will need to contact for approval as well, such as Liquor Control, Labor & Industries, Building Department, Department of Licensing, and the Washington State Department of Agriculture.

STEP ONE – Complete and submit all the following documents to the Health District at least 30 calendar days before the planned opening of your establishment (WAC 246-215-08310).

- Food and Beverage License Application
- New Food & Beverage Establishment Plan Review Packet including:
 - Proposed Menu and Food Flow
 - Floor Plan
 - Equipment Specification List
 - Vomit clean-up policy description
 - Sick food worker policy description

STEP TWO – Pay fees as required at time of application submission.

A plan review, preoperational inspection, annual license, and new establishment fee must be paid before an establishment may open. Fees are based on establishment type and risk level categorization. Fee amounts are subject to change, see the Food and Beverage License Application for the most up-to-date fee schedule.

STEP THREE – Wait for an Approval Letter.

A full review of the plans will take 7-10 business days. Once the submitted plans are approved, an Environmental Health (EH) Specialist will send an approval letter stating construction may begin (assuming approval from other agencies). The facility must be constructed according to the approved plans. If initial plans are not approved, the applicant will be contacted by phone or letter stating the necessary revisions to be resubmitted for rereview.

STEP FOUR – Schedule the preoperational inspection at least 7 days before the opening date.

An EH Specialist will conduct a preoperational inspection to verify the food establishment was constructed according to the approved plans. When the establishment is ready to open, contact the EH Help Desk to schedule the preoperational inspection to take place at least 7 days prior to opening date at (509) 249-6508 or email YHD.Help.Desk@co.yakima.wa.us. Please allow 7-10 additional business days for an inspection to be scheduled. If the preoperational inspection is not satisfactory, a detailed correction notice will be given to the operator or person-in-charge. Once the items have been corrected, verification will be sent to the EH Specialist. The establishment cannot operate until receiving written approval!

STEP FIVE – Approval to Operate

If all facilities are in place according to the plans, equipment is functioning properly, workers are trained and have food worker cards, and fees are paid; approval to operate will be given and an annual license will be mailed to post in the establishment.

Frequently Asked Questions

What is a plan review?

A plan review is the process by which the Yakima Health District ensures that plans and equipment meet the state and local health requirements before construction of the project begins. By communicating early in the endeavor, costly mistakes can be prevented, while ensuring the food and beverage establishment is built in compliance with the minimum standards and in the best interest of the public's health.

How much time does it take?

The Yakima Health District strives to have an initial response to complete applications within 7-10 business days. The time it takes to get final plan approval may be several more weeks, based on the number and type of items that need to be clarified or altered, and the speed in which the applicant is able to reply with sufficient information or changes. Upon plan approval, a preoperational inspection must also be scheduled to occur at least 7 days prior to the proposed opening date and conducted for final approval. Please allow 7-10 business days to schedule the inspection. From initial application submission, an applicant may be approved to operate within 21-30 business days.

How much does it cost?

The annual fee schedule can be found on the New Food and Beverage License Application. For a new food and beverage establishment, fees are based on risk level categorization and must be paid for services including the plan review, preoperational inspection, annual license, new establishment processing, and any additional time and services deemed necessary by the Environmental Health Specialist for facility approval.

What if the Health District requires a plan revision OR I revise my plans after the original plans have been approved?

Applicants will be notified if revisions are required. Revised plans indicating all the required changes must be submitted for additional review. An additional plan review fee may be assessed if revised plans are submitted after original plan approval. Failing to resubmit plans when changes have been made 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.

What will the inspector look for during the preoperational inspection?

The inspector will be ensuring the following items have been satisfactorily completed:

1. The facility is constructed as indicated on the last set of YHD approved plans;
2. The facility has obtained final approval from all other applicable agencies;
3. The utilities such as water, gas, electric, and wastewater disposal are provided; and
4. All equipment is in working order

What if I am purchasing or taking over a current establishment?

Food and beverage establishment licenses are not transferable to new owners. Please contact the Yakima Health District Environmental Health Division to receive the proper forms and required fees to obtain a new license. A plan review and preoperational inspection may be necessary depending on changes made to the facility that have not been approved by YHD. To contact the EH Help Desk, call (509) 249-6508 or email YHD.Help.Desk@co.yakima.wa.us.