



Waukesha County Department of Parks and Land Use  
 Division of Environmental Health  
 515 W Moreland Blvd., Room AC260  
 Waukesha, WI 53188  
 Phone: 262-896-8300 Email: [eh@waukeshacounty.gov](mailto:eh@waukeshacounty.gov)

## Plan Review Application

<b>Application Date:</b>	<b>Construction Start Date:</b>	<b>Planned Opening Date:</b>
<b>Indicate Number of Seats in Each Area:</b>		
<b>Indoor:</b>	<b>Outdoor:</b>	
Choose One: <input type="checkbox"/> New Construction	<input type="checkbox"/> Extensively Remodeled(currently licensed)	<input type="checkbox"/> Conversion of an existing structure
Brief Description of Work:		

ESTABLISHMENT/DBA INFORMATION:			
ESTABLISHMENT/DBA NAME:		COUNTY:	
ESTABLISHMENT STREET ADDRESS:	CITY:	STATE:	ZIP:
EMAIL ADDRESS:		ESTABLISHMENT PHONE NUMBER:	

TYPE OF RETAIL FOOD ESTABLISHMENT (check all that apply)				
<input type="checkbox"/> Full Service Restaurant	<input type="checkbox"/> Bar	<input type="checkbox"/> Fast Food	<input type="checkbox"/> Coffee Shop	<input type="checkbox"/> Market(Grocery)
<input type="checkbox"/> School Food Program	<input type="checkbox"/> Deli	<input type="checkbox"/> Catering Operation	<input type="checkbox"/> Senior Dining	<input type="checkbox"/> Concession
<input type="checkbox"/> Meat Market	<input type="checkbox"/> Manufacturer with Retail Sales	<input type="checkbox"/> Convenience Store	<input type="checkbox"/> Other	

CONTACT INFORMATION - During Plan Review Process	TITLE:	PHONE NUMBER:	EMAIL ADDRESS:
NAME OF FOOD SERVICE MANAGER:			
NAME OF ARCHITECT:			
NAME OF CONTRACTOR:			

**Submit the following documents with application:**

- Equipment layout plans
- Equipment specifications
- Equipment schedules
- Lighting schedules
- Plumbing schedules
- Completed Waukesha County Plan of Operation form
- Copies of other approvals relating to the operation of the food establishment
- Complete the Finish Schedule on the reverse side of form

SIGNATURE – APPLICANT:	DATE SIGNED:
Please mail or email application to:	
<b>Waukesha County Division of Environmental Health, 515 W. Moreland Blvd, Room AC 260 Waukesha, WI 53188</b>	
<a href="mailto:eh@waukeshacounty.gov">eh@waukeshacounty.gov</a>	
<i>This institution is an equal opportunity employer.</i>	

## FINISH SCHEDULE

Instructions: Indicate which materials (quarry tile, stainless steel, fiberglass reinforced panels (RFP), ceramic tile 4" plastic covered molding, sealed concrete, painted drywall, vinyl coated ceiling tiles (VCT) acoustical ceiling tiles (ACT), etc.) Indicate Not Applicable (NA) as appropriate

Room Area	Floor	Floor Wall Junctures	Walls	Ceiling
Food Preparation				
Dry Food Storage				
Warewashing Area				
Walk-in Refrigerators and Freezers				
Service Sink/Mop Sink				
Refuse Area				
Toilet Rooms and Dressing Rooms;				
Other: Indicate				

Identify the finishes of cabinets, countertops and shelving: