



**Waukesha County  
Parks and Land Use  
Environmental Health**

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## **Guidelines and Plan Review for Starting a New Food Establishment, or Remodeling/Renovating an Existing Establishment in Waukesha County**

This guide will help you navigate through the process of opening a food establishment in Waukesha County. This document is not intended to be all encompassing to all of Environmental Health's rules and regulations, and is rather a guidance document.

## Initial Steps

### With Waukesha County:

- One detailed set of architectural plans must be submitted to the Waukesha County Division of Environmental Health prior to construction. This plan review does not substitute for the construction plan review by your building inspector.
- Restaurants and Retail Food Establishments must meet requirements of Chapter ATCP 75, Wisconsin Administrative Code (WAC) and the Waukesha County Code of Ordinances.
- Provide staff with proof or a copy of your Seller's Permit from State Department of Revenue.
- Provide staff a copy of the proposed menu.
- An establishment license application form must be completed and submitted with the appropriate license and pre-licensing inspection fees within 30 days of opening.
- A pre-licensing inspection must be scheduled with your inspector. The inspector needs to be contacted at least three (3) days prior to the pre-licensing inspection.
- If your facility is served by a private water supply or an individual sewage disposal system, these items need to be pre-approved. Contact the Division of Environmental Health for further clarification.
- On-site consultations are available by appointment.

### Other Requirements:

- You will need a Seller's Permit from the State Department of Revenue. The number for the Department of Revenue is (414) 227-4000.
- Zoning or conditional use approvals may be required from the local municipality and Waukesha County Division of Planning and Zoning. Planning and Zoning has jurisdiction for the Town of Oconomowoc, Town of Ottawa, Town of Vernon, and within 1,000 feet of a lake or 300 feet of a waterway. Contact the Division of Planning and Zoning at (262) 548-7790.

- Many municipalities require retail establishments which sell candy, soda, etc., to obtain permits from the municipality. Check with the municipal clerk to determine the need for local permits.
- Each licensed food establishment in the state of Wisconsin must have at least one manager or operator who is certified in food protection practices through one of the accredited programs listed in ATCP 75 Appendix Chapter 12. A new operator has a maximum time of 90 days to obtain this certification after the restaurant is licensed.
  - Prepackaged off premise and special organizations serving meals are exempt from this requirement.

## Surface, Finish, and Equipment Requirements

### Floors

- Floors in the establishment (except in dining areas) shall be constructed of a smooth, easily cleanable, nonabsorbent, and durable material.
  - Examples of acceptable material 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.
  - 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 tile.
- Concrete block, if used, shall be rendered non-porous and smooth, and finished with an epoxy-type covering (or equivalent).
  - All mortar joints shall only be slightly tooled to facilitate cleaning.
- Walls are strongly recommended to be a light color to facilitate cleaning.

## Ceiling

- 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 not prohibited in areas of food preparation or where exposed food is on display.

## Equipment

- All new and replacement 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.
- Equipment on the floor shall be mounted on ANSI/NSF metal legs at least six inches (6") high, or on approved casters.
- All walk-in refrigeration units shall be installed in accordance to manufacturer's installation requirements.
- Equipment, food, and dry goods must be stored at least six inches (6") off of the floor.
- Equipment that is unable to be moved shall be installed with enough space around it or be placed on casters to facilitate cleaning.
- Tabletop equipment unable to be moved shall be installed on legs at least four inches (4") high to facilitate cleaning.
- Equipment shall be durable and constructed to facilitate cleaning. Unsealed wood or pegboard is prohibited.
- Displayed food (such as salad bars or buffets) shall be protected by food shields, covers, or other protective devices.
- 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.
- Laundry facilities on the premises shall only be used for washing and drying of items used in the establishment.
  - Laundry facilities, if provided, shall be located away from food, clean equipment, utensils, and linens.

## Sinks

### *Handwashing Sinks*

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

### *Food Preparation Sinks*

- Food preparation sinks shall be provided in establishments that require food to be washed or thawed.
  - An air-gap is required on food preparation sinks.

### *Warewashing Sinks and Machines*

- An approved commercial warewashing (dishwashing) machine shall be properly sized to wash, rinse, and sanitize all utensils and equipment.
  - This requirement does not include cleaned in place (CIP) equipment.
- A 3-compartment sink shall be properly sized to submerge the largest utensil/piece of equipment.
- Backsplash shall be provided to protect the wall surface and facilitate cleaning.
- For full service establishments, a prewash sink is recommended.
- Self-draining tables, utensil racks, or drain boards shall be provided for drying of wares.

### *Service (Mop) Sink*

- 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.
- 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.
- 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.

## Plumbing

- All plumbing shall comply with Wisconsin Plumbing Code, and is at the discretion of local plumbing authority.
- Food and food contact surfaces shall not be placed under exposed sewer lines.
- On your plans, indicate the proposed installation of protective plumbing devices.
  - Examples would include 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.
- Toilet room doors shall be self-closing.

## HVAC

- 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

- Plans shall indicate if the establishment will be served by public water, public sewer, a private water 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.
- 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.

## Site Premises

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

## Contacts

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

### **Sarah Ward**

Environmental Health Manager

### **Jared Ryan**

Village of Elm Grove, Village of Menomonee Falls

### **Caitlin Jehn**

City & Town of Delafield, Village of Wales, Town of Waukesha, Town of Genesee, Village of North Prairie, Village of Dousman, Village & Town of Merton, Village of Summit

### **Kaitlyn Conway**

City of New Berlin, Town of Brookfield

### **John Mertz**

City & Village of Pewaukee, Village of Sussex, Village of Lannon, Town of Lisbon, Village of Butler

### **DeAnna Simerly**

City of Brookfield  
All Rec/Ed Camps throughout Waukesha County

### **Trevor Quandt**

City & Town of Oconomowoc, Villages of Chenequa, Hartland, Lac la Belle, Nashotah, and Oconomowoc Lake

### **Tom Busalacchi**

Village & Town of Mukwonago, Village & Town of Eagle, Village of Big Bend, Town of Vernon, City of Muskego, Town of Ottawa

### **City of Waukesha**

Contact 262-896-8300

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

[http://docs.legis.wisconsin.gov/code/admin\\_code/atcp/055/75](http://docs.legis.wisconsin.gov/code/admin_code/atcp/055/75)