

Plan Review for Retail Food Establishments

by the Regulatory Authority (RA)

Wisconsin Food Code Fact Sheet #29a

Wisconsin Department of Agriculture, Trade and Consumer Protection
Its Local Agent Health Departments

Review by the Wisconsin Department of Commerce/agent municipalities for building, plumbing, ventilation, fire safety, ADA and electrical code compliance is independent of the review by the Regulatory Authority. Please consult your regional WCOMM office for more details.
<http://www.commerce.state.wi.us/SB-Commercial Building Code>.

When would the Regulatory Authority need the Plans ?

- a) Any time it is requested by the Regulatory Authority. (HFS 196.04(6), ATCP 75.02(8))
- b) New Construction
- c) The conversion of an existing structure for use as a food establishment
- d) Remodeling of a food establishment
- e) A change of type of food establishment or food operation



What needs to be included in the Plan?

- a) Intended **MENU** of foods;
- b) **Description of the food operation**, number of expected staff, and the intended patrons (such as: supper club, caterer, production bakery, fast food, grocery store, short order tavern with food, lunch wagon, vacuum packaging, meals-on-wheels for seniors, convention center, C-store, etc.)
- c) **VOLUME** of food that will be: stored, prepared, and sold and served;
- d) The proposed **LAYOUT**-
 - Arrangement of all rooms, including restrooms
 - Plumbing schedule
 - HVAC
 - Mechanical schematics
 - Construction materials
 - Finish schedules
- e) The proposed **EQUIPMENT**-
 - Types
 - Manufacturers
 - Model numbers



Locations of equipment on the plan
Dimensions
Performance capacities
Installation specifications

- f) **STANDARD OPERATING PROCEDURES (SOP's)**
- g) **WCOMM CORRESPONDENCES/APPROVALS/CONDITIONS**
- h) **OTHER**

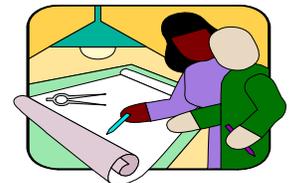
How far in advance should Plan Submittal occur and is there a fee?

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 your RA. Most RA's require a minimum of 30 days to conduct a compliance review to approve a permit application. Fees may be required in addition by state statute or local ordinance. Ask first.

A person may not operate unless permission from the regulatory authority has been granted. A permit cannot be issued until after the plans, specifications and information have been submitted, reviewed and approved by the RA and the actual installation matches the approved plan. Occupancy and operation may be a coordinated decision by both the building and/or plumbing inspector and RA. *It is not until all affected parties have inspected, reviewed and approved the final project that permission to operate is granted.*

Where can I go for ideas for design for my operation?

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 businesses that provide these services. Do not rely on the RA for all of your needs.



For Food Service:

DHFS Food Safety and Recreational Licensing Section, Rm 133, 1 W. Wilson Street, Madison, WI 53701-2659.
Phone is 608-266-2835.
Fax: 608-267-3241
[Section e-mail](#)

For Retail Food:

DATCP Division of Food Safety, 3rd Floor, 2811 Agriculture Drive, Madison, WI 53708-8911.
Phone: 608-224-4700.
Fax: 608-224-4710
[Division e-mail](#)