



Food Service Facility Requirements

The information in this document contains general requirements for opening a food service facility. Contact a Health Department Sanitarian to ensure all requirements are met before opening your facility.

FACILITY PLANNING

___ **State Approved Plans:** Buildings >50,000 cubic feet must have plans prepared by an architect or engineer. Plans for buildings that are >25,000 cubic feet must be submitted to The Department of Commerce. For buildings <25,000 cubic feet, all state requirements are applicable but plans may not require approval by the Department of Commerce. Contact the Local or State Department of Commerce building inspector to determine if you need state approved plans.

___ **Well and Septic:** Wells must meet DNR codes. Septic systems must meet the Department of Commerce codes. For more information on septic systems contact the Washington County Planning & Parks-Land Use Division at 262-335-4450. Contact the Washington County Health Department for information about existing facilities. For new construction contact a licensed plumber and licensed well driller. Be sure the plumber is informed about future kitchen and seating expansion plans so he can size the septic system accordingly. This will avoid unnecessary expense in the future.

___ **Restrooms:** Public restrooms must be provided when seating is available and in "carry-out" only facilities. The number of fixtures in each restroom depends on the seating capacity of the restaurant. Restaurants that have seating for 15 patrons or less and "carryout" facilities need only provide one unisex restroom. All new or remodeled restrooms must be handicapped accessible. All restroom fixtures must be commercial. A third unisex family restroom may be required for restaurants which seat over 300 patrons. Customer restrooms must be located near the customer area and doors cannot open into a food preparation, storage, or serving area. An employee restroom may be required for walk-up or food court facilities. Check with the Dept. Of Commerce for these requirements.

___ **Zoning:** Check with your local municipality to be sure the property is zoned for a food service facility.



PLUMBING



___ **Utensil Washing:** Most facilities require at least a 3-compartment sink with drainboards. Many facilities will require a 4-compartment sink to allow for pre-washing. Strainer baskets are required on drains. A commercial dishwasher and a prewash sink may be installed instead of the three or four compartment sink. Garbage grinders must be commercial and installed by a licensed plumber to assure proper back flow protection is installed.

___ **Handwash Sinks:** Handwash sink faucets must be foot, knee, or wrist operated. Hand sinks are required adjacent to the utensil wash sinks or dishwasher. They are also required in all food preparation areas. Check with the Health Department to determine what areas.

___ **Food Preparation Sink:** An air gapped food preparation sink must be provided when food will be set directly, or in a strainer, inside of the sink. This is usually done to wash fruit and vegetables, pre-chill hot foods, or to quick thaw foods under running water. Your type of food service will need to be discussed with the Health Department to determine if this requirement can be waived.

___ **Mop Sink:** All new restaurants must have a utility/mop sink.

___ **Grease Interceptor:** When grease producing foods are prepared, a grease interceptor must be provided. Facilities on public sewer require an interior or exterior interceptor. All private sewage systems require an exterior grease interceptor. Consult with a licensed plumber to properly size and locate the grease interceptor.

___ **Hot and Cold Potable Water:** All sinks must be provided with hot and cold potable water under pressure through a mixing valve faucet.

___ **Plumbing Plans:** Plumbing plans must be approved, and can be obtained through a licensed plumber.

PERMITS NEEDED

___ **Food Service Facility Permit:** A permit must be issued by the Health Department prior to opening for business. This permit expires June 30th of each year and must be renewed on or before June 30th. The permit must be posted for public view.

___ **State Certification:** Each restaurant must employ a State Certified restaurant operator or manager. The certification must be displayed for the customers to see. Contact the Health Department for further information.

___ **Contact the city/town clerk to find out about any additional permits needed.**



INSPECTIONS

___ **Advisory Consultations:** Advisory consultations help the future operator develop a code complying facility. This is especially recommended prior to purchasing an existing facility. The Health Department will review your plans and give suggestions for changes need to meet DHS Administration Codes. Advance notice is required.

___ **Pre-inspection:** A pre-inspection is conducted prior to the date the facility opens. The application for permit is completed and submitted to the Health Department. Once received the Health Department will act on the application within 30 days. A one time pre-inspection fee will be collected prior to the pre-inspection.

___ **Regular Inspections:** Regular inspections are completed annually or as often as necessary to ensure compliance with Wisconsin Food Codes.

___ **Re-Inspections:** Reinspection and reinspection fees will be required under the following conditions:
Category 1: Imminent Hazards- Whenever an inspection or complaint investigation reveals the existence of a violation that is potentially hazardous to the health and safety of patrons or employees and the violation is not able to be corrected during the inspection or investigation. This requires the inspector to return to the establishment to verify that the violation has been corrected.
Category 2: Repeat Violations- Repeat violations, even if they are corrected during the inspection process. Repeat violations that are documented over 3 consecutive routine or complaint inspections will result in a reinspection and reinspection fee.
Category 3: Excessive Violations- Violations are of such as excessive nature that the potential exists for a hazard to occur. A reinspection and reinspection fee may result after consultation with an immediate supervisor or central office and the decision is made that additional intervention is needed by the inspector to bring the establishment into compliance.

Fees Schedule for reinspections can be obtained from the Health Department by calling 262-335-4462 or www.co.washington.wi.us

___ **Follow-Up Inspections:** Follow-up inspections are conducted to allow the operator time to comply with violations that do not meet the reinspection criteria cited during the regular inspection. There are no additional fees for follow-up inspections.

Note: Violations that are an immediate danger to public health must be corrected immediately.

FLOORS-WALLS-CEILINGS

(Food preparation, food storage, & utensil wash areas as well as restrooms)

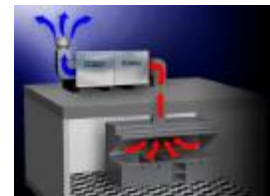
___ **Floors:** Floors must be smooth and cleanable. Commercial tile or vinyl flooring, or ceramic tile are approved floor coverings. An approved coved base of impervious materials is required at the floor/wall juncture. Wood is not allowed.

___ **Walls & Ceilings:** Walls and ceilings must be smooth, light colored, and cleanable. Glasbord, marlite or non-absorbent enamel are approved. If using tile grid ceiling, only ceiling tiles made for commercial kitchens and restrooms are approved. **No acoustical ceiling tile will be allowed in these areas.**

VENTILATION

___ **Vent Hood/Grease Filters:** An approved vent hood with grease filters and a fire suppression system is required over all grease producing equipment. If the cooking area of the grease producing equipment is less than 4 square feet, this requirement is sometimes waived.

___ **Restroom Ventilation:** An exhaust vent must be provided in all restrooms.



LIGHTING

___ **Protection From Breakage:** All light bulbs or tubes must be protected by a shield or special coated bulbs in food preparation areas, storage areas, coolers or freezers and retail areas with un-wrapped food items.

___ **Brightness:** For new and remodeled facilities, footcandle readings are taken after lighting is installed. Adjustments may be needed to comply with Dept. Of Commerce minimum requirements. Existing facilities may need additional lighting as well.



FOOD SUPPLIES

___ **Wholesome and Approved Source:** All food supplies must be wholesome and obtained from sources that comply with all laws relating to food and food labeling.

___ **Safe Temperatures:** Hot foods must be held at 140°F or higher and cold foods must be held at 41°F or lower.

___ **Safe Storage:** Food must be stored off the floor at least 6 inches on smooth nonabsorbent shelving. Wood shelving can only be used for dry storage and must be painted, or otherwise sealed. Food must not be stored under sewer or water lines.



EQUIPMENT



___ **Approved:** All equipment must meet commercial food equipment standards. It is recommended that all equipment be purchased from a commercial restaurant equipment supplier. Call the Health Department at 262-335-4462 if you have questions prior to the purchase of used or new equipment.

___ **Thermometers:** Provide accurate thermometers in all refrigeration and freezer units. Provide probe thermometers to take food temperatures.

___ **Commercial Refrigeration:** All refrigeration must be commercial and capable of holding food at 41° F or less. Walk-in coolers must be lined with glasbord, aluminum, galvanized metal, or stainless steel and have sealed cement, ceramic, or metal flooring (nowood).

___ **Freezers:** Freezers used to freeze non-frozen products must be commercial. Products which are purchased frozen may be stored in a noncommercial freezer.

___ **Cooler Shelving:** Refrigerator and freezer shelving must be approved open wire or other non-absorbent material that allows air flow (no wood).

OTHER CONSIDERATIONS

___ **Restaurant Plan Approval:** Although the Washington County Health Department does not provide an official plan review program, to prevent having to add items, or change things that are improperly installed, a drawn plan is encouraged to be submitted to the Health Department for review prior to beginning construction or remodeling. Some private restaurant supply companies have trained staff that can draw up a plan for little or no fee. Their experience at effective use of space can often be a cost savings and promote efficient food production.

___ **Health Department Sanitarian:** The information in this pamphlet contains general requirements. Contact the Health Department Sanitarian assigned to the facility to ensure all requirements are being met.

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