

## Information for Prospective Food Establishment Operators

### License Application, Plan Review and Preinspection

All new food establishments must complete a permit application and pay permit and pre-inspection fees. 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. The one-time pre-inspection fee covers the cost of reviewing plans, menu 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. 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 visit [www.publichealthmdc.com](http://www.publichealthmdc.com) for more licensing information. Call us at 608-242-6515 or email [LEAdmin@publichealthmdc.com](mailto:LEAdmin@publichealthmdc.com) with any questions.

### Structural and Operational Requirements from the Wisconsin Food Code

#### Equipment

All food service equipment must be ANSI/NSF approved (commercial grade), or have the approval of Dept. of Health Services or the Dept. of Agriculture Trade, and Consumer Protection. Home-style equipment such as stoves, freezers 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. Sanitizer test strips must be provided. Dish machines that sanitize using a high-temperature rinse must have an irreversible temperature measuring device available.

#### Handwashing Sinks

Handwashing sinks for employees must be provided in all food preparation, food dispensing, and utensil wash areas. The pre-wash compartment of a 4 compartment sink may not be used for handwashing. 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. These requirements also apply to restrooms used by employees.

#### Food Preparation Sink

A food preparation sink is required if foods are placed into a sink compartment below the flood level rim for the purposes of cleaning or thawing. Facilities needing a sink for ice bath cooling method will also require a food preparation sink. This must be a separate sink with an air gap and be 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. Appropriate backflow prevention device is required.

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

### **Floors, Walls and Ceilings: Food Preparation, Food Storage, Utensil Washing and Restroom Areas**

The floors, walls and ceilings in these areas shall be constructed of a smooth, durable, nonabsorbent, and easily cleanable material. Acceptable flooring in these areas are 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). Acoustical ceiling tiles are not allowed in these 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. Consult with your local building inspector and/or fire inspector regarding specific ventilation hood, fire suppression and grease interceptor requirements.

### **Restrooms**

Consult with your local Building Inspector for specific restroom requirements. If the employees will use the public restroom, at least one handwash sink must be equipped with a non-hand operated faucet (see previous Handwashing Sink section for other requirements). 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. Restroom doors must be self-closing.

### **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 employee with supervisory responsibility of a food establishment serving unpackaged foods shall be certified as a food protection manager within 90 days of opening. The 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, single-use gloves, tongs or other suitable utensils may be used to handle ready-to-eat foods.

### **Date marking**

Ready-to-eat foods that must be stored hot or cold for safety that are kept for more than 24 hours once opened or prepared must be labeled with a use-by date or preparation date. These products must 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 customers which foods may be served raw or undercooked. The reminder statement informs customers that eating foods raw or undercooked may cause foodborne illness.

### **Employee Illness Reporting Policy and Exclusions/Restrictions**

Food code requires employees to notify person in charge of establishment of specific symptoms and illnesses, and that the person in charge will assure that employee's exclusion or restriction from work duties to prevent transmission of foodborne illnesses.

### **Specialized Processes-HACCP and/or Variance plan required for the following processes:**

Reduced oxygen packaging, cook-chill, sous-vide, acidification, curing, smoking, sprouting seeds or beans, operating molluscan shellfish life-support system tank for shellfish intended for consumption.

### **Thermometers**

To ensure proper temperature control of potentially hazardous foods, all cold and hot food holding equipment require thermometers. Thin metal-probe type thermometer in 0-220°F range is required for checking internal food temperatures.

### **Smoking**

The State of Wisconsin has adopted smoking laws that prohibit smoking in restaurants, taverns and bowling alleys.