



## PLAN REVIEW FOR FOOD SERVICE ESTABLISHMENTS

### When is a plan needed?

- New construction
- When an existing structure is converted for use as a food establishment
- When a food establishment is remodeled
- When there is a change in the establishment's license type or the license is upgraded
- When there is a change in the type of food being served at the establishment/operation

### Who needs to review the plan?

- Public Health Department
- Fire Department – fire safety
- Building Department – building, plumbing, electrical, HVAC, and ADA code compliance

### When do I need to submit the plan?

- The plan must be submitted, reviewed, and approved prior to beginning any work.
- Make an appointment with the Public Health Department to discuss the idea and how it might affect the operating permit.
  - NOTE: Once the Public Health Department has received the application and payment of all applicable fees, allow thirty (30) days for review and to receive a decision regarding the license.
- Construction, alteration, and/or service activities can begin only after the plan has been reviewed and approved by all the required departments.
  - NOTE: The actual installation/construction must match the approved plan.

### What needs to be included in the plan?

- Intended menu of foods
- Description of the food operation
  - Number of staff
  - Intended patrons (e.g. supper club, caterer, fast food, short order tavern with food, etc.)
- Volume of food that will be stored, prepared, sold, and served
- Proposed layout
  - All rooms, including restrooms
  - Plumbing schedule
  - HVAC
  - Mechanical schematics
  - Construction materials
  - Finish schedule
- Proposed equipment
  - Types and locations
  - Dimensions
  - Manufacturers and model numbers
  - Performance capacities and installation specifications
- Standard Operating Procedures (SOPs)
- Other

### **Where can I find information about commercial kitchen ideas and designs?**

- Meet with an experienced and reputable Commercial Facilities Designer for the appropriate type of operation
  - Ensure s/he is knowledgeable about the Wisconsin Food Code
  - Many food service business associations maintain lists of these service providers
- Do not rely on the Regulatory Authority

### **Is there a fee for plan review?**

- Yes, there is a fee for the Public Health Department to review the plan
  - Specific fee can be found on the Public Health Department's Fee Schedule
- There may also be fees for a change in license type
- Other City Departments may have their own fees; check with each to determine if any fees are required

### **City of Racine Department Contact Information for Plan Reviews**

- Public Health Department – Environmental Health Division: 262-636-9203
- Building Department: 262-636-9464
  - Electrical Inspector: 262-636-9164
  - Plumbing Inspector: 262-636-9163
- Fire Department: 262-635-7900
- City Clerk (for other necessary permits, if applicable): 262-636-9171

### **Wisconsin Food Code**

- Information is available online at: [datcp.wi.gov/pages/programs\\_services/foodcode.aspx](http://datcp.wi.gov/pages/programs_services/foodcode.aspx)

## PLAN REVIEW CHECKLIST AND GUIDE

This list contains suggested items for the initial construction, renovation, remodeling, or equipment/material installation for food service establishments in Wisconsin. It is intended to provide guidance and assistance in complying with nationally recognized food equipment and facilities and to promote uniform construction and design standards to create an environment conducive to safe food handling and sanitary facility maintenance. It is not intended to be all-inclusive for the specific needs of all food establishment operators.

This guide and can be used by City of Racine and the food establishment applicant/operator to ensure that essential areas have been included and addressed. It should be utilized in conjunction with the [Wisconsin Food Code](#). Differences between Commerce Codes and Food Code must address the most restrictive of either code. Communication with local building inspectors before and during construction is essential!

The Food Code is available online at: [https://docs.legis.wisconsin.gov/code/admin\\_code/atcp/055/75\\_](https://docs.legis.wisconsin.gov/code/admin_code/atcp/055/75_)

All equipment in food establishments shall comply with the design and construction standards of appropriate nationally recognized standards and/or code requirements and bear the certification mark of an ANSI-accredited organization (e.g. NSF, UL, ETL) or otherwise approved by DHFS.

### REASON FOR PLAN REVIEW

(check all that apply)

- New construction
- Conversion of existing building
- Remodeling
- Change type of operation
- Requested by Regulatory Authority

### SUBMIT ALL

- Menu
- Layout blueprints/schematics
- Description of food operation
  - Number expected patrons per day
  - Type of food processing
- Check only if applicable
  - Serving only seniors
  - Serving only children 3 years or younger
  - Serving only immunocompromised population
- Standard Operating Procedures for all processes
- Volume of food (estimated for each) to be
  - Stored
  - Prepared
  - Processed
  - Sold
  - Served
- Hours of operation (include all production time)

### ADDRESS ALL

- Equipment to maintain product temperature (e.g. refrigeration, hot/cold holding units)
- Food equipment installation
- Specification descriptions (spec sheets, cut sheets) for all
  - Food processing
  - Hot/cold food holding
  - Cooking equipment/hood
  - Sink/warewashing equipment
- Power: forms & sufficiency
- Food prep sink, stainless steel, air gap
- Warewashing facilities (manual/mechanical), vapor removal
- Ice making, storage, air gaps
- Workspace sufficiency
- Work station locations to promote avoidance of cross-contamination
- Handwashing sinks & locations
- Non-hand operated (touchless) faucet controls at
  - Handwash sinks in kitchen and restrooms
  - Food prep areas
  - Warewashing areas
  - Food/beverage dispensing areas
- Water supply
- Cross connections control
- Hot water supply needs & requirements
- Sewage/liquid waste disposal
- Plumbing/grease extraction
- Storage (locations & methods)
  - Food
  - Rendering by-products & outdated foods
  - Single service
  - Canned, dry packaged foods
  - Equipment
  - Chemicals
- Food equipment – provide list; NSF approved; ANSI certified
- Dry good storage
- Food receiving areas
- Food shields/protection devices
- Beverage dispensing systems
- Surface finish specifications for floors, walls, ceiling, & work surfaces – smooth, light color, easily cleanable
- Customer self-service stations
- Server food dispensing areas
- Toilet rooms, fixture numbers
- Insect/rodent control – self-closing windows at drive-up
- Lighting – shielded in food prep & wash room
- Hood/ductwork/fire suppression
- General heating & ventilation
- Floor cleaning methods
- Floor/utility cleaning sink
- Dress/locker/break rooms
- Linen cleaning & storage
- Garbage storage – methods & containers (interior/exterior)
- Recyclable storage
- Equipment for holding hot/cold food during transport