

The Plan Review Process

You need Plan Review if you are:

- Building from the ground up.
- Creating a food business in an existing building where there was not a food business before.
- Changing the type of food business—for example, adding a restaurant or meat cutting (food processing) operation to a store that sold packaged goods only.

You must submit plans for review by the Community Development, Building and Safety, Engineering and Health Departments.

If you are remodeling an existing food business or making changes to the menu, consult with an inspector before any remodeling. *Small changes may not require plan submittal, but only Health Department personnel are qualified to make this determination.*

Plans submitted should be drawn to scale and must address the following issues:

- Food to be served and/or sold
- Floor Plan
- Food Service Equipment Layout
- Plumbing Fixtures
- Hot Water Equipment
- Kitchen Ventilation and HVAC
- Food Service Equipment Specifications
- Floor, Wall and Ceiling Finishes

Other Departments

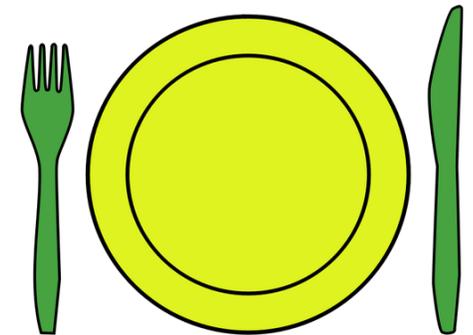
- Community Development 414-479-8957
- Building and Safety 414-479-8907
- Engineering Services 414-479-8927
- City Clerk (liquor licensing) 414-479-8917
- Fire Inspection 414-471-8457



Healthy Community
Value to You
Wauwatosa Health Department

(414) 479-8939
www.wauwatosa.net/health

A Guide to Starting a Food Business in the City of Wauwatosa



City of Wauwatosa Health Department



Selling Food in Wauwatosa

The food business is a regulated business. The City of Wauwatosa Health Department licenses all food businesses in the City. There are three different food licenses: Restaurant, Retail Food and City Food. Any establishment that sells food, whether it is candy and soda or steak and lobster, the establishment needs a license. The requirements for food operations are found in the Wisconsin Food Code, which is state law. The code is adopted into the Wauwatosa City Ordinance, Title 8.

This guide is designed to walk you through the application process.

Web link to the Wisconsin Food Code:
<https://www.dhs.wisconsin.gov/fsrl/codes.htm>

Helpful Hints



Did you Know That...

- When you have a Food License, you (or your corporation) are responsible for code compliance—from operations to maintenance and repairs.

HINT: When you operate your business in a building you don't own, make sure you and your landlord discuss exactly who will be responsible for repairs and other building issues.

- If you cook or process food, within 90 days of opening, you **MUST** have a manager who holds a Certified Professional Food Manager certificate from the Wisconsin Department of Health Services. Ask your Health Inspector how to obtain this license.

HINT: Ask your inspector for a list of schools and organizations that offer accredited food sanitation classes. Don't assume that taking over an existing food establishment will simply be a matter of paperwork. Some things may need to be changed or upgraded to meet current codes. Current operators, landlords or others involved in the transaction don't have the final say on licensing. The Health Department does, so do your homework before making commitments.

Applying For A Food License

Frequently Asked Questions

Where Do I Apply?

You can apply in person at 7725 W. North Avenue, Health Department between 8 AM and 4:30 PM, Monday through Friday. Call (414) 479-8936 to learn about applying by email, mail or fax.



Web link to the Wisconsin Food Code:
www.wauwatosa.net/foodlicense

What Information Should I Bring?

If you want to license your business as a corporation, Limited Liability Company or limited partnership, make sure your company is registered with the Wisconsin Department of Financial Institutions. Know the corporate address and the name of your registered agent. Be prepared to share driver's license information for the operating agent and business partners.

You can reach the Wisconsin Department of Financial Institutions at www.wdfi.org or call at (608) 261-9555.

I'm Taking Over An Existing Business

If you don't plan to make any changes in the business, fill out a Food License or Restaurant License Application, then pay the fees (the staff will help you calculate these). Next, make an appointment with your inspector. The inspector will do a pre-inspection at your business to see if any repairs or changes need to be made before you open. Existing equipment will be re-evaluated. The inspector will also review your menu (for restaurants and stores that prepare food), and inform you about code requirements. The inspector is the person that will also approve your license.

I'm Taking Over an Existing Business, But I'm Making Changes

Your inspector will talk to you about your plans. Changes in menu, hours or volume of food preparation may require equipment changes. Existing equipment will be re-evaluated. If you plan to remodel, you must submit plans for the Zoning, Building, Engineering and Health Department to review before you start.

New Construction/Remodeling—Do I need Approval from Other Departments?

When you have a location in mind for your business, you will need to contact the **Department of Community Development** to determine if your business is compatible with existing zoning requirements. It is strongly recommended that a lease is not signed until zoning requirements and/or approvals are understood and met.

After zoning, you must consider a variety of building and engineering issues. Contact the Buildings and Safety Division and Engineering Services for more information.