

PLAN REVIEW FOR FOOD SERVICE ESTABLISHMENTS

By the City of Racine
Health Department

Revised 04/12

Review by the City of Racine Health Department, Fire Department and Building Department for building, plumbing, HVAC, fire safety, ADA and electric code compliance is required.

When would the Regulatory Authority need the plans?

1. Anytime it is requested by the City of Racine. (WI Adm. Code Chapter HFS 196.04(6))
2. New Construction
3. The conversion of an existing structure for use as a food establishment.
4. Remodeling of a food establishment.
5. A change in type of food being served at your establishment/operation.
6. Change in license type or upgrade of license.

What needs to be included in the plan?

1. Intended **MENU** of foods;
2. **Description of the food operation**, number of expected staff, and the intended patrons (such as a supper club, caterer, fast food, short order tavern with food, etc.)
3. **VOLUME** of food that will be: stored, prepared, sold and served.
4. The proposed **LAYOUT** –
 - All rooms, including restrooms
 - Plumbing schedule
 - HVAC
 - Mechanical schematics
 - Construction materials
 - Finish Schedules
5. The proposed **EQUIPMENT** -
 - Types
 - Manufactures
 - Model Numbers
 - Locations
 - Dimensions
 - Performance capacities
 - Installation specifications
6. **STANDARD OPERATING PROCEDURES (SOP'S)**;
7. **OTHER**

Is there a fee? How far in advance do I need to plan?

Activities, including service to the public, demolition, excavation, construction, and all alterations cannot occur before plans have been submitted and approved by all pertinent regulatory agencies. Since all projects are different, plan ahead! Make an appointment with the City of Racine Health Department at the conception of your project. If this construction affects your permit to operate your business, know that the health department has thirty (30) days from the date of a completed application with correct fees to make a decision regarding your license. Fees for reviewing plans are required by city of Racine Health Dept.

Ask first. Save money, time and frustration!

A person may not operate unless permission from the City of Racine Health Department has been granted. A permit cannot be issued until after the plans, specifications and information have been submitted, reviewed and approved by the Health Department and the actual installation matches the approved plan. Occupancy and operation may be a coordinated decision by the Health, building and/or fire department. *It is not until all affected parties have inspected, reviewed and approved the final project that permission is granted.*

Where can I go for commercial kitchen ideas and designs?

Discuss your needs with an experienced and reputable Commercial Facilities Designer for your type of operation. Make sure he/she is knowledgeable about the Wisconsin Food Code. Many food service business associations keep lists of those services. Do not rely on the Regulatory Authority for all of your needs to assure compliance in all areas. **See our checklist for details!**

Racine City Health Department – 262-636-9203
Building Department – 636-9464
Electrical Inspectors – 636-9464
Plumbing Inspectors – 636-9464
Fire Department – 635-7900