



Public Health & Social Services Department  
Environmental Health Division  
3000 Pacific Avenue SE Olympia WA 98501-8809  
Phone (360) 867-2667 Fax (866) 256-2139  
TDD Line for the hearing impaired (360) 867-2603  
Email: [foodapplication@co.thurston.wa.us](mailto:foodapplication@co.thurston.wa.us)  
Website: [www.thurstoncountywa.gov/phss/eh/food-safety](http://www.thurstoncountywa.gov/phss/eh/food-safety)

## INSTRUCTIONS FOR CHANGE-OF-OWNERSHIP (COO) SUBMISSION

Per Article II Section 5.3(a) Rules and Regulations of the Thurston County Board of Health Governing Food Service, a permit transfer (Change-of Ownership) is required to transfer a food establishment permit from one permit holder to another.

**Due Diligence:** Prospective owners and/or leasees who are interested in acquiring new ownership with an existing food establishment are encouraged to contact our department at 360-867-2667 in advance to arrange a time to review our health department records of the food establishment (i.e. health inspections) **prior** to the ownership change.

### New Owner/Operator Consultation:

Thurston County Health Department provides a **free 30-minute** consultation service with new owner(s) in order to discuss the COO process and expectations to meet retail food code requirements. Appointments are conducted at Thurston County Public Health and Social Services located at 3000 Pacific Avenue SE, Olympia, WA. To schedule, please call (360) 867-2667.

If the facility has been closed for **more than 30 days**, the *Food Establishment Application* should be filled out instead. In such cases, these food establishments must remain closed until final approval of the NEW food establishment has been granted.

A COO applicant may remain in continual operation while taking over a previously approved food establishment, but only under the following circumstances and conditions:

- The current food establishment has no record of unresolved significant facility and/or maintenance issues that require an excessive amount of work needing repairs and/or replacement.
- **Current and valid food worker cards for the person-in-charge during all hours of operation.**
- The food establishment has NOT been closed for longer than 30 days prior to the date reflected on the lease, execution date of the sales document and/or Thurston County assessor's records.
- The facility has no immediate plans to modify the existing menu that would ultimately change the type, number, and layout of equipment; thus affecting the layout of the food establishment since it was last reviewed and approved by our department.
- After taking ownership, the new owner(s) has not started and will not begin any major renovation and/or remodeling.
- The applicant is prepared to undergo a facility and maintenance assessment of the food establishment in approximately 30-days from the date first submitting the COO application.
- At the conclusion of the assessment, there shall be no critical violations left unresolved. Failure or evidence of critical violations observed during the assessment may result in immediate closure until the COO process has been completed, all applicable fees are paid and a permit issued. Follow-up assessments shall be scheduled in a timely manner to verify corrections are made.

**New owner(s) or leasees found operating a previously approved food establishment, without any COO application received, shall be notified in writing and allowed two weeks to submit their COO application. Failure to submit the COO application within two weeks is cause for immediate closure and shall remain closed until the COO process has been completed with an issued permit.**

**Food Establishment Facility Assessment:**

An assessment of your food establishment is required as part of the COO application process. After we have reviewed and accepted the above required information, we shall contact the owner(s) listed on the COO application to schedule the assessment in approx. 30 days. To expedite this process and to assure a successful assessment, we recommend owners conduct their own assessment to assure it is indeed ready.

*Be advised, a recently passed routine health inspection does not always guarantee that the existing food establishment's facility construction/maintenance, finish schedule, facility conditions, lighting, plumbing, HVAC and food service equipment currently meet retail food code requirements and standards.*

Below is a partial list of facility maintenance and equipment deficiencies often overlooked prior to an assessment or commonly not in compliance; thus, needing to be addressed prior to COO final approval:

- Inadequate hot water supply: At the 3-compartment sink, fill two of the three compartments with hot water at minimum 120°F. All hand sinks, including restrooms, shall have at minimum 100°F.
- Inadequate refrigeration and freezer storage space and without working and interior thermometers.
- Commercial refrigeration not operating at the correct cold holding temperature of 41°F or less.
- Three-compartment sink is not available or not sized correctly based on size of wares (pots, pans, etc.).
- Food preparation sink not available, yet required based on the menu and food flow.
- Inadequate lighting directly over the food preparation area. (50-foot candles minimum)
- Equipment not working correctly as specified by the manufacturer and in unsanitary conditions.
- The soda carbonation backflow device not tested and/or tagged within the last 12 months.
- Drain lines required for specific plumbed equipment fail to have at least a 1-inch air gap.
- Exterior door seals and/or openings in ceiling or walls allow easy entrance of vermin.
- Refrigerated door seals are torn or missing.
- Food equipment missing the appropriate food safety certification marks (i.e. NSF, UL, ETL)
- Floor, walls, and ceiling (including food and nonfood contact surfaces) in unsanitary conditions or in disrepair.
- Missing splash shield(s) in areas prone to potential cross contamination adjacent to specific sinks.



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# CHANGE OF OWNERSHIP (COO) FOOD PERMIT APPLICATION

**Planning Jurisdiction:**

City of \_\_\_\_\_ OR ☐ Thurston County

**Name of Water Source Serving the Establishment:**

City of \_\_\_\_\_ OR Public Water System ID# \_\_\_\_\_

**Method of Sewage Disposal for Establishment:**

Sewer provided by City of \_\_\_\_\_ OR On-site septic system\* ☐  
\*(Please complete and attach on-site septic supplemental form)

Property Tax Parcel Number: \_\_\_\_\_

Food Establishment Name: \_\_\_\_\_

Foods Establishment Address: \_\_\_\_\_

Food Establishment Phone Number: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Applicant Mailing Address: \_\_\_\_\_

Applicant Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Relation to Project (owner, architect, contractor, etc.): \_\_\_\_\_

Legal Business Owner Name: \_\_\_\_\_ UBI#: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Owner Mailing Address: \_\_\_\_\_

Owner Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Days of Operation: \_\_\_\_\_ Hours of Operation: \_\_\_\_\_

Months of Operation: \_\_\_\_\_ Square Feet of Facility: \_\_\_\_\_

Type of Service (check all that apply): ☐ On-site consumption ☐ Off-site consumption

☐ Catering ☐ Single-use Utensils ☐ Multi-use utensils ☐ Other: \_\_\_\_\_

**For Office Use Only**

Date Rec'd \_\_\_\_\_ Fee \_\_\_\_\_ Receipt \_\_\_\_\_ Permit # \_\_\_\_\_ Area \_\_\_\_\_

# Food Establishment Information

**Instructions:** Indicate the processes that take place in the food establishment.

Process		
Produce Washing WAC 246-215-03318	N/A	Yes
Thawing WAC 246-215-03510	N/A	Yes
Cooking WAC 246-215-03400	N/A	Yes
Hot Holding WAC 246-215-03525 Hot food maintained at 135°F or above	N/A	Yes
Cold Holding WAC 246-215-03525 Cold food maintained at 41°F or below	N/A	Yes
Cooling WAC 246-215-03515 Time/Temperature Control for Safety food will be cooled to 41°F within 6 hours; 135°F to 70°F within 2 hours	N/A	Yes If yes, method used _____ If yes, # of menu items cooled _____
Reheating WAC 246-215-03440 Food must be reheated to a temperature of 165°F for 15 seconds within 2 hours	N/A	Yes If yes, method used _____

Describe Previous Use of the Facility (if applicable):

Provide Summary of the Project:

New Construction

Tenant Improvement/Remodel

Addition

*The undersigned attests to the accuracy of the information provided in this application. The applicant agrees to comply with Chapter 246-215 Washington Administrative Code Food Service and Article II Rules & Regulations of the Thurston County Board of Health Governing Food Service and allow the regulatory authority access to the establishment as per the code requirements.*

**I, the undersigned, have read instructions provided, and understand and agree to the application process:**

**Applicant Signature:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# Food Establishment Information

DATE OF LEGAL OWNERSHIP CHANGE: \_\_\_\_\_ NEW OWNER PROJECTED OPENING DATE: \_\_\_\_\_

IS THE FOOD ESTABLISHMENT STILL OPEN FOR BUSINESS: ☐ YES ☐ NO IF NO, DATE BUSINESS CLOSED: \_\_\_\_\_

INITIALS OF APPLICANT	ITEM	DESCRIPTION	For Office Use Only
	Plan Review Fee	<b>Plan Review Fee</b> <ul style="list-style-type: none"> <li>There is a <b>\$250.00 fee</b> due at time of the application being submitted. This fee covers 1.0 hour of plan review. Additional time will require additional fees.</li> </ul>	
	Documentation	<b>Proof of Ownership</b> <ul style="list-style-type: none"> <li>Submit a signed copy documenting proof of ownership in the form of a lease agreement, deed, or other lease document that would indicate the COO date and new ownership of the food establishment.</li> <li>A COO application signed by the new legal owner of the food establishment.</li> </ul> <b>New Owner Acknowledgement</b> <ul style="list-style-type: none"> <li>Submit a written statement from the new owners of the food establishment that there is no intent to remodel the existing establishment. If otherwise, this COO is not applicable, and the Food Establishment Application shall be filled out.</li> </ul>	
	Menu and Food Flow	<b>Menu</b> <ul style="list-style-type: none"> <li>Submit a menu or complete list of food and beverages to be offered (including seasonal, catering, and banquet menus), even if no menu changes are to occur.</li> <li>Any future changes in the menu must be pre-approved by the health department.</li> </ul> <b>Food Flow</b> <ul style="list-style-type: none"> <li>Include all foods that will be prepared and served, along with a description of all food preparation steps. Provide details of each step from purchase to service. <b>Use the enclosed food flow preparation chart as an example (example #1).</b></li> </ul>	
	Floor Plan	<b>Scaled Floor Plan</b> <ul style="list-style-type: none"> <li>Prepare a <u>scaled</u> drawing (indicated scale) showing the entire establishment and all existing and proposed new equipment and facilities. These plans do not have to be professionally drawn. <b>See attached example # 2</b></li> </ul>	
	Wastewater Forms	<ul style="list-style-type: none"> <li>If the establishment is served by a septic system, submit a Septic Addendum form, available from our website:  <a href="#">Food Establishment On-Site Septic Supplemental Application</a>  Food establishments on septic systems can sometimes spend a longer time in review.</li> </ul>	
	Acknowledgements	<ul style="list-style-type: none"> <li>I understand my facility will be assessed by Thurston County Public Health (TCPH) as part of the COO.</li> <li>I understand changes or improvements may be necessary as part of TCPH requirements.</li> <li>I will complete all changes or improvements by the given date or sooner per the assessment report.</li> <li>I understand my facility may be closed if changes or improvements are not completed by the date given.</li> <li>I understand prior approval by TCPH is required before making changes to the menu, equipment, and/or remodeling a food establishment.</li> <li>I understand I may need to make changes that were not addressed and/or corrected by the previous owner.</li> </ul>	
	Other Jurisdictions and Government Agencies	<b>The applicant/owner has contacted other government agencies to obtain approval to operate.</b> Permission to operate by other government agencies is often determined by site location, cooking methods, size of unit or other additional requirements needing approval. Such agencies may include, but not limited to, county and/or city officials for planning, zoning, building, fire, or permitting.	

## Example: Food Flow Chart/Preparation Steps

Example # 1

Raw Frozen Chicken

1

Chicken thawed in  
refrigerator/walk-in cooler

2

Trim chicken and rinse in food  
preparation sink

3

Marinate in buckets located in  
the walk-in cooler

4

Grill chicken to 165°F or above

5

Hot hold in steam table at 135°F  
or above

6

### Serve

Left over chicken cooled in 2-  
inch metal pan in walk-in cooler

7

Cold hold left-over chicken in  
walk-in cooler at 41°F or below

8

Left over cold chicken re-heated  
to 165°F or above and hot held  
in steam table at 135°F or above

9

## Food Flow Chart/Preparation Steps

A large empty rectangular box for step 1.

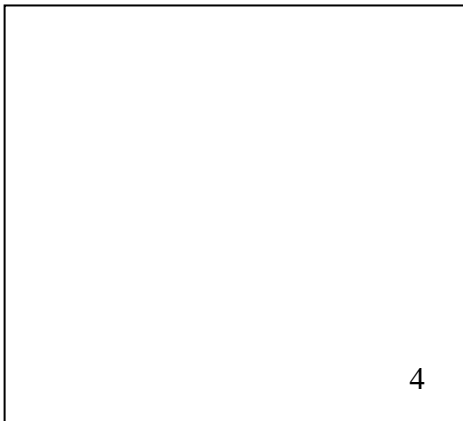
1

A large empty rectangular box for step 2.

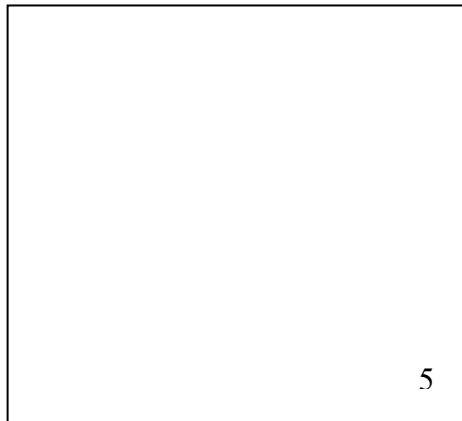
2

A large empty rectangular box for step 3.

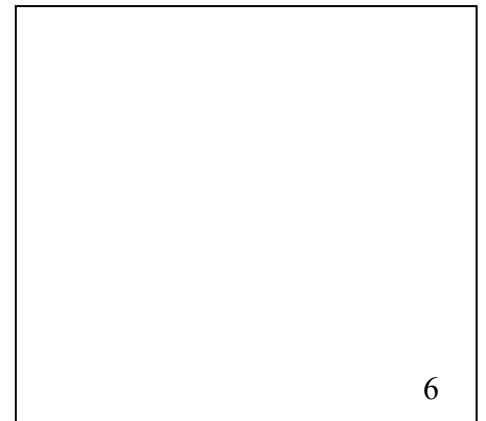
3

A large empty rectangular box for step 4.

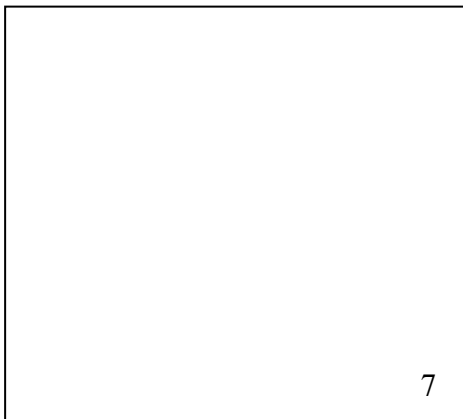
4

A large empty rectangular box for step 5.

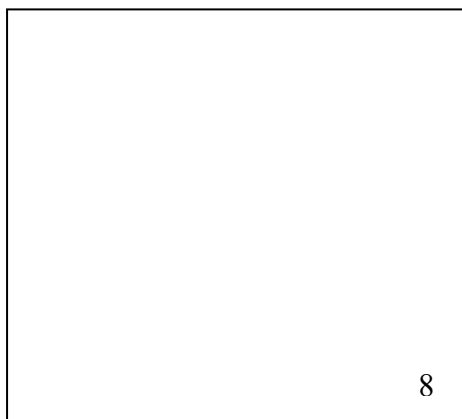
5

A large empty rectangular box for step 6.

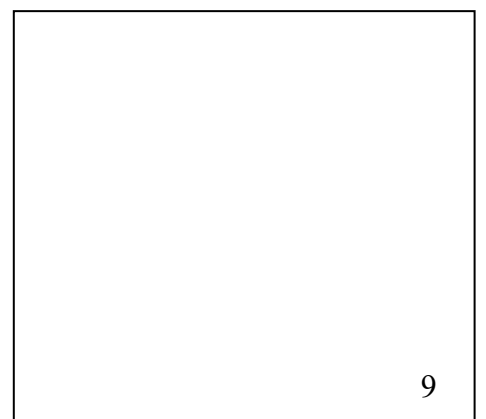
6

A large empty rectangular box for step 7.

7

A large empty rectangular box for step 8.

8

A large empty rectangular box for step 9.

9

## Description of Food Preparation Process

Examples:

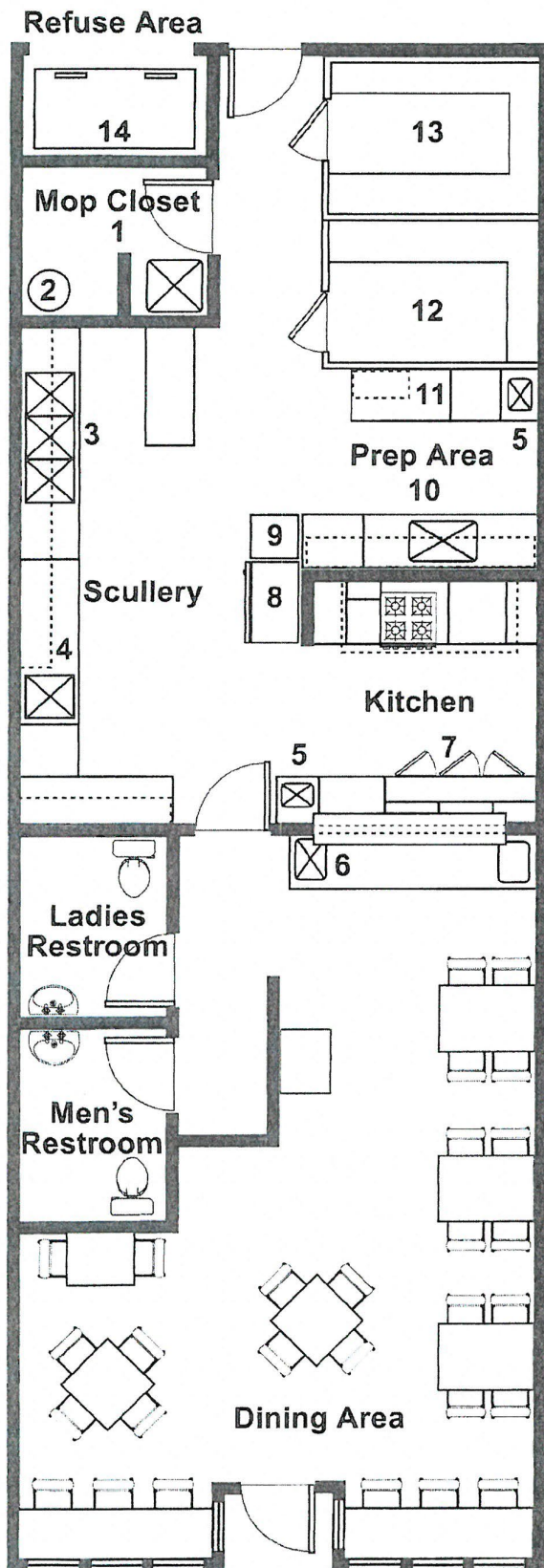
### **Teriyaki Chicken with Salad**

- 30 pounds of raw chicken delivered frozen 3 times a week
  - Chicken thawed in refrigerator on bottom shelf
  - Once thawed, chicken is trimmed (process takes approximately 30 minutes) and rinsed in food preparation sink
  - Marinated in bucket in refrigerator
  - Cooked on grill to 165°F (temperature is taken using a digital thermometer)
  - Hot held in steam tables at 140°F or higher
  - Chicken order is grilled quickly prior to serving
  - Leftover chicken is transferred to a shallow 2-inch depth metal pan, level or food not exceeding 2-inches, uncovered and immediately refrigerator until 41°F or below
  - Per order, leftover chicken is taken from the refrigerator and reheated on the grill to 165°F and served until fresh product is needed
- 
- 4 boxes of lettuce delivered 3 times a week
  - The lettuce is stored in the refrigerator on top shelf
  - Food preparation sink is cleaned and sanitized
  - Lettuce is rinsed in food prep sink (gloves worn)
  - Lettuce is then cut on sanitized cutting board (gloves worn)
  - Stored in plastic bins in refrigerator on top shelf
  - Per order, lettuce is dispensed with tongs to serving plate
  - Served with packaged dressing

### **Cheeseburger**

- 40 pounds of beef patties are delivered twice a week. Product is transferred and stored in walk-in cooler on the bottom shelf at 41°F or below
- Small quantities of hamburger patties are transferred to refrigerated drawer located under grill
- Per order, hamburger buns are toasted (gloves worn)
- Once the patty has reached a cooking temperature of 155°F (checked with digital thermometer), cheese is added and melted.
- Beef patty is then placed on the bun and condiments are added (ketchup, mustard, shredded lettuce, tomatoes, and onions)
- Product is wrapped and served



Scale  $\frac{1}{4}'' = 1'$ 

## EQUIPMENT SCHEDULE

- 1 Mop Sink
- 2 Hot Water Heater
- 3 3 Compartment Pot and Pan Wash Sink
- 4 Dishwasher with Pre-Rinse Sink
- 5 Hand Sink
- 6 Water Fill Station
- 7 Sandwich Preparation Refrigerator
- 8 Reach-in Refrigerator
- 9 Ice Machine
- 10 Food Preparation Sink
- 11 Work Counter with Slicer
- 12 Walk-in Refrigerator
- 13 Walk-in Freezer
- 14 Garbage Area

## FINISH SCHEDULE

### Floor

<b>Kitchen</b>	Vinyl Comp Tile with Base Coving
<b>Restroom</b>	Vinyl Comp Tile with Base Coving
<b>Dining</b>	Low Fill Carpet
<b>Garbage</b>	Sealed Concrete

### Wall

<b>Kitchen</b>	Gypsum Board
<b>Cook Line</b>	Stainless Steel
<b>Dishwash</b>	Gypsum Green Board with FRP* BD**
<b>Restroom</b>	Gypsum Board with FRP* BD**
<b>Dining</b>	Gypsum Board with Enamel Paint

### Ceiling

<b>Kitchen</b>	Gypsum Board with Enamel Paint
<b>Dining</b>	Suspended with Acoustical Tile
<b>Restroom</b>	Suspended with Acoustical Tile

\* FRP - Fiber Reinforced Plastic

\*\* BD - Board

This plan meant to illustrate health requirements only

Floor plan may be hand drawn, but must be legible and to scale

## Food Establishment Plan Review Schedule Examples

### Example Equipment Schedule

The following tables are for example only. Equipment lists will vary depending on the needs of each individual food service facility. Manufacturer names and model numbers shown are fictitious and use for example only.

Item	Equipment	Manufacturer/Model #	Notes
1	Handwash sink	Clean Hands INC #HS1	
2	Food prep sink	Sinks for Veggies #VS1	With one drainboard
3	Dish Sink	Clean Products LTD #DS1	3-compartment, 2 drainboard
4	Mop Sink	Clean Products LTD #MS1	
5	Prep refrigerator	Keep It Cold Co. #PR1	
6	Walk-in	Keep It Cold Co. #WI1	Prefab stainless panels
7	Oven/Range	Hot Stuff Now #O-R2	Combination unit

### Example Plumbing Schedule

The following table is for example purposes only. Plumbing schedules will vary depending on the needs of each individual food service facility.

Item	Fixture	Drain	Cold Water	Hot Water	Notes
1	Hand sink	Direct	Yes	Yes	
2	Prep sink	Indirect	Yes	No	To floor sink
3	Dish sink	Indirect	Yes	Yes	To floor sink
4	Dishwasher	Indirect	Yes	No	To floor sink
5	Mop sink	Direct	Yes	Yes	
6	Walk-in condensate line	Indirect			To floor sink
7	Steam table	Indirect	No	Yes	To bell drain

### Examples of Plumbing Fixtures Requiring Indirect Drains

- Food preparation sinks
- Ware-washing sinks and dishwashers
- Refrigerators and freezers including walk-in refrigerators
- Ice machines and ice storage bins
- Steam tables and kettles
- Dipper wells
- Espresso machines and fountain beverage machines
- Any other equipment which holds food and requires a drain

**Note:** For actual requirements please check with your local building department for the most current plumbing regulations.

## Finish Schedule

The following table provides examples of some of the acceptable finish materials for floors, walls, and ceilings by area. Note that this is not an all-inclusive list; after being reviewed finish materials not included in this table may also be acceptable. The primary requirements are that the surface is smooth, durable, and easily cleanable.

Area	Floor	Wall	Ceiling
<b>Kitchen</b>	Quarry tile, poured seamless sealed concrete, sheet vinyl	Stainless steel, tile with sealed grout, FRP board	Vinyl clad, non-perforated tiles, plastic laminate panels, drywall with gloss enamel finish
<b>Food Prep and Warewashing</b>	Quarry tile, poured seamless sealed concrete, sheet vinyl	Stainless steel, tile with sealed grout, FRP board	Vinyl clad, non-perforated tiles, plastic laminate panels, drywall with gloss enamel finish
<b>Dry Storage</b>	Quarry tile, poured seamless sealed concrete, sheet vinyl	Stainless steel, tile with sealed grout, FRP board, drywall with gloss enamel finish	Vinyl clad, plastic laminate panels, drywall with gloss enamel finish
<b>Wait and Serving Stations</b>	Quarry tile, poured seamless sealed concrete, sheet vinyl	Stainless steel, tile with sealed grout, FRP board, drywall with gloss enamel finish	Vinyl clad, plastic laminate panels, drywall with gloss enamel finish
<b>Toilet Room</b>	Quarry tile, poured seamless sealed concrete, sheet vinyl	Stainless steel, tile with sealed grout, FRP board, drywall with gloss enamel finish	Vinyl clad, plastic laminate panels, drywall with gloss enamel finish
<b>Janitor Closet</b>	Quarry tile, poured seamless sealed concrete, sheet vinyl	Stainless steel, tile with sealed grout, FRP board	Vinyl clad, plastic laminate panels, drywall with gloss enamel finish
<b>Walk-ins</b>	Quarry tile, poured seamless sealed concrete, sheet vinyl	Aluminum, stainless steel, FRP board	Aluminum, stainless steel, FRP board