



Food



Lodging



Pools



Wells



Septic



Humane



Radon

## Licensing Readiness Checklist - Change of Ownership

After you have applied for a license and before opening your business, you will need to schedule a pre-licensing inspection with Waukesha County Environmental Health Division.

If your change of ownership included any of the following scenarios, you need to contact the department right away to complete a plan review (minimum 4-6 weeks) prior to opening:

- A major remodel, that requires getting a building permit.
- A major change in equipment or menu, such as going from a simple menu (ex: deli) operation to a menu with more complex preparation (ex: deli that adds cooking or cooling processes/equipment).

**Are you prepared to pass your pre-licensing inspection? Use this checklist to find out. Prior to scheduling, you should be able to check “yes” to next to each item that applies to you.**

During the pre-licensing inspection, your Environmental Health Inspector will evaluate equipment to ensure it is in working order. You will need to have your sanitizing supplies set up and tools on hand for your daily operation. Be ready to discuss food safety policies and procedures.

### Facility \*

- All cleaning shall be completed, and the facility shall look ready to open.
- Ensure that all necessary equipment is indirectly plumbed to the waste line (i.e., three-compartment sinks, coolers, ice machines, and food preparation sinks).
- A food preparation sink or approved method to wash fruits or vegetables, if applicable.
- At least one service sink or curbed cleaning facility with a floor drain shall be used for the cleaning of mops or similar wet floor cleaning tools and for the disposal of mop water or similar liquid wastes.
- All floors, walls, and ceilings within the food handling and storage areas shall be smooth, durable, non-absorbent, easily cleanable and in good repair.
- All lighting in food storage and preparation areas shall be shielded or shatter resistant.
- The ventilation hood, if applicable, shall be cleaned, with plumbing junctures sealed, and all heat and grease producing equipment shall be located beneath.

### Menu

- All food must be obtained from approved sources that comply with applicable food and labeling laws.
- Facility may not receive food deliveries until after the license has been released. There are limited exceptions that require approval; reach out to your inspector if you need to explore this option.
- Printed menu or a written list of anticipated menu items shall be available.
- Consumer Advisory noted on menu if serving any foods raw or undercooked. \*
- HACCP plan submitted and approved if conducting special processes such as reduced oxygen packaging (cook-chill, sous vide, vacuum packaging), curing or smoking for preservation, operating a molluscan shellfish life-support system intended for consumption, sprouting, or fermenting.
- Time as a Public Health Control Plan written procedure for specific menu items, if applicable. \*
- Non-continuous cooking (or par cooking) written plan, if applicable.

## Employee Training

- At least one person who has manager or supervisor responsibilities must demonstrate active managerial control by being a Certified Food Protection Manager (CFPM).
- Employees must be knowledgeable in food safety, which include but not limited to proper cooking and cooling of foods, when to wash hands, how to prevent food from bare hand contact, and practice good hygienic practices. \*
- (optional online food handlers' trainings are available in multiple languages for a nominal fee from independent companies).
- Policy for properly excluding or restricting ill employees from the retail food establishment.  
(see sample policy and decision chart). \*
- Vomiting/Diarrheal Cleanup Procedures and materials for cleanup, such as a bodily fluid clean-up kit. \*

## Food Handling & Storage

- Provide a probe-type thermometer that is of capable of reading both hot and cold temperatures and is calibrated and accurate to  $\pm 2^{\circ}\text{F}$ .\*
- Thermometers available in all refrigeration units to ensure  $41^{\circ}\text{F}$  is maintained.
- Utensils, tongs, deli paper, or single use gloves are available for handling ready to eat foods without barehand contact. \*
- The establishment shall have all hot and cold holding equipment on and demonstrate that it maintains proper temperatures.
- Food must be protected from cross-contamination while stored, prepared, displayed, dispensed, packaged, and transported. \*
- Have a plan to implement the 7-day date marking requirements for time/temperature control for safety food. \*
- All food bulk and working containers shall be labeled with their contents.
- All food containers must be made of food grade materials and used for their approved purpose.

## Handwashing Facilities

- Faucets provide tempered water between  $85 - 110^{\circ}\text{F}$ .
- A sign or poster notifying food employees to wash their hands is required to be provided at all sinks food employees use for hand washing. \*
- All handsinks must be supplied with soap and disposable paper towels.

## Dishwashing/Sanitizing Facilities

- Hot/cold/tempered water and dish soap/detergent available.
- Sanitizer and corresponding test strips available onsite (quaternary ammonia, iodine, or unscented chlorine bleach).
- Setup wiping cloth solution/buckets for sanitizing food contact surfaces. \*
- Manual Dishwashing: three/four compartment dishwashing cleaned, sanitized, and setup. \*
- High temperature sanitizing mechanical dishwashing (if applicable): shall have proper measuring devices (such as a maximum read thermometer or heat measuring strips) to demonstrate that  $160^{\circ}\text{F}$  rinse is achieved on the dish surface, and the machine's rinse gauge should read  $180^{\circ}\text{F}$ .
- Chemical sanitizing mechanical dishwashing (if applicable): shall be dispensing 50-100 ppm chlorine residual in the rinse cycle.

\* For resources, signs, logs and more information, go to:

State of Wisconsin Food Code Fact Sheets

[https://datcp.wi.gov/Pages/Programs\\_Services/FoodCodeFactSheets.aspx](https://datcp.wi.gov/Pages/Programs_Services/FoodCodeFactSheets.aspx), or

Contact your Environmental Health Inspector at Waukesha County Environmental Health at: (262) 896-8300

**Once scheduled for your Pre-Licensing Inspection, if you will not be ready, please call at least 24 hours in advance. Not doing so may result in being charged additional inspection fees.**