

Information for Prospective Food Establishment Operators

License Application

All new food establishments must complete a permit application and pay permit and pre-inspection fees. The one-time, pre-inspection fee covers the cost of reviewing plans and consulting with the sanitarian on equipment installation and proper design and construction of the facility as well as an on-site evaluation of the facility prior to releasing the permit. A set of building plans whether for new or remodeled facilities must be provided to the sanitarian. The permit fee is paid to obtain an annual food license. The amount of this fee is based upon anticipated gross annual food sales and type of operation. A pre-inspection must be scheduled prior to opening. The food license will be issued after fee payment and approval of the facility operations and equipment by the health department. Please call 608-243-0330 for more licensing information.

Structural and Operational Requirements for Food Establishments

The following is a summary of some of the major points covered in the Wisconsin Food Code

Equipment

All food service equipment must be ANSI/NSF approved (commercial grade), or have the approval of Dept. of Health and Family Services or the Dept. of Agriculture Trade, and Consumer Protection. Home-style equipment such as stoves and refrigerators are not code compliant.

Utensil Sanitizing Facilities

Where **manual dishwashing** and sanitizing are planned, a 3 or 4 compartment ANSI-approved sink for washing, rinsing and sanitizing utensils and equipment is required.

When **mechanical cleaning** and sanitizing are used, a spray type or immersion dish machine is acceptable. The machine must be operated in accordance with the manufacturer's instructions. In addition to the dish machine, a sink located adjacent to the machine may be required for scraping and prewashing.

Handwashing Sinks

Handwashing sinks for employees must be provided in all food preparation, food dispensing, and utensil wash areas. All employee handwash sinks shall be **non-hand operated** and equipped with hot and cold water, soap and single service towels. Handwashing facilities must have handwashing signs posted as well.

Food Preparation Sink

A food preparation sink is required in all food establishments that wash or thaw of foods. This must be a separate sink with an air gap and used only for food preparation.

Utility Cleaning Facility (Mop Sink)

A utility sink or curbed cleaning facility with a floor drain shall be provided and used for cleaning mops and disposing of wastewater.

Note: All sinks must be provided with hot and cold potable water under pressure through a mixing valve faucet.

Floors, Walls and Ceilings

The floors in all food preparation, food storage and utensil washing areas shall be constructed of a smooth, durable, easily cleanable material such as a commercial type vinyl tile, quarry tile or sealed cement. Carpeted or wooden floors are not acceptable. At the junction of the floors and walls, an

impervious coved base is required (minimum 4 inches high). The walls and ceilings in the food preparation, food storage and utensil washing areas shall be smooth, nonabsorbent and easily cleanable. Acoustical ceiling tiles are not allowed in food preparation, storage, or utensil washing areas.

Ventilation Hood/Grease Filters & Grease Interceptor/Trap

An approved ventilation hood system with grease filters and a fire suppression system are required over all grease producing equipment. When grease-producing foods are prepared, a grease interceptor must be provided. Facilities on public sewer require an interior or exterior interceptor. All private sewage systems require an exterior grease interceptor. Consult with a licensed plumber to properly size and locate the grease interceptor.

Restrooms

Consult with your local Building Inspector for specific restroom requirements. If the employees will use the public restroom, the handwash sink must be equipped with a non-hand operated faucet. Restrooms must be located so that it is not necessary for patrons using the facilities to pass through food preparation, food storage or utensil washing areas.

Home-based businesses

Food operations conducted on the property of a person's home must be completely separated from the home's living and sleeping areas by complete partitioning and self-closing doors (ie. separate kitchen, equipment and storage for business use than for home use).

Certified Food Manager/Demonstration of Knowledge

At least one manager or operator of a food establishment serving meals (restaurants) shall be certified by the State in food service protection practices within three months of opening. A permit holder or person in charge is required to demonstrate to the regulatory authority, upon request, knowledge of foodborne disease prevention as it relates to their specific food processes and general food code requirements.

Bare Hand Contact

Bare hand contact with ready-to-eat foods is prohibited. Deli paper, tongs or other suitable utensils may be used to handle ready-to-eat foods.

Date marking

Ready-to-eat, potentially hazardous food held for more than 24 hours once opened or prepared must be labeled with a use-by date or preparation date. These products shall be discarded after 7 days when held at 41°F or less.

Consumer Advisory

Eating animal foods raw or undercooked may increase the risk of a foodborne illness, especially for those with a susceptible immune system. Therefore, disclosure and reminder statements are required on the menu. The disclosure statement notifies the customers which foods may be served raw or undercooked. The reminder statement is informing the customers that eating foods raw or undercooked may cause a foodborne illness.

Smoking

Many municipalities in Dane County, including unincorporated areas, have adopted smoking laws that prohibit smoking in restaurants, taverns and bowling alleys. For more information on smoking bans, please contact Public Health Madison and Dane County at 608-243-0330.

A copy of the Wisconsin Food Code is available at your library or online at

www.publichealthmdc.com/environmental/food

For more information, please contact Public Health Madison and Dane County at 608-243-0330.

Download free food safety training materials at www.safefoodcrew.org or contact Public Health Madison & Dane County at 608-243-0330 for a FREE binder.