



Yakima Health District

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Food Service License Checklist

Prior to the Yakima Health District issuing a food service license, the applicant must satisfactorily meet the following requirements.



Check each item as you complete it. These items will be checked during the pre-opening inspection.

- Complete the appropriate application packet for a food service license, submit the packet and pay the appropriate fees to the Yakima Health District.
- Obtain Labor and Industries inspection and approval for all mobile food vendors.**
- Submit all of the required additional information for all new or remodeled buildings. (plans must be submitted for any remodel that requires a building permit, for significant changes in food preparation or service, for significant menu changes, and for existing structures being converted to food service). Plans must include:
 - Type of flooring
 - Type of walls and wall covering
 - Type of countertops
 - Label all sinks on the plans and indicate their intended use
 - Label all equipment
 - Label all rooms on the plans and indicate their intended use
- If there is just a new owner of the establishment then only the new owner packet and a copy of the menu is needed.
- Plan approval received from Yakima Health District.
- Call Yakima Health District for a pre-opening inspection (509)-575-4040. **Do not call for an inspection until you have checked each of the items above and are ready for operation** (e.g. Refrigeration, plumbing, and electricity are all operational, hot water is available and functioning, thermometers in place, soap and paper towel dispenser installed, etc.). **DO NOT OPEN WITHOUT HEALTH DISTRICT APPROVAL.**

ALL FOOD ESTABLISHMENTS MUST MEET THE FOLLOWING REQUIREMENTS:

(New owners must bring existing businesses up to current code)

- Menu submitted to the Yakima Health District (new business and remodels will submit menu with detailed plans and packet).
- Water from an approved source (municipal water or State approved community well).
- Community well users must provide a coliform bacteria result dated within 30 days of opening.
- Water temperature minimum of 100 °F.
- Approved sewage disposal system.

- All equipment and utensils should be in conformance with the current standards and listings of the National Sanitation Foundation (NSF) or equivalent.
- Garbage storage adequate in size and numbers. Must be easily cleanable, insect and rodent proof and watertight. Outside receptacles must be covered with a tight lid.
- Adequate storage, refrigeration, and hot holding facilities for all food supplies.
- All food items stored off the floor (including walk-in refrigerators).
- Refrigeration units able to maintain 41 °F or less when fully loaded. **NSF Certified**
- Thermometer** in each refrigeration unit.
- Hot holding units able to maintain 140 °F or greater when fully loaded. **NSF Certified**
- Floors, walls, ceilings, shelves and counters clean and of easily cleanable materials.
- No bare wood.**
- All food contact surfaces are of food grade quality.
- Cutting boards smooth, without warps or slicing.
- Coved base at wall and floor junction.
- Adequate ventilation over cooking equipment. **Inspected and approved.**
- Adequate lighting in all food preparation areas.
- All doors, window, walls and ceilings sealed to keep out insects and rodents (no cracks under doors).
- Employee break area and/or item storage area is separate from food preparation areas.

RESTROOMS

- Restrooms for employees and customers (required for a new business or a business remodeled after 1992).
- Handwashing sink with warm water, soap, and paper towels available to those using the restroom.
- Toilet paper available in restrooms.
- Waste receptacles in restrooms.
- Handwashing signs in all restrooms used by employees.

ADDITIONAL ITEMS

- No smoking or eating allowed in food preparation areas.
- All employees have valid food and beverage worker permits (food handler cards) within 14 days of hire or documented food safety training before beginning work.

FIXED ESTABLISHMENT - SINKS AND PLUMBING

- Handwashing station properly installed and easily accessible to all food workers.
 - Hot and cold running water
 - Soap and paper towel dispensers installed.
 - Handwashing signs posted by every handwash sink that will be used by employees.

A three-compartment sink for washing, rinsing and sanitizing utensils and equipment, indirectly drained and drainboards before and after compartments for soiled dishes and for air-drying.

Hot and cold water accessible to all three compartments.

OR:

A three-compartment sink and an approved commercial dishwasher with a pre-rinse. The dishwasher must accommodate the largest cooking utensil or a three-compartment sink will be required.

Data Plate that contains the wash, rinse and sanitizing temperatures, the pressure required for fresh water sanitizing(if applicable) and the conveyor speed (if applicable), located in an area that is readily visible.

Temperature gauge on dishwasher operating properly.

Produce washing sink with an anti-siphon device (for produce markets only).

Liquid waste sink at the bar in addition to dishwashing sinks (taverns and bars only).

Handwashing sink may be used if disposing of liquids does not interfere with handwashing (i.e. no storage of items in the sink)

Food preparation sink. This sink is to wash, soak, rinse, drain, cool, or thaw foods. Its use is prohibited for handwashing, utensil washing, or any other activity, which may contaminate foods.

Service Sink or adequate alternative for proper disposal of mop water, chemicals, etc.

Plumbing from ice machines, food preparation sinks, beverage ice sinks, salad bars, dipper wells, and mechanical dishwashers are **indirectly drained** into a floor sink, hub drain, or similar device.

Dipper well with running water for hard ice cream service.

Plumbing and electrical meet local building codes.

No leaking pipes or refrigeration condensers.

Grease trap installed.

MOBILE UNITS - must meet the above requirements and the following additional requirements.

All mobile units must provide the Yakima Health District with proof of a Labor and Industries inspection and approval before a license will be issued.

Licensed commissary (kitchen) available for food preparation and storage.

A three-compartment sink for washing, rinsing and sanitizing utensils and equipment, indirectly drained and drainboards before and after compartments for soiled dishes and for air-drying.

Handwashing sink easily accessible to all food workers.

Soap and an approved hand drying mechanism.

Handwashing signs posted by every handwash sink that will be used by employees.

Potentially hazardous foods (meat, seafood, refried beans, rice, egg products, potato products, etc.) will not be cooled on the mobile unit.

Each specific parking location and times of operation is approved by the Yakima Health District.

After hours and food preparation parking location is approved by the Yakima Health District (cannot be a residence).

Holding tank (minimum of 5 gallons) for potable (drinking) water (must be protected from freezing in cold weather)

Holding tank for non-potable (waste) water with a capacity that is 15% larger than the holding tank for potable (drinking) water.

Restrooms available in the unit

OR:

- Restroom available within 200 feet of the unit. When using facilities at another business, written permission must be obtained.
 - Permission letter must contain the name of the business, the hours and days the facility will be available, and signed by the owner, and submitted to the Yakima Health District.
 - Business name is painted on the outside of the unit in letters three inches or larger.
 - Potentially hazardous foods will not be reheated in the mobile unit unless they have been cooked and cooled in an approved commissary and are in individual portions.
 - Hot holding and cold holding equipment will be pre-heated or pre-chilled before being loaded with Potentially Hazardous Foods.
 - Temperatures of potentially hazardous foods will be monitored with a metal stem thermometer.
 - Only single service (disposable) articles will be provided for use by the consumers.
 - Each mobile unit that is owned is licensed separately.
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ESPRESSO BARS

- If not connected directly to a water source, the holding tank (minimum of 5 gallons) for potable (drinking) water (must be protected from freezing in cold weather)
 - If not connected directly to a disposal system, the holding tank for non-potable (waste) water with a capacity that is 15% larger than the holding tank for potable (drinking) water. With a minimum of 5 gallons.
 - Business name on cart or booth in letters three inches or larger.
 - Handwashing sink with running water (hot and cold or tempered) from an approved source. The sink must be on or permanently attached to the cart unless it is located in a stationary building. The hand sink must then be in close proximity to the bar.
 - Restrooms available in the unit
- OR:**
- Restroom available within 200 feet of the unit. When using facilities at another business, written permission must be obtained.
 - When located on another individuals property, a permission letter is needed. It must contain the name of the business, the hours and days the facility will be available, and signed by the owner, submitted to the Yakima Health District.
 - A three-compartment sink, indirectly drained, for washing, rinsing and sanitizing utensils and equipment with drainboards before and after compartments for soiled dishes and for air drying.
 - Hot and cold water accessible to all three compartments.
 - If mobile, must have the three compartment sink, indirectly drained, available in a licensed commissary or another licensed business. When using facilities at another business, written permission must be obtained.
 - Permission letter must contain the name of the business, the hours and days the facility will be available, and signed by the owner, submitted to the Yakima Health District.
 - Each parking location that will be used is licensed with the Yakima Health District. If location changes you must notify the Yakima Health District.
 - Each espresso cart that is owned is licensed separately.

CATERING ESTABLISHMENTS

- [] An kitchen licensed by the Yakima Health District.
- [] A transport vehicle and equipment that has been approved by the Yakima Health District.
- [] Time and Temperature logs. (To be completed for each event)

ON-SITE

- [] Handwashing sink with running water (hot and cold or tempered) from an approved source. If unavailable a temporary handwash station is acceptable.
 - [] For a temporary handwash station, must have an insulated container (minimum of 5 gallons) with a locking faucet. The station must always have water within a temperature range of 100 °F - 120 °F.
- [] A three-compartment sink, indirectly drained, for washing, rinsing and sanitizing utensils and equipment with drainboards before and after compartments for soiled dishes and for air drying. If unavailable a temporary utensil washing station is acceptable.
 - [] For a temporary utensil washing station, three compartments are needed for washing, rinsing and sanitizing utensils and equipment. There must also be an area before and after the compartments for soiled dishes and for air-drying.