

GUIDELINES FOR OPENING A RETAIL FOOD ESTABLISHMENT

RACINE COUNTY PUBLIC HEALTH DIVISION (RCPH)

Licenses and Training

- Retail Food Establishment License - A license is required to prepare, serve or sell food products intended to be consumed by the general public. Some exceptions may apply.
- Certified Food Protection Manager – An individual who operates a retail food establishment or at least one manager of a retail food establishment, shall have a certificate that states that the individual or manager has passed an exam from an accredited program on food protection practices.

Facility

- Floors, Walls, and ceilings shall be durable, smooth, and easily cleanable in all food production areas and nonabsorbent in any area subject to moisture. Acoustical ceiling tiles are prohibited in food preparation areas.
- Hand washing sinks shall be located conveniently to each food preparation, food dispensing and warewashing areas. Hand sinks shall be supplied with hot and cold water, hands-free activation, hand cleanser, paper towels, and handwash sign.
- The facility shall have a three-compartment ware washing sink with drainboards for clean and dirty equipment or an approved commercial dishwashing machine.
- A service sink shall be provided.
- A food preparation sink installed with airgap may be required.
- Adequate and approved ventilation may be necessary for the removal of excessive heat, steam, condensation, vapors, smoke, and fumes. Check with the local municipality.
- A grease tap may be necessary. Check with the local municipality.
- Lighting in food preparation areas shall be shielded or shatter resistant and provide the minimum required intensity.
- Each establishment shall have the required number of public toilet rooms with a hand washing sink supplied with hot and cold water, hands-free activation, hand cleanser, and approved hand drying devices.

Equipment

- All food equipment shall be classified for sanitation by an American National Standards Institute accredited certification program or approved by RCPH.
- An adequate amount of food preparation surfaces constructed of durable and non-absorbent materials like stainless steel.
- Provide enough equipment for cooling and cold holding food.
- Supply sufficient equipment for heating and hot holding food.

Licensing Process

1. Complete and submit the RCPH application and a proposed menu.
2. Provide a sketch or construction plan of the establishment, if there will be new construction or remodeling. This plan shall include the following:
 - A floor plan of the establishment detailing the location of food preparation, dry storage, and customer areas
 - Plumbing fixture locations, such as the location of hand washing sinks, ware washing sinks, dishwashers, food preparation sinks, utility sinks, and restrooms
 - A list of equipment with the manufacturer's name and model number
 - Floor, wall, and ceiling finish materials
 - Food preparation surface materials
 - Lighting location and type
 - Indicate where cleaning equipment and supplies will be stored.
3. Once RCPH has received the completed application and establishment plan we will assign an inspector who will contact you to discuss the information and schedule a pre-license inspection of the facility.
4. After completing the pre-license inspection, we will provide you with a report detailing any deficiencies that will need to be corrected.
5. The license will be issued once any deficiencies noted during the pre-license inspection have been corrected and all license fees have been paid.

References

- Wisconsin Administrative Code ATCP 75
- Wisconsin Administrative Code ATCP 75 Appendix-Wisconsin Food Code
- Wisconsin Administrative Code SPS 361-366
- www.racinecounty.com/publichealth
- RCPH phone number: 262-898-4460