

Tillamook County
INFORMATION FOR OPENING A FOOD SERVICE FACILITY

Follow these steps:

- Submit a complete restaurant or **mobile unit** plan review packet with all supporting documents to the Tillamook County Environmental Health Department. **THIS MUST BE SUBMITTED PRIOR TO NEW CONSTRUCTION OR STRUCTURAL BUILDING CHANGES.** For a plan review packet and a list of fees visit our website at: www.tillamookchc.org/EH
- Once you have submitted your plans allow 10 business days for an approval letter from Environmental Health.
- Contact the appropriate agencies for permits/information.
 - Community Development for Building, Plumbing, Septic, and Zoning
 - www.co.tillamook.or.us/gov/comdev/ (503)842-3408
 - Fire Department (fire suppression, vent hoods, etc.)
 - Contact your local fire district.
 - Oregon Liquor Control Commission (if applicable) (800)452-6522
 - <http://www.oregon.gov/OLCC/Pages/index.aspx>
 - Oregon Dept. of Transportation (Mobile Units only) (503)325-7222
 - www.oregon.gov/ODOT/
 - Wastewater Department (grease traps, etc.)
 - Contact your local wastewater treatment facility.
- Phone Environmental Health for a preoperational inspection at least one week prior to opening and for any questions.

Annette Pampush, REHS Manager
(503)842-3902
apampush@co.tillamook.or.us

Your staff must have Food Handler Cards within 30 days of hire. They may be obtained through the Tillamook County Environmental Health Office by appointment. Please call Allison, (503)842-3943, for more information.

Tillamook County
FOOD SERVICE LICENSE APPLICATION

Type of Facility: B & B Restaurant Mobile Unit Commissary Warehouse
Application for: New Construction Remodel New Owner Annual License

FACILITY INFO

Establishment Name: _____
 Physical Address (City, State, Zip): _____
 Facility Mailing Address (City, State, Zip): _____
 Facility Phone #: _____ Facility Fax #: _____
 Commissary/Warehouse Address (mobile units only): _____
 Proposed Opening Date: _____ Number of Seats: _____
 This facility previously licensed by Tillamook CHC? Yes No
 If Yes, Facility's Former Name: _____ Date Closed: _____

OWNER INFO

Owner/Applicant Name: _____
First Name Last Name
 DBA or C/O: _____
 Mailing/Billing Address (City, State, Zip): _____
 Phone #: _____ Cell/Alt. Phone #: _____
 Fax #: _____ E-Mail: _____
 Alternate Contacts: _____
 Other Establishments Owned (currently or previously licensed by Tillamook CHC)? Yes No
 Facility Name: _____

PLEASE CHECK ALL THAT APPLY:

- PLAN REVIEW: New Construction \$250.00 Remodel \$100.00 Mobile Unit \$125.00 N/A
- RESTAURANTS:
- | | | | |
|--|----------|---|----------|
| <input type="checkbox"/> 0-15 seats | \$574.77 | <input type="checkbox"/> MOBILE UNIT (Class 1, 2, 3)..... | \$264.12 |
| <input type="checkbox"/> 16-50 seats | \$654.80 | <input type="checkbox"/> MOBILE UNIT (Class 4) | \$312.00 |
| <input type="checkbox"/> 51-150 seats | \$742.11 | <input type="checkbox"/> COMMISSARY | \$261.92 |
| <input type="checkbox"/> 151+ seats | \$814.87 | <input type="checkbox"/> COMMISSARY (Dishwash only).. | \$147.99 |
| <input type="checkbox"/> Limited Service | \$327.40 | <input type="checkbox"/> WAREHOUSE | \$181.89 |
| <input type="checkbox"/> B & B | \$436.53 | <input type="checkbox"/> VENDING MACHINE | |
| | | <input type="checkbox"/> 1-40 units | \$150.00 |
| | | <input type="checkbox"/> 41-50 units | \$207.15 |

Application is hereby made to operate the above establishment in compliance with the provisions of Oregon Revised Statutes, Chapter 624, and the Administrative Rules of the Department of Human Services pursuant thereto. Payment of \$_____ license fee (**nonrefundable**) is hereby made with the understanding that failure to meet the requirements of the Oregon Revised Statutes, Chapter 624, and the Department of Human Services requires denial or revocation of the license. **Licenses are nontransferable.** All information provided is a matter of Public record.

Applicant Signature: _____ Date: _____

Mail application & check payable to:
TCCHC Env. Health
PO Box 489
Tillamook, OR 97141

Fee Received by: _____	Fee: _____	Chk #: _____	Date: _____
Office Use Only			

Tillamook County
MOBILE UNIT PLAN REVIEW APPLICATION

Name of Establishment: _____ <input type="checkbox"/> New Construction <input type="checkbox"/> Remodel Office Use Only
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When submitting this application, include the following documents:

- Food service license application
- Mobile Unit menu & procedure review
- Proposed menu(s)
- Site plan - location of building on site, commissary and/or warehouse, including alleys, streets and outside equipment (dumpsters, restrooms)
- Plan drawn to scale showing location of equipment, plumbing, and mechanical ventilation
- List of equipment
- Plan review fee and license fee. (*Nonrefundable*)

Have you received approval from the appropriate departments including zoning, planning, building, plumbing, and fire? Yes No

The Oregon Department of Transportation? Yes No N/A

Type of Service (check the food service that best describes your operation):

- Class I – prepackaged sandwiches/dispensed soda
- Class II – service of unpackaged food
- Class III – full service of food (no raw product), i.e. espresso or hot dogs
- Class IV – no menu limitations

I understand that catering from a mobile unit is not allowed. Yes No

Days and Hours of Operation: _____

Mobile Unit will have a: Commissary Warehouse None

Submitting incomplete plans will delay the plan review process.

By signing below, I attest that the information provided is accurate.

Signed

Date

Fee Received by: _____ Fee: _____ Date: _____

Office Use Only

Tillamook County
Mobile Unit Menu and Procedure Review

Mobile food units shall comply with the applicable requirements in The Food Sanitation Rules, OAR 333-150-0000 and 333-162-0020. The section numbers listed below reference 333-150-0000 unless otherwise specified. These rules may be obtained at <http://www.tillamookchc.org/eh>

Please complete the questions on this worksheet that apply to your mobile food unit. Be as specific as possible and attach additional pages as needed.

1. Where will food be purchased (3-201)?

2. Describe how and where foods will be cooked and prepared. Will any foods be prepared in advance (Chapter 3)? If so, please describe.

3. Describe how foods requiring cooling will be rapidly cooled on the unit (3-501.14 & 3-501.15)? What will become of leftover foods?

4. How will hot and cold food, be stored on the unit? (3-501.16)

5. What is the source of drinking water for use on the unit? Describe how water will be transported to the unit and how the water system is constructed. What is the size of the fresh water storage tank (Chapters 5-1, 5-2, 5-3)?

6. Describe how wastewater will be transported from the unit to the approved wastewater disposal location. What is the size of the wastewater storage tank (Chapter 5-4)? (The volume of the waste tank must be 10 to 15 percent greater than the volume of the potable water storage tank.)

7. What is the power source for the mobile food unit? Describe how foods will be transported to and from the unit and how hot and/or cold holding temperatures will be maintained during transit (3-501.16).
8. What type of handwashing system will be used on the unit (5-203.11 & 6-301)? (A minimum of five gallons must be provided for handwashing.)
9. Describe how dishes and utensils will be washed. If dishes and utensils are washed on the unit, a minimum of 30 gallons of water must be provided for this purpose (Chapter 4).
10. Describe how garbage will be stored and where it will be thrown away. What methods of insect and rodent control will be used in your unit (screens, garbage cans with tight fitting lids) (6-202.15, 6-501.111 & 6-501.112)?
11. Where is your restroom facility located? (6-302, 6-402.11(E) & OAR 333-162-0020(4))
12. Where and how will the unit be cleaned? If you plan to wet mop the unit, where will you dispose of mop water? (5-203.13(B) & OAR 333-162-0930)

IMPORTANT ADDITIONAL MOBILE FOOD UNIT INFORMATION

- ✓ A mobile food unit may connect to water and sewer if it is available at the operating location; however, the tanks must remain on the unit at all times.
- ✓ While this document contains some detailed information about the rules for the construction and operation of mobile food units, it does not contain all the requirements for your unit. Please refer to the Food Sanitation Rules at <http://www.tillamookchc.org/eh>
- ✓ Mobile unit and all its equipment, tables, etc. must be inclusive. Additional tables or equipment is not allowed.

PLAN REVIEW CHECKLIST

Below is a checklist to assist you with building your facility.

EQUIPMENT SPECIFICATIONS
<input type="checkbox"/> All sinks are self-draining. (Sink compartments drain completely, no pooling water.)
Dishwashing
<input type="checkbox"/> Sink compartments are adequate for the complete immersion of most equipment and utensils.
<input type="checkbox"/> Dishwashing machine (if provided) <ul style="list-style-type: none"> <input type="checkbox"/> N/A <input type="checkbox"/> Heat sanitize rinse OR <input type="checkbox"/> Chemical sanitize rinse specify chemical _____ <input type="checkbox"/> Temperature gauges provided <input type="checkbox"/> Pressure Gauge provided <input type="checkbox"/> Self-draining drainboards on both sides of the machine <input type="checkbox"/> Template placard with operating specifications on dishwashing machine <input type="checkbox"/> Test kits/strips for verifying chemical or heat sanitizing rinse available
<input type="checkbox"/> The operator of a bar or tavern shall ensure that a 4 th sink compartment, or separate handwash sink, is installed for dumping drinks and handwashing.
Handwashing
<input type="checkbox"/> At least one hand wash sink is provided in each food preparation area to be used exclusively for hand washing
<input type="checkbox"/> Hand wash sink is accessible to mechanical ware washing equipment.
<input type="checkbox"/> Hot and cold running water under pressure that can be tempered to a temperature of 100-120°F by a mixing valve or combination faucet is provided
<input type="checkbox"/> Soap provided
<input type="checkbox"/> Individually dispensed paper towels are provided and mounted.
<input type="checkbox"/> Trash receptacle provided
<input type="checkbox"/> Sign posted directing employees to wash hands.
Utility Sink
<input type="checkbox"/> At least one utility sink or curbed cleaning unit with a floor drain is provided.
<input type="checkbox"/> Utility or curbed cleaning unit is not located in a preparation, processing, ware washing area or any other location that could cause it to be a source of contamination to food, clean utensils, single serve items, or equipment.
Food Preparation Sink
<input type="checkbox"/> A food preparation sink is provided for the frequent soaking, rinsing, culling or cleaning of raw ingredients or produce, if needed.
Equipment Design and Location
<input type="checkbox"/> Equipment, including ice makers and ice storage equipment, is not located under exposed sewer lines, non-potable water lines, stair wells, or other potential sources of contamination.
<input type="checkbox"/> The walls, wall coverings, floors, and floor coverings of food preparation areas, equipment-washing and utensil-washing areas, toilet rooms, and vestibules shall be smooth, non-absorbent, and easily cleanable.

SANITATION AND PHYSICAL FACILITIES
Water Supply
<input type="checkbox"/> Water is from a public water system.
<input type="checkbox"/> Potable water that is not piped to the food establishment, (haul and hold system) is transported, delivered, and stored as required.
<input type="checkbox"/> If potable water tanks are used to hold water – has the water been tested for total coliform and E. coli? Are results available?
<input type="checkbox"/> Steam used in contact with food and food-contact surfaces is free from harmful substances and is from an approved source.
Wastewater
<input type="checkbox"/> Wastewater from the establishment is discharged into a public sewer or a wastewater disposal.
Plumbing
<input type="checkbox"/> Cross-connections between potable water and non-potable water supplies, chemical feed lines, or similar devices are prohibited.
<input type="checkbox"/> Fixtures or equipment in which food or drink is stored, prepared or served are indirectly connected to a drainage system.
<input type="checkbox"/> Non-potable water systems are used only for fire-protection, air-conditioning, heating, or flushing toilets. Pipes carrying non-potable water must be clearly labeled.
<input type="checkbox"/> Hot and cold running water under pressure provided to all plumbing fixtures with faucets, including hand wash, ware-washing, preparation, processing, and janitorial sinks.
<input type="checkbox"/> A floor drain is provided adjacent to the ware washing machine. Machine must be connected on the sewer side of the floor drain trap, provided that no other drainage line is connected between the floor drain waste connection and the fixture drain. The ware washing machine and floor drain must be trapped and vented properly.
<input type="checkbox"/> Grease traps, if used, must be accessible for cleaning.
<input type="checkbox"/> Equipment drain lines cannot discharge wastewater directly on the floor.
Toilet Facilities
<input type="checkbox"/> Toilet facilities provided.
<input type="checkbox"/> Restrooms are mechanically vented to the outside.
<input type="checkbox"/> Self-closing device installed on restroom door.
<input type="checkbox"/> Hand soap available at all handwashing sinks.
<input type="checkbox"/> Hand drying facilities (dispense paper towels or hand-drying device that provides heated air) are available at all sinks.
<input type="checkbox"/> Handwashing signs provided at all handwash sinks used by employees.
<input type="checkbox"/> Hot and cold running water under pressure is available at each handwash sink. Hot water is tempered at 100-120° F by combination faucet or mixing valve.
<input type="checkbox"/> Self-closing metering faucets, if provided, have a flow of water for at least 15 seconds.
<input type="checkbox"/> Easily cleanable waste containers are provided; and in a toilet room used by females, a covered waste container is provided.
<input type="checkbox"/> Toilet tissue in a wall-hung or protected container is provided at each toilet.
<input type="checkbox"/> Entrances to toilet rooms are located so that access by the public does not require passing through a food preparation, handling or storage area.

Garbage and Refuse	
<input type="checkbox"/>	Containers used to store garbage outside the food establishment must be easily cleanable, have tight-fitting lids, doors, or covers, and must be kept reasonably clean.
<input type="checkbox"/>	Rooms used to store garbage must be made of easily cleanable, nonabsorbent, washable, insect-proof, and rodent-proof materials.
Insect and Rodent Control	
<input type="checkbox"/>	Outside doors are self-closing and rodent proof. (Tight fitting doors)
<input type="checkbox"/>	Openable windows have a minimum #16 mesh screening.
<input type="checkbox"/>	All pipes & electrical conduit chases be sealed; ventilation systems exhaust and intakes protected.
<input type="checkbox"/>	Area around building clear of unnecessary brush, litter, boxes and other harborage.
Lighting	
<input type="checkbox"/>	Permanently installed artificial light sources are provided.
<input type="checkbox"/>	At least 50 foot candles of light, evenly distributed on preparation, processing and warewashing surfaces
<input type="checkbox"/>	At least 20 foot candles of light, evenly distributed in other areas, dining areas must meet this standard only during cleaning activities
<input type="checkbox"/>	Protective shielding provided. <ul style="list-style-type: none"> <input type="checkbox"/> a. over equipment used to hold or display food; <input type="checkbox"/> b. in walk-in refrigerators or freezers <input type="checkbox"/> c. over any area where food or food-contact surfaces are exposed such as preparation, service, and display areas.
Ventilation	
<input type="checkbox"/>	Fire prevention or extinguishing equipment installed in a hood does not obstruct cleaning or cause grease to collect.
<input type="checkbox"/>	Equipment that produces excessive heat, steam, condensation, vapors, noxious odor, smoke or fumes is adequately vented to outside air through a hood and filter system.
<input type="checkbox"/>	Ventilation system prevents grease and other filth from collecting on walls and ceilings or from draining or dripping on food or food contact surfaces.
<input type="checkbox"/>	Automated deep frying system with a ventless, hoodless design, if used, is approved by Underwriters Laboratories (UL) and National Sanitation Foundation (NSF).
<input type="checkbox"/>	Commercial cooking equipment that produces grease-laden vapors is vented through a hood and grease collection system designed and installed in accordance with the International Mechanical Code, 2003 edition, chapter 5, sections 506-509, adopted by reference in 18 AAC31.011.
Food Protection	
<input type="checkbox"/>	Display shelving and equipment allows food to be stored at least 6 inches above the floor
<input type="checkbox"/>	Food in cases, or large containers of packaged foods, such as flour and sugar, are stored on dollies, skids, or open-ended pallets if that equipment is easily moveable by hand or with the use of pallet-moving equipment that is available on the premises at all times.
<input type="checkbox"/>	Food, food ingredients, utensils, equipment and packaging materials are not stored: <ul style="list-style-type: none"> <input type="checkbox"/> In a toilet room <input type="checkbox"/> Under exposed sewer line <input type="checkbox"/> Under a refrigerator condenser prone to leaking <input type="checkbox"/> Under a waterline prone to leaking

Please draw your facility plans here -
does not need to be to scale

A floor plan shall be submitted with the initial application and/or when a facility is being constructed or remodeled. The floor plan shall show dimensions of all rooms to be used (length and width), the planned use of each room, the placement and number of toilets and handwashing sinks, and the location of the fixtures and plumbing in the kitchen. If the facility is located within or attached to a building used for purposes other than child care, the floor plan shall describe the other activities which are carried out in adjoining rooms or buildings.