



Food



Lodging



Pools



Wells



Septic



Humane



Radon

Re-inspection Fact Sheet

A follow-up re-inspection may be required due to one or more of the following:

- Documented Priority/CDC Risk Factor violations not corrected during the inspection
- Six or more Priority/CDC Risk Factor violations observed and documented; whether or not they were corrected during the inspection
- Repeat violations documented over 3 inspections
- More than 10 total violations
- A HACCP plan or variance is required for a special food process

The Waukesha County Code of Ordinances requires the assessment of a "partial inspection fee" for re-inspections to ensure that priority, critical, or recurring violations noted during a routine, complaint, or re-inspection have been corrected. Each "partial inspection" will be assessed a fee equal to 1/4 the annual license fee. Charging fees for partial inspections provides more program equity in assessing the costs of these inspections to those establishments receiving the service.

Q: What do the compliance dates mean?

A: We are required by DATCP to set a compliance date for each violation. Imminent hazards must be corrected immediately. Every effort should be made to correct Priority/Risk Factor violations while the inspector is still on site conducting the inspection. Priority and Priority Foundation violations that cannot be corrected during the inspection are required to be corrected within 3-10 days depending upon the violation.

Q: What happens if I can't get the violations corrected by the compliance date?

A: If you are unable to fix the violations by the compliance date because a contractor is unable to accommodate the time frame or other valid reasons, you must request an extension from your inspector. This extension should be requested before the inspector comes out for the re-inspection, failure to do so can result in additional re-inspection fees being charged. When requesting an extension be sure to explain why you are unable to meet the compliance date as well as giving a date by which the work will be done. If you are granted an extension, a new compliance date will be given which you will be expected to meet.

Q: How will I be billed for the re-inspection charge?

A: An invoice will be mailed out to the Licensee mailing address that we have on file within a day or two of the fee being charged.

Q: What happens if the re-inspection fee(s) is not paid?

A: Your license will not be issued the following license year until all outstanding fees are paid.

Q: Do you have suggestions for how I can reduce the likelihood of needing re-inspections in the future?

A: Best practice is to implement a food safety culture that promotes safe food practices. This includes ongoing staff training and conducting self-inspections (template provided). Food code fact sheets can also be helpful for review of specific requirements.