Restaurant & Retail Food Establishment Licensing and Plan Review Process In what type of facility will the the food business be located?

OR

A facility that will be newly constructed or is existing and undergoing extensive remodeling

Plan Review

License Application

The plan review process occurs prior to or simultaneously with the application process

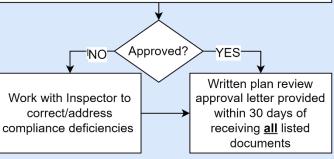
An existing facility undergoing a change in ownership or licensee License Application

Plan Review

Submit the following to Waukesha County Environmental Health (EH) at least <u>30 days prior</u> to the start of construction / remodeling

- Completed Plan Review Application
- Equipment layout plans and specifications
- Completed Waukesha County Plan of Operation form* or detailed description of food processing operations
- · Equipment Schedules
- Copies of other approvals relating to the operation of the food business

EH conducts plan review for compliance with physical facility requirements of WI Admin. Code Chapter ATCP 75 and Appendix



*If Plan of Operation is submitted as part of Plan Review, it is not necessary to submit it again as part of License Application

How to reach Environmental Health Staff:

**Environmental Health Inspectors are available for consultation by phone, email, or in-person (by appointment) to help you through the licensing process.

- 1. General email: eh@waukeshacounty.gov
- 2. General phone number: 262-896-8300
- 3. Email or call Environmental Health Inspector if you know the assigned inspector for your food establishment.

How to submit documents to Environmental Health:

- 1. Email to eh@waukeshacounty.gov
- 2. Drop off in person or mail to:

Waukesha County Environmental Health Division Administration Center - Room AC 260 515 W. Moreland Blvd Waukesha, WI 53188

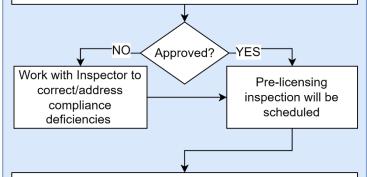
License Application

Contact Environmental Health Division for consultation to determination correct license for the food business and obtain an application form.

Submit the following to Waukesha County Environmental Health at least <u>30 days prior</u> to desired opening date

- Completed Retail Food License Application
- Payment for license & pre-licensing inspection fees
- Completed Waukesha County Plan of Operation form*

EH conducts application review for compliance with requirements of WI Admin. Code Chapter ATCP 75 and Appendix as well as County requirements such as zoning, water, and sewage disposal



Utilize Licensing Readiness Checklist to prepare for the pre-licensing inspection

- Checklist for newly constructed facilities or those undergoing extensive remodeling
- Checklist for facilities going through a change in ownership or licensee

