

2018 Plan Review Application  
Pet Related Business

Desired Opening Date \_\_\_/\_\_\_/\_\_\_ Plan review applications must be submitted a minimum of 30 days prior to opening..

Plan Review Fees :  New Operation (Base Permit ) \$184.80  Remodel \$184.80

Multiple Permits \$184.80 (for more than one permit at this location of the same business owner)

Plan reviews taking more than one hour of service will be charged our hourly rate of \$184.80 after the first hour. You will receive a bill for this additional service which must be paid before a permit will be issued. Permit fees are separate from plan review fees.

Type of services to be provided (check all that apply):

- Pet Shop Aquarium only-4521  Pet Grooming Service - 4530  Pet Shop Standard - all other pets-4523  
 MobilePet Grooming - 4531  Pet Daycare-4525  Commercial Kennel - 4526  
 Animal Shelter Category 1 >1,500 adoptions – 4527  Animal Shelter Category 2 <1,500 adoptions- 4528  
 Animal Shelter Category 3 satellite adoption facility-4529

Facility/ Business Information \*Facility name and information

Name of Business/Facility \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Business phone \_\_\_\_\_ Business Fax \_\_\_\_\_

Business Owner Information \*Requestor

Requestor Name \_\_\_\_\_

Business Name and Address (if different from facility name) \_\_\_\_\_

Requestor phone number \_\_\_\_\_ Requestor email \_\_\_\_\_

Contact Person (if different from requestor) \* Plan Check

Contact Person \_\_\_\_\_

Contact phone \_\_\_\_\_ Contact email \_\_\_\_\_

\* for office use only these are the required fields to be completed in for data entry.

Payment Information

Payment Amount \$ \_\_\_\_\_

Check or Money Order (Payable to SKCDPH)  VISA  MasterCard  Discover  Cash (In-person only. Do not mail cash)

Credit Card Billing Info Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Card Number \_\_\_\_\_ Card Expires \_\_\_ / \_\_\_ / \_\_\_ 3 Digit Code \_\_\_

Required Signature (as on Credit card) \_\_\_\_\_ Date \_\_\_\_\_

Return completed forms and plans with payment to:

Public Health – Seattle & King County, Environmental Health Services, 401 – 5th Avenue, Suite 1100, Seattle, WA 98104

Office Use Only

SR# \_\_\_\_\_ PE# \_\_\_\_\_ PR# \_\_\_\_\_

Date plans received \_\_\_\_\_ Date plans approved \_\_\_\_\_

Inspector assigned to \_\_\_\_\_

**Pet Related Business Plan Review Submittal  
Cover Sheet - \*REQUIRED\***

**Please place this cover sheet on top of the plans or on the outside of a set of plans.** All of the following information must be submitted in the following order. **Incomplete plans will not be accepted until all required information is received.** Only completed plans will be processed and reviewed. For questions please contact

Establishment Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Site Address: \_\_\_\_\_  
Street City Zip

Applicant/Contact Person for Plans \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street City State Zip

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Page number in plans or specifications should be noted below.**

Please Check	Item	Information Required	Location in Plans (page #)	Public Health Notes
<input type="checkbox"/>	Plan Review Application	Application must be complete		
<input type="checkbox"/>	Plan Review Fee	-New: \$184.80(1 hour base) -Remodel: \$184.80 (1 hour base) -Resubmitted Plans: \$184.80/hr <i>*Hourly rate of \$184.80 charged after the base time</i>		
<input type="checkbox"/>	Zoning Letter	Submit documentation via a letter, email or other correspondence indicating that the property is zoned for the proposed use. <i>Contact your city your county planning department for information regarding zoning.</i>		
<input type="checkbox"/>	Infection Control Plan	Template can be downloaded from <a href="http://www.kingcounty.gov/healthservices/health/ehs/petbusinesses.aspx">www.kingcounty.gov/healthservices/health/ehs/petbusinesses.aspx</a>		
<input type="checkbox"/>	Floor Plan <i>Can be hand drawn</i>	Lay out of the interior of the facility. Include fencing, barriers walls, and locations of animal enclosures and entry/exit of the building. Include locations of restrooms, all plumbing fixtures including sinks and hose bibs, and isolation areas. All equipment should be clearly labeled on the site plan with its common name.		
<input type="checkbox"/>	Site Plan <i>Can be hand drawn</i>	Show building in relation to streets, sidewalks and parking. Include any outdoor animal areas, drains and hose bibs.		
<input type="checkbox"/>	Equipment Schedule	List the make and model of all equipment (kennels, dryers, primary animal enclosures). Include any custom built enclosures/ equipment or cut sheets if available.		
<input type="checkbox"/>	Finish Schedule	List the finish of the floors, walls and ceilings in all areas.		

PLEASE PRINT

## Instructions

This template is provided as guidance; you can fill out the template or submit the information in your own format. Attach a drawing of your site plan. If you are going to submit information in a format other than this template; make sure that all items listed in this guidance are included. If something does not apply to your business, mark it as NA.

## General Operational Information

**Business Name:** \_\_\_\_\_

**Hours of Operation:** \_\_\_\_\_

**Sewer type:** Public \_\_\_ Septic/Private \_\_\_

**Water supply:** Public \_\_\_ Well/Private \_\_\_

**Waste disposal plan (describe type of containers to be used, public or private hauler, and frequency of disposal):**

\_\_\_\_\_

**Types of animals sold, adopted, play group attended, boarded or groomed.**

**Check all that apply.**

<input type="checkbox"/>	Cats/kittens	<input type="checkbox"/>	Fish
<input type="checkbox"/>	Dogs/puppies	<input type="checkbox"/>	Rabbits
<input type="checkbox"/>	Reptiles	<input type="checkbox"/>	Rodents
<input type="checkbox"/>	Amphibians	<input type="checkbox"/>	Ferrets
<input type="checkbox"/>	Birds (non poultry)	<input type="checkbox"/>	Other:
<input type="checkbox"/>	Poultry	<input type="checkbox"/>	Other:

## Supervision and Staffing

**Describe animal care for hours when facility is open to the public. Who is responsible for care of the animals and who will provide this care?**

\_\_\_\_\_  
\_\_\_\_\_

**Describe animal care for hours when the facility is closed to the public. Who is responsible for care of animals when the facility is closed?**

\_\_\_\_\_  
\_\_\_\_\_

**Describe staffing ratios for animals allowed to co-mingle in play groups.**

**(A maximum ratio of 1 human: 20 dogs are recommended to not be exceeded. Commonly observed ratios in the industry range from 1:10 and 1:15 humans: dogs)**

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**Indoor Areas Finish Schedule** Indicate which type of material will be used in the following areas. If something does not apply to your business, mark it as NA. If you have more than what is listed on this sheet or you have something that is not covered please write it on a separate sheet of paper.

	Floors	Walls	Base/Cove	Fencing	Comments
<i>Example: Community play area</i>	<i>Sealed rubber mats</i>	<i>Epoxy painted from floor seam to three feet high on the wall</i>	<i>Vinyl base cove with silicone sealant at base and seams</i>	<i>Metal posts with glass barriers</i>	
Bathing / Grooming area					
Community play area/ Indoor runs					
Customer waiting / Front counter area					
Garbage/Dumpster					
Isolation/ Quarantine area					
Mop sink area					
Restrooms					
Dog Potty Box	<i>Describe materials used</i>				

Describe type of indoor heating and cooling. \_\_\_\_\_

Describe type of lighting. \_\_\_\_\_

Describe ventilation in the facility, including ventilation of isolation and quarantine areas.

- Indoor dog potty boxes must be constructed of materials that are easily cleaned. They must be maintained so that they can be cleaned frequently. Permanent structures should ideally drain to a sewer connection. Semi-permanent structures must be emptied, sanitized and fresh substrate applied no less than once a week.
- The following materials and substances are considered **water resistant**: painted or sealed wood, sealed concrete block, stainless steel, vinyl flooring, and glass, treated or sealed paneling, fiberglass, tile, tile block and other materials as approved by the director.

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**Animal Enclosures** Indicate all that apply. If something does not apply to your business, write NA.

	Quantity	Type of material	Comment/Notes
Dog Kennels / Indoor			
Dog Kennels/ Outdoor			
Cat Condos			
Bird Enclosures			
Puppies enclosures			
Kittens enclosures			
Small Animal (pocket pet, reptile enclosures)			
Other:			
Other:			

**Outdoor Areas Finish Schedule** Indicate which type of materials will be used in the following areas. If something does not apply to your business, write NA.

	Flooring / Material	Fences	Comments
Kennels			
Community play areas			
Dog Potty box			
Sheltered area			
Other:			

- Outdoor surfaces commonly used are concrete, gravel, and wood chips; gravel and wood chips should be replaced at least twice a year or more frequently if needed. Natural lawn or turf may be used if well maintained with regular watering, mowing and repair and kept free of mud or bare dirt.
- Outdoor potty boxes must be constructed of materials that are easily cleaned. They must be maintained so that they can be cleaned frequently. Permanent structures should drain to a sewer connection. Semi-permanent structures must be emptied, sanitized and fresh substrate applied no less than once a week.
- ***No wastewater containing animal excrement or chemicals may drain into a storm drain.***

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## Plumbing Schedule

Indicate all plumbing connections applicable to the facility. If something does not apply write NA.

	Quantity	Comments
Chemical dispensers <i>Example: Automatic disinfectant dispensers</i>		
Floor drains		
Bathing tubs		
Plumbed water systems for aquarium		
Sink – Dishwashing		
Sink - Hand washing		
Sink – Mop		
Water Heater(s) <i>(Indicate size &amp; recovery rate)</i>		
Outdoor drains to sewer		
Outdoor drains to storm water		
Other:		

## Equipment Schedule

Indicate all equipment used at the facility. If something does not apply write NA.

	Quantity	Manufacturer	Model #	Comment/Notes
Refrigerator				
Freezer				
Washer				
Dryer				
Dishwasher				
Floor scrub machines				
Dog drying machines Cage and kennel dryers				
Grooming Tables				
Other:				

