



Food



Lodging



Pools



Wells



Septic



Humane



Radon

Licensing and Plan Review Guidelines for Food Establishments New Construction, Remodeling/Renovating, and Change in Ownership

The Waukesha County Department of Parks and Land Use, Environmental Health Division issues restaurant and retail food licenses in Waukesha County as an Agent of the WI DATCP. A license is required to operate a restaurant or retail food establishment in Wisconsin, with the exceptions provided under Wis. Stats ATCP 75.063. In order to obtain a license, restaurants and retail food establishments must meet the requirements of WI Admin. Code Chapter ATCP 75 Retail Food Establishments and Appendix - Wisconsin Food Code. There are several steps an applicant must take before a license can be issued: plan review (when applicable), license application, and pre-licensing inspection.

Plan Review

An applicant or license holder is required to obtain plan approval prior to construction of a new food establishment or extensive remodeling of an existing establishment. Surface, finish, and equipment requirements can be found beginning on page 3 of this document.

The following are required in order to complete the review:

- Completed Plan Review Application
- Equipment layout plans and specifications
- Equipment schedule
- Lighting schedule
- Plumbing schedule
- Completed Waukesha County Plan of Operation form or detailed description of food processing operations.
- Copies of other approvals relating to the operation of the food establishment.
- Additional information regarding the operation of the food establishment may be requested.

Materials shall be submitted to the Environmental Health Division. Within 30 business days of receiving all review materials, the plan will be approved or denied in writing.

License Application

New establishments and those changing ownership/licensee are required to apply for a retail food license. The license application process may or may not occur simultaneously with the plan review (when applicable).

The following are required as part of the application process:

- Completed Retail Food License Application
 - This can be obtained by reaching out to the Environmental Health Division. Determining which license is needed for your business often requires consultation with an Environmental Health Inspector.
- Payment for applicable license and pre-licensing inspection fees.
- Completed Waukesha County Plan of Operation form including documents when requested.
- An onsite consultation at the establishment may be necessary to determine if updates/modifications are needed to meet code requirements or plan of operation.

Materials shall be submitted to the Environmental Health Division. Within 30 business days of receiving all license application materials, the application will be approved or denied. If the application is denied, written notice specifying the reasons for denial will be provided to the applicant. If approved, a pre-licensing inspection will be scheduled. We will do our best to accommodate applications submitted less than 30 days from desired opening date.

Pre-Licensing Inspection

A pre-license inspection takes place at the establishment prior to opening or at the time of change in ownership. A successful inspection results in the license being released. The intent is to verify compliance with the WI Food Code and ensure all work has been completed as reviewed during the plan review and application processes. This is scheduled directly with your Environmental Health Inspector.

Prior to the pre-license inspection:

- Utilize the Licensing Readiness Checklist
 - All items must be complete in order for us to conduct a pre-license inspection and release the license.
 - If you will not be ready for the scheduled inspection, please call and reschedule at least 24 hours in advance. Not doing so may result in additional inspection fees being charged.
- A food establishment cannot receive food deliveries for preparation or public sale until after the license has been released. There are limited exceptions that require approval; reach out to your Environmental Health Inspector if you need to explore this option.

Once the retail food license is released you can open/sell to the public pending any required approvals from other entities such as building or fire inspectors.

From there the establishment will be added to our routine inspection roster and annual license renewal process. Licenses are valid from July 1-June 30; prorating is only an option for initial licenses obtained between April 1 and June 30. License renewal invoices go out every year in May with payment due by June 30.

Other Important Information

- Consultation
 - Environmental Health Inspectors are available for consultation by phone, email, or in-person (by appointment) to assist you throughout the licensing process. Contact information for individual inspectors can be found on the last page of this document.
- Seller's Permit
 - Contact the Wisconsin State Department of Revenue (DOR) to obtain a Seller's Permit and other permits or tax certificates (if necessary). Registration information can be found on the DOR Starting a Business webpage or by phone at (608) 266-2776.
- Private Water Supply or Individual Sewage Disposal System
 - Pre-approval required for any proposed new or additional use. Reach out to the Environmental Health Division for more information.
- Municipal Requirements
 - Check with the municipal clerk to determine any additional requirements. Examples include: liquor license, occupancy, packaged candy/soda, peddler permit, etc.
- Zoning or conditional use approvals may be required from the local municipality and/or Waukesha County Planning and Zoning. They can be reached at (262) 548-7790 or pod@waukegacounty.gov. To see if you are in the Waukesha County Zoning jurisdiction please visit: <https://prd1.waukcogeo.com/HTML5Viewer/?viewer=zoning#>

Surface, Finish, and Equipment Requirements

Floors: WFC 6-201.11-12

- Floor in the establishment (except in dining areas) shall be constructed of a smooth, easily cleanable, nonabsorbent, and durable material.
 - Examples of acceptable materials include quarry tile, commercial vinyl tile, or sealed cement.
- Grouting should be non-absorbent and contain epoxy, silicone, or polyurethane.
- An impervious coved base shall be provided at the junctions of the floors and walls.
 - The coving shall be at least four inches (4") high.
- All floor sinks and floor drains shall be installed to be flush with the floor surface as required by local building codes. Floors should be sloped to drain at least 1/8" per foot
- Horizontal pipes are prohibited on the floor.

Walls

- Walls in the establishment (except in dining areas) shall be constructed of a smooth, easily cleanable, nonabsorbent, and durable material WFC 6-201.11
 - Examples of acceptable materials include surfaces covered with a high gloss or semi-gloss enamel, epoxy, fiberglass reinforced panels (FRP), or ceramic tiles.
- Glazed surfaces shall be glazed block, brick, or ceramic tiles
- Concrete block, if used, shall be rendered non-porous and smooth, and finish with an epoxy-type covering (or equivalent). WFC 6-201.16(13)
 - All mortar joints shall only be slightly tooled to facilitate cleaning.
- Walls are strongly recommended to be a light color to facilitate cleaning.

Ceiling WFC 6-201.11

- Ceilings in the establishment (except in dining areas) shall be constructed of a smooth, easily, cleanable, nonabsorbent, durable and light material
 - Acoustic ceiling tiles are prohibited in areas of food preparation or where exposed food is on display.

Equipment

- All new and replaced food service equipment shall be American National Standards Institute/NSF International (ANSI/NSF) approved (commercial grade). Equipment for home use (refrigerators, stoves/ovens, dish machines) is not allowed. WFC 4-205.11
- All walk-in refrigeration units shall be installed in accordance to manufacturer's installation requirements. WFC-4-501.11
- Equipment, food, and dry goods must be stored at least six inches (6") off the floor.
- Equipment on the floor shall be mounted on ANSI/NSF metal legs at least six inches (6") high, or on approved casters. WFC 4-401.12(A)
- Equipment that is unable to be moved shall be installed with enough space around it or be placed on casters to facilitate cleaning. WFC 4-402.11
- Tabletop equipment unable to be moved shall be installed on legs at least four inches (4") high to facilitate cleaning. WFC 4-402.12
- Equipment shall be durable and constructed to facilitate cleaning. Unsealed wood or pegboard is prohibited. WFC 4-101.17
- Displayed food (such as salad bars or buffets) shall be protected by food shields, covers, or other protective devices. WFC 3-306.11
- Beverage tubing and cold-plate beverage cooling devices shall not be installed in contact with stored consumable ice. Ice must be produced and stored in protected areas. WFC 3-303.11
- Laundry facilities on the premise shall only be used for washing and drying items used in the establishment.
 - Laundry facilities, if provided, shall be located away from food, clean equipment, utensils, and linens. WFC 4-803.13
- A calibrated stem thermometer for measuring the internal temperature of food shall be present. WFC 4-302.12

Sinks

- **Handwashing Sinks**
 - Handwashing sinks shall be provided in areas where food is prepared, served, and in warewashing areas. WFC 5-204.11
 - Soap and single use paper towels shall be provided.
 - Sinks shall have cold and hot water provided to them. If metered faucets are installed, that shall run for a minimum of 15 seconds and maintain temperature between 85F-110F WFC 5-202.12(A)
 - Hand sinks shall be easily accessible and allow convenient use by employees. WFC 5-205.11(A)
 - Handles shall be non-hand operated.
 - Turn knobs and handles less than four inches (4") wrist blades are prohibited. WFC 5-202.12(C)

Warewashing Sinks and Machines

- A 3-compartment sink and/or a pre-wash sink with a commercially approved dish machine shall be properly sized to wash, rinse, and sanitize all utensils and equipment. WFC 4-301.12
 - This requirement does not include cleaned in place (CIP) equipment
- Backsplash shall be provided to protect the wall surface and facilitate cleaning. WFC 4-202.16
- For full service establishments a pre-wash air-gapped sink is required.
- Self-draining tables, utensil racks, or drain boards shall be provided to accommodate all necessary equipment and utensils. WFC 4-301.13

Service (Mop) Sink WFC 5-203.12

- A utility/custodial type sink or a curbed cleaning facility shall be required; toilets are not permitted to be used as a service sink.
- The sink shall supply hot and cold water under pressure. SPS 382.10
- This sink shall not be placed where splashing could contaminate nearby sanitary surfaces or food

Lighting

- Light fixtures shall be of shatter resistant construction or shall be protected with shatter resistant shields. WFC 6-202.11
- Light intensity shall be 10 foot candles in walk-in coolers/freezers and dry food storage
- Light intensity shall be 20 foot candles:
 - Where food is provided for consumer self-service (buffets)
 - Inside reach in and under counter coolers/freezers
 - In areas used for handwashing, warewashing, and equipment storage
 - In toilet rooms
- Light intensity shall be 50 foot candles where employees are working with food WFC 6-303.11

Plumbing

- All plumbing shall comply with Wisconsin Plumbing Code, and is at the discretion of local plumbing authority. WFC 5-202.11
- Food and food contact surfaces shall not be placed under exposed sewer lines. WFC 3-305.12
- On your plans, indicate the proposed installation of protective plumbing devices. WFC 5-202.14
 - Examples would indicate backsiphonage and backflow prevention devices.
 - All faucets with threading shall have backflow protection installed.
- Refrigeration piping shall discharge indirectly into floor drain, according to local plumbing authority.
- Grease producing establishments shall be provided with grease interceptors in accordance with SPS 382.

Toilet Rooms

- Toilet rooms must comply with SPS 361-366, and SPS 382.
- Access to toilet rooms by the public shall NOT pass through food preparation, food storage, or utensil washing areas. WFC 8-201.12
- Toilet room doors shall be self-closing. WFC 6-202.14

HVAC WFC 6-202.12

- Heating, ventilating, and air conditioning systems shall be designed and installed so that make-up air intake and exhaust vents do not cause contamination of food, food contact surfaces, equipment, or utensils.

Water and Wastewater EFC 5-101.11

- Plans shall indicate if the establishment will be served by public water, public sewer, a private waste system, or a private sewage system.
- If private water serves the establishment, it must comply with NR 812.
- If private sewage serves the establishment, it must comply with SPS 383.

Solid Waste

- Plans shall indicate how refuse, recyclables, and returnable damaged goods will be stored.
 - These areas shall be located separate from food and equipment, and do not create a nuisance. WFC 5-501.19
- The floor, walls, and ceiling of this room or outdoor area shall be constructed to be smooth, easily cleanable, sloped to drain, and durable to facilitate maintenance and to prevent muddy conditions. WFC 6-202.110

Site Premises

- All entrance doors shall be tight fitting and solid. WFC 6-202.15
- Outside walking and driving areas shall be graded to drain and maintained to minimize dust. WFC 6-102.11

Contacts

If you have any questions regarding the plan review process, contact the Inspector listed for your municipality.

Sarah Ward

Environmental Health Manager

Contact 262-896-8300

Village of Elm Grove, Village of Menomonee Falls

Amy Lewis

City & Town of Delafield, Village of Wales, Village of Waukesha,
Town of Genesee, Village of North Prairie, Village of Dousman,
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of Big Bend, Village of Vernon, City of Muskego, Town of
Ottawa, Campgrounds

City of Waukesha

Contact 262-896-8300

If you have questions regarding code references, the Wisconsin Food Code can be found at:

https://docs.legis.wisconsin.gov/code/admin_code/atcp/055/75