WAUKESHA COUNTY DIVISION OF ENVIRONMENTAL HEALTH
515 W. Moreland Blvd., AC Room 260, Waukesha, WI 53188
Tel. 262-896-8300 Fax: 262-896-8298

GUIDELINE FOR STARTING A NEW RESTAURANT, RETAIL FOOD ESTABLISHMENT OR THE REMODELING/RENOVATING OF AN EXISTING ESTABLISHMENT IN WAUKESHA COUNTY

Waukesha County welcomes your interest to start a new food operation or remodel/renovate your existing facility. Starting a new food operation or changing an existing establishment may require you to do some or all of the following:

- Zoning or conditional use approvals from the local municipality and Waukesha County Division of Planning when applicable.[1] The telephone number for the Division of Planning is 262-548-7790.

- Do municipal sewer and water serve your commercial location, or do you have a private sewage disposal system and private well? If your facility has a private water well supply, or an individual sewage disposal system, these items need to be pre-approved. Please contact the Division of Environmental Health for further clarification.

- Restaurants must meet requirements of Chapter HFS 196, Wisconsin Administrative Code (WAC) and the Waukesha County Code of Ordinances.

- Retail Food Establishments must meet the requirements of Chapter ATCP 75, WAC, and the Waukesha County Code of Ordinances.

- **Detailed plans must be submitted to the Waukesha County Division of Environmental Health prior to construction.** Plans are reviewed for compliance with requirements of Chapter HFS 196 and/or ATCP 75. This review does not substitute for the construction plan review by your building inspector. [2] Go to Food Service Requirements and Plan Submission.

- Each licensed regular restaurant operation in the state of Wisconsin must have at least one manager or operator who is certified in food protection practices. A new operator has a maximum time of 90 days to obtain this certification after the restaurant is licensed. Prepackaged-off premise, temporary and "special organizations serving meals" are exempt from this requirement.

- You will need a "Seller's Permit" from the State Department of Revenue. The telephone number for Department of Revenue is: 414-227-4000.

- Many municipalities require retail establishments, which sell milk, soda, etc., to obtain permits from the municipality. Check with the municipal clerk to determine the need for local permits.

- On-site consultations are available by appointment.

- An establishment license application form must be completed and submitted with the appropriate license and prelicensing inspection fees within 30 days of opening. A prelicensing inspection must be scheduled with your inspector. The inspector needs to be contacted at least 3 days before you want the prelicensing inspection.

---

[1] Waukesha County Division of Planning has zoning jurisdiction for the Town of Oconomowoc, Town of Ottawa, Town of Genesee, and Town of Vernon. Within the other towns in the county, the Planning Division has zoning jurisdiction within 1,000 feet of a lake and 300 feet of a navigable river or waterway.

[2] Submit one complete set of plans to "Waukesha County Division of Environmental Health, 515 W. Moreland Blvd., AC Room 260, Waukesha, WI 53188

Seating

List the total number of seats.

Menu

List all foods to be served. Document food preparation procedures and style of service. Anticipated maximum number of meals per day.

Surface Finish Schedule

Floors

1. All floor coverings in food preparation, food storage, utensil-washing areas, walk-in refrigeration units, dressing rooms, locker rooms, toilet rooms and vestibules must be smooth, non-absorbent, easily cleanable and durable. Anti-slip floor covering may be used in high traffic areas only.
2. There must be coving at base junctures that is compatible to both wall and floor coverings; recommended to provide at least 1/4-inch radius and 4" in height. (See page 3, Figure # -1).
3. Properly installed, trapped floor drains shall be provided in floors that are water flushed for cleaning or that receive discharges of water or other fluid waste from equipment or in areas where pressure spray methods for cleaning equipment are used. Floors should be sloped to the drain at least 1/8" per foot.
4. Grouting should be non-absorbent and impregnated with epoxy, silicone or polyurethane.
5. All walk-in refrigeration units both with prefabricated floors and without, should be installed in accordance with the manufacturer's installation requirements.

6. Horizontal pipes and utility lines are prohibited on the floor.

Walls

1. The walls, including non-supporting partitions, wall coverings and ceilings of walk-in refrigerating units, food preparation areas, equipment washing and utensil washing areas, toilet rooms and vestibules shall be smooth, non-absorbent, and capable of withstanding repeated washing. Light colors are recommended for walls and ceilings. Studs, joists and rafters shall not be exposed in walk-in refrigeration units, food preparation areas, equipment washing and utensil washing areas, toilet rooms and vestibules. Where permitted to be exposed, studs, joists and rafters must be finished to provide an easily cleanable surface.
2. Glazed surfaces should be glazed block, or brick or ceramic tile. Grouting must be non-absorbent and impregnated with epoxy, silicone, polyurethane or an equivalent compound. Concrete block, if used, must be rendered non-porous and smooth by the application of approved block filler followed by the application of an epoxy-type covering or equivalent. All mortar joints shall be only slightly tooled and suitably finished to render them easily cleanable.

Ceilings

Finishes shall be light-colored, smooth, non-absorbent and easily cleanable.

Sinks

Cleaning and Sanitization of Equipment and Utensils –

Manual Warewashing – A 3-compartment sink sized to submerge a minimum of 50% of the largest utensil/equipment. These sinks shall be provided with backsplash to protect the wall surface and facilitate cleaning. For category 3, full service restaurants, a prewash sink is recommended and will be required when the regulatory authority determines it is necessary to effectively clean equipment and utensils.

Warewashing Machines – An approved commercial warewashing machine sized to wash, rinse, and sanitize all utensils and equipment, except those which will be "cleaned in place" (CIP) using approved procedures. For category 3, full service restaurants, a prewash sink is recommended and will be required when the regulatory authority determines it is necessary to facilitate proper cleaning.

Notes

- Food debris on equipment and utensils must be scrapped over a waste disposal unit, scupper, or garbage receptacle, or shall be removed in a warewashing machine with a prewash cycle. If necessary for effective cleaning, utensils and equipment shall be preflushed, presoaked, or scrubbed with abrasives.

- Self-draining tables, utensil racks, or drainboards large enough to accommodate all soiled and cleaned items that may accumulate during hours of operation shall be provided for necessary utensil holding before cleaning and after sanitizing. Provide adequate storage space to air-dry utensils and equipment.

Food Preparation Sinks – In new food establishments and at the time of change in operator of an existing food establishment that has food items that require washing or thawing, a separate sink for food preparation, with a minimum 1-inch air-gap to sewer, must be provided.

Handwashing – A separate sink used only for handwashing shall be located in each food preparation, warewashing, and food dispensing area. Water to these sinks must be provided at a temperature between 85 degrees F. and 110 degrees F. through a mixing valve or combination faucet. The faucet must be of the type which is not hand operated. If a self-closing, or metering faucet is used that faucet shall provide a flow of water for at least 15 seconds without the need to reactivate the faucet. Soap and single use hand drying towels will be provided. A steam mixing valve may not be used at a handwashing lavatory.

Service Sink (Mop Sink) – An utility/custodial type sink or a curbed cleaning facility equipped with a floor drain is required. This sink or curbed cleaning facility must have hot and cold water under pressure and be connected to sanitary sewer. Do not place this sink or curbed cleaning facility in a location where splash could contaminate nearby sanitary surfaces.

Fire Safety Equipment

Contact local fire authorities for regulations.

Equipment

Food equipment and utensils for use in food establishments shall meet the published standards for sanitation of an American National Standards Institute (ANSI) accredited equipment certification program, or the approval of the Department of Health and Family Services and the Department of Agriculture, Trade and Consumer Protection. Provide name of equipment manufacturer, specifications, and "catalogue cut sheets" with plan submission.

Show on the plans where equipment will be located. Indicate how equipment will be installed to facilitate cleaning.

Adequate facilities to store dishware, food, paper goods, maintenance and cleaning equipment need to be provided. Specify location, design, size of dry storage facilities, and refrigeration. (Refrigeration equipment must hold potentially hazardous foods at 41 degrees F. or less.)

Clean equipment, food and paper goods must be stored at least 6 inches above the floor.

Equipment that is not easy to move shall be installed either with enough space around it to allow cleaning or sealed to adjacent surfaces. For example, slicers tilt for cleaning, floor mixer installed with enough space around it for easy cleaning, stoves sealed to wall and floor, refrigerators on wheels to be movable.

Tabletop equipment that is not sealed to the table's top and is not easily movable must be provided with legs at least 4 inches high to facilitate cleaning under the equipment.

Floor mounted equipment that is not easily movable and not sealed shall be on legs at least 6 inches high.

Equipment is to be durable and constructed to facilitate cleaning. For example, neither raw wood nor pegboard is allowed.

Displayed food, such as on salad bars must be protected by food shields or other protective devices.

Beverage tubing and cold-plate beverage cooling devices may not be installed in contact with stored ice. This section does not apply to cold plates that are constructed integrally with an ice storage bin. Drainage tubes shall not pass through the ice. If ice is to be produced, indicate on the plan where the machine is located. Ice must be produced and stored in protected areas.

Laundry facilities on the premises of a food service establishment shall be used only for washing and drying of items used only in the operation of the establishment. If a mechanical clothes washer or dryer is provided, it shall be located so that the washer or dryer is protected from contamination and only where there is no exposed food; clean equipment, utensils, and linens; unwrapped single-service and single-use articles.

Lighting

Light bulbs shall be shielded, coated or covered or otherwise shatter-resistant in areas where food is stored, prepared and displayed or where food is open or exposed.

Shielded, coated, or otherwise shatter-resistant bulbs need not be used in areas used only for storing food in unopened packages, if:

(1) The integrity of the packages can not be affected by broken glass falling onto them; and
(2) The packages are capable of being cleaned of debris from broken bulbs before the packages are opened.

The light intensity shall be at least 110 lux (10 foot candles) at a distance of 75 cm (30 inches) above the floor, in dry food storage areas and in other areas and rooms during periods of cleaning. At least 220 lux (20 foot candles):
(1) At a surface where food is provided for consumer self–service such as buffets and salad bars or where fresh produce or packaged foods are sold or offered for consumption;
(2) Inside equipment such as reach–in and under–counter refrigerators;
(3) At a distance of 75 cm (30 inches) above the floor in areas used for hand-washing, ware-washing, and equipment and utensil storage, in toilet rooms and in walk–in refrigeration units.

At least 540 lux (50 foot candles) at a surface where a food employee is working with food or working with utensils or equipment such as knives, slicers, grinders, or saws where employee safety is a factor.

Heating, Ventilating, Air Conditioning System Vents

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.

Premises

Outside walking and driving surfaces must be maintained to minimize dust. Exterior doors are to be self-closing and open outward.

Plumbing

All plumbing must comply with state of Wisconsin Plumbing Code. All backflow prevention devices must be approved by the WI Department of Commerce.

Food and food contact surfaces shall not be placed under exposed sewer lines.

On the plan indicate the proposed installation of protective plumbing devices, such as backsiphonage and backflow prevention devices. All faucets with hose fittings are to have backflow protection devices. Refrigeration waste piping shall discharge indirectly into approved receptor or floor drain, according to local plumbing authority.

Grease Interceptor – Grease producing food service establishments shall be provided with grease interceptors in accordance with Chapter Comm 82, Design, Construction, Installation, Supervision, and Inspection of Plumbing, WAC.

Toilet Rooms

Toilet rooms must comply with requirements of Comm 54.12, Sanitary Facilities, Wisconsin Administrative Code (WAC) and Comm 82, Plumbing Code, WAC.

Access to toilet rooms by the public is not permitted through food preparation, food storage or utensil washing areas. Toilet room doors must be self-closing.

Water and Wastewater

Plans must indicate if public water, public sewer, private water system, or private sewage system will serve the establishment.

Private water supply system construction must comply with NR 812, Well Construction and Pump Installation, WAC.

Private sewage system construction must comply with Comm 83, Private Onsite Wastewater Treatment Systems, WAC.

Solid Waste

Plans must indicate how refuse, recyclables and returnables will be stored.

Storage areas for refuse, recyclables, and returnables must be located so that it is separate from food, equipment, utensils, linens, and single service and single use articles and do not create a nuisance.

The outdoor refuse storage areas must be surfaced with concrete, asphalt, or gravel or other materials that have been effectively treated to minimize dust, facilitate maintenance, and prevent muddy conditions.

Sarah Ward, Environmental Health Manager

Please Note: The 154 page WI Food Code is available to download at the following Internet web site: http://www.dhs.wisconsin.gov/fsrl/codes/index.htm

If you have any further questions regarding regulations, please contact the staff person listed below for your municipality, at (262)896-8300, Monday-Friday 8-9:30am or you may leave a voicemail message at any time.

- **Vladimir Jelencic** — Retail Food Inspection

  Contact Mr. Jelencic for retail food questions countywide.

- **Trevor Quandt** — Restaurant Inspection

  Cities: New Berlin, Waukesha
  Towns: Waukesha

- **DeAnna Simerly** — Restaurant Inspection

  Cities: Brookfield
  Towns: Brookfield, Lisbon
  Villages: Butler, Elm Grove, Lannon, Menomonee Falls and Sussex
  County: Recreational/Educational Camps

- **Iesha Speaks** — Restaurant Inspection

  Cities: Delafield, Pewaukee
  Towns: Delafield, Genesee, and Vernon
  Villages: Big Bend, Hartland, Merton, Pewaukee, Nashotah and Summit

- **Patricia Smith** — Restaurant Inspection

  Cities: Muskego, Oconomowoc
  Towns: Eagle, Merton, Mukwonago, Oconomowoc and Ottawa
  Villages: Chenequa, Dousman, Eagle, Lac La Belle, Mukwonago, North Prairie, Oconomowoc Lake, and Wales

- **Debra Serchen** — Restaurant Inspection

  Contact Ms. Serchen for school lunch program questions countywide.

May 2014