

# Plan Review for Food Service Establishments

by the Regulatory Authority (RA)

Wisconsin Department of Health and Family Services  
Local Agent Health Departments

Revised: 8/02

**R**eview by the Wisconsin Department of Commerce(WCOMM)/agent municipalities for building, plumbing, HVAC, fire safety, ADA and electrical code compliance is independent of the review by the Regulatory Authority. Please consult your regional WCOMM office for further details.

<http://www.commerce.state.wi.us/SB/SB-CommercialBuildingsCodeAdoption.html>

## When would the Regulatory Authority need the plans?

- Anytime it is requested by the Regulatory Authority. (WI Adm. Code Chapter HFS 196.04(6)).
- New Construction
- The conversion of an existing structure for use as a food establishment
- Remodeling of a food establishment
- A change of type of food establishment/operation.



## What needs to be included in the plan?

- Intended **MENU** of foods;
- 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, lunch wagon, meals-on-wheels for seniors, convention center, etc.);
- VOLUME** of food that will be: stored, prepared, sold and served;
- The proposed **LAYOUT**-
  - All rooms, including restrooms
  - Plumbing schedule
  - HVAC
  - Mechanical schematics
  - Construction materials
  - Finish schedules
- The proposed **EQUIPMENT**-
  - Types
  - Manufacturers
  - Model numbers
  - Locations
  - Dimensions
  - Performance capacities
  - Installation specifications



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

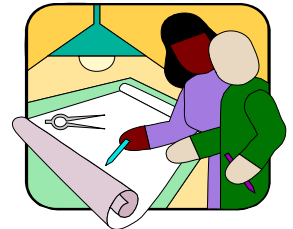
## Is there a fee? How far in advance do I need to plan?

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 your Regulatory Authority 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 may be required by state statute, state administrative code and/or local ordinance. Ask first. Save \$, time and frustration!

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 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 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 businesses that provide these services. *Do not rely on the Regulatory Authority for all of your needs to assure compliance in all areas. See our Checklist for Details!*



## For Food Service Inspection Services

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