



New Retail Food Establishments

Rev. 3/5/25

All new food establishments must complete a license application and pay license and pre-inspection fees prior to operation. The one-time pre-inspection fee covers the cost of reviewing plans, menu and consulting with the sanitarian on equipment, proper design and construction of the facility as well as an on-site evaluation of the facility prior to releasing the license. The fee amount is based upon anticipated type of operation.

If you are planning to build a new facility or remodel an existing one, there are certain steps you need to take to ensure that your business meets current code requirements. Contact your local township/municipality to find out about local ordinances, zoning requirements, and additional permits that are needed before opening

Structural and Operational Requirements from the Wisconsin Food Code

Equipment

All food service equipment must be ANSI/NSF approved (commercial grade), or have the approval of Dept. of Agriculture Trade, and Consumer Protection (DATCP). Home-style equipment such as stoves and refrigerators are not code compliant and will not be approved for commercial kitchens.

Dishwashing Facilities

Where **manual** dishwashing and sanitizing are planned, a 3 or 4 compartment sink for washing, rinsing and sanitizing utensils and equipment is required. Sanitizer test strips must be onsite for chemical dishwashing.

When **mechanical cleaning** and sanitizing are used, a spray type or immersion dish machine is acceptable. In addition to the dish machine, a sink located adjacent to the machine may be required for scraping and prewashing. Dish machines that sanitize using a high-temperature water rinse must have an irreversible temperature measuring device available.

Handwashing Sinks

Handwashing sinks for employees must be provided in all food preparation, food dispensing, and utensil/equipment dishwash areas. The pre-wash compartment of a 4 compartment sink may not be used for handwashing. All employee handwash sinks shall be non-hand operated and equipped with hot and cold water, soap and single service towels. Handwashing facilities must have handwashing signs posted as well. These requirements also apply to restrooms used by employees.

Food Preparation Sink

A food preparation sink is required if foods are placed into a sink compartment below the flood level rim for the purposes of cleaning or thawing. Facilities needing a sink for ice bath cooling method will require a food preparation sink. Food preparation sinks must be separate sinks with an air gap included to plumbing and used only for food preparation.

Service Sink (Mop Sink)

A service sink or curbed cleaning facility with a floor drain shall be provided and used for cleaning mops and disposing of wastewater. Appropriate backflow prevention device is required if a hose will or is able to be attached to faucet.

Floors, Walls and Ceilings: *Food Preparation, Food Storage, Dishwashing and Restroom Areas*

The floors, walls and ceilings in these areas shall be constructed of a smooth, durable, nonabsorbent, and easily cleanable material. Acceptable flooring in these areas are commercial type vinyl tile, quarry tile or sealed cement. Carpeted or wooden floors are not acceptable. At the junction of the floors and walls, an impervious coved base is required (minimum 4 inches high). Acoustical ceiling tiles are not allowed in these areas.

Ventilation Hood/Grease Filters & Grease Interceptor/Trap

An approved ventilation hood system with grease filters and a fire suppression (ANSUL) system are required over all grease producing equipment. When grease-producing foods are prepared, a grease interceptor must be provided. Consult with a licensed plumber to properly size and locate the grease interceptor. Consult with your local building inspector and/or fire inspector regarding specific ventilation hood, fire suppression and grease interceptor requirements. If already present at licensing, an invoice showing cleaning is required within 90 days of licensing date.

Restrooms

Consult with your local Building Inspector for specific restroom requirements. If the employees will use the public restroom, at least one handwash sink must be equipped with a non-hand operated faucet. Restrooms must be located so that it is not necessary for patrons using the facilities to pass through food preparation, food storage or utensil washing areas. Restroom doors must be self-closing.

Home-based businesses

Food operations conducted on the property of a person's home must be completely separated from the home's living and sleeping areas by complete partitioning and self-closing doors (ie. separate kitchen, equipment and storage for business use than for home use).

Certified Food Protection Manager/Demonstration of Knowledge of Person in Charge (PIC)

At least one manager or employee with supervisory responsibility of a food establishment serving unpackaged foods shall be certified as a food protection manager within 90 days of opening. The PIC is required to demonstrate to the regulatory authority, upon request, knowledge of foodborne disease prevention as it relates to their specific food processes and general food code requirements.

Date marking

Ready to eat foods that must be stored hot or cold for safety and are kept for more than 24 hours once they are opened or prepared must be labeled with a use-by date or preparation date. These products must be discarded after 7 days when they are held at 41°F or less.



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Consumer Advisory

Disclosure and reminder statements are required on the menu. The disclosure statement notifies customers which foods may be served raw or undercooked. The reminder statement informs customers that eating foods raw or undercooked may cause foodborne illness. *"Eating animal foods raw or undercooked may increase the risk of a foodborne illness, especially for those with a susceptible immune system".*

Employee Health Policy

The food code requires employees to notify the person in charge of establishment of specific symptoms and illnesses, and that the person in charge will assure that employee's exclusion or restriction from work duties to prevent transmission of foodborne illnesses. A policy is required to be in place for Employee Health as well as written instructions on cleanup of vomit and diarrhea clean-up. These can be found on our websites.

Specialized Processes

HACCP and/or Variance plan required for the following processes:

- Reduced oxygen packaging
- Cook-chill
- Sous-vide
- Acidification
- Curing
- Smoking for preservation
- Sprouting seeds or beans
- Operating molluscan shellfish life-support system tank for shellfish intended for consumption.