Fond du Lac County Health Department

160 S. Macy St, Fond du Lac, WI 54935

Phone: 920-929-3085 | Fax: 920-929-3102 | www.fdlco.wi.gov

PLAN REVIEW

The design and construction of a food service facility is as important as the operation of the business. The facility itself is the foundation of the business. Proper design and construction will lend itself to the control of critical food safety issues and general sanitation. With well thought out planning, you can create a business that is not only safe but is easy to maintain and efficient as well. This means less time spent on maintenance and lower overhead.

If you are planning to build a new facility or remodel an existing one, there are certain steps you need to take to ensure that your business is safe and approved by our Department. You can request to have a consultation inspection with a sanitarian for a fee of $150.00. This fee would be applied to your pre-inspection fee if you open within 90 days of the consultation inspection.

Be advised, regulations are subject to change. Any changes in plans that have not been reviewed by the Health Department must be resubmitted for review and approval. Health Department approval of these plans does not take place of approval and plan submittal to municipalities or State departments.

1. The first step is to submit plans and complete the attached Finish and Plumbing Schedules. We prefer professionally generated architectural plans, but we will accept hand drawn plans, as long as they include the correct and necessary information. Plan Review Guidelines and Licensing Applications on how to create and submit plans can be obtained from our Department. In addition to submitting to our Department, other regulatory authorities (e.g. local/county building departments) may require plans. Make sure all appropriate regulatory agencies have been contacted.

2. After plans are submitted, sanitarians will review the plans. This process is to make sure the proposed facility meets WI Food Code requirements in the areas of general layout, room finishes, proper equipment, adequate ventilation, and sufficient plumbing. The layout should be efficient and designed to minimize potential food contamination. Restaurants have a lot of activity, which requires cleaning to maintain proper sanitation. Room finishes, in all food related areas and restrooms, need to be smooth, durable, nonabsorbent, light in color, and easily cleanable. All equipment in food facilities must be commercial grade. Only equipment designed and constructed in accordance to the N.S.F. standards and Underwriters Laboratories (U.L.) will be accepted. In addition to the WI Food Code the Department also recognizes other regulations in the areas of ventilation and plumbing. Construction must meet all Uniform Mechanical and Uniform Plumbing Code requirements.

3. Once the plans have been reviewed, a letter is sent to the corresponding party informing them if the plans have been approved or not and any changes that are necessary. Upon approval of the plans, construction should begin. Sanitarians can make random visits during construction to check on status and make corrections as needed. However, it is the ultimate responsibility of the owner/contractor to contact our Department for inspections. Once the pre-inspection has been completed, you are free to open your doors.

If you have any questions about this process, please contact us at (920) 929-3085.

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Required Documentation

- ☐ Completed Plan Review Application
- ☐ Copy of Proposed Menu
- ☐ Completed Fond du Lac County Licensing Application
- ☐ Complete Floor Plan of Facility Including Placement of Equipment
- ☐ Invoices for Servicing of Grease Trap, ANSUL System, and Hood
- ☐ Copy of Employee Health Training Policy

Establishment Information

Date of Construction or Remodel: _____ **Proposed Date of Opening:** _____

Hours of Operation:

M _____ T _____ W _____ Th _____ F _____ Sa _____ Su _____

Seating Capacity: _____ Total Number of Seats (include bar and outdoor seating)

Check All Types of Services Provided:

☐ Catering	☐ Take Out	☐ Wholesaling	☐ Bakery/Baking
☐ Buffet/Salad Bar	☐ Delivery	☐ Meat Market	☐ Sit Down Meals
☐ Grocery Store	☐ Fish Market	☐ Bulk Food Sales	☐ Bar/Tavern

If there is a self-service area (i.e. buffet or salad bar), how will food be protected from contamination

_____

_____

Will the following highly susceptible populations be served or catered?

☐ Nursing Home ☐ Assisted Living ☐ Child Care ☐ Schools ☐ Health Care ☐ Other:_____

Menu

Special Processes:

Select any special processes to be conducted in the establishment:

☐ Curing ☐ Sushi ☐ Smoking ☐ Wholesale ☐ Drying

☐ R.O.P ☐ Sous Vide ☐ Canning ☐ Fermentation (kombucha, yogurt, etc.)

☐ Cook Chill ☐ Sprouting Seeds ☐ Par-cook ☐ Making/Packaging Juice

☐ Other:_____

Note: These processes may require a Variance and/or HACCP Plan, and/or approval and/or licensing by DATCP

Consumer Advisory:

Will any menu items be served undercooked or raw? ☐ Yes ☐ No

If yes, then consumer advisory statement and all applicable items must be identified on menu or in establishment.

Food Source:

List Food Sources/Suppliers: _____

What raw meats, poultry, and seafood will be used? _____

How will they be stored separately from ready to eat foods? _____

Ice Source: ☐ Ice Machine **requires air gap** ☐ Purchase Bagged Ice ☐ No Ice

If purchasing ice, where will you purchase it from? _____

Food Processing Procedures

Cooling - *Foods must be cooled from 135°F to 70°F within 2 hours and within a total of 6 hours from 135°F to 41°F or less*

If cooling foods, please indicate the methods that will be used for cooling:

☐ Uncovered Shallow Pans in Refrigerator ☐ Ice Bath ☐ Ice Paddles/Ice Wands ☐ Not Cooling Foods

Reheating - *Foods must be reheated to 165°F within 2 hours if used for hot holding*

If reheating foods, please indicate the methods that will be used: _____

Thawing:

Indicate the methods that will be used for thawing foods:

☐ Refrigeration ☐ Under Running Water in Food Prep Sink ☐ Microwave ☐ Cook from Frozen

Preparing Ready to Eat Foods

Will you wash any produce prior to using it? ☐ Yes ☐ No

Is a Food Prep Sink present? ☐ Yes ☐ No (*if yes, an air gap is required)*

Bare Hand Contact:

When preparing ready to eat foods, how will bare hand contact be avoided?

☐ Disposable gloves ☐ Deli tissue ☐ Tongs/utensils ☐ Other: _____

Date Marking:

Describe the date marking system that will be used for all foods held for more than 24 hours in the establishment:

_____

_____

_____

Thermometers:

What type of thermometer will be used for verifying cook, cooling, cold and hot holding temperatures?

_____

Wiping Cloths:

What sanitizer will be used for sanitizing counter tops, oversized equipment, cutting boards, and other food contact surfaces that cannot be submerged in sinks or ran through the dishwasher? _____

Where will sanitizer wiping cloths be stored when not in use? _____

Plumbing

Waste and water supply:

☐ Municipal water ☐ Municipal waste ☐ Well ☐ Septic system

Warewashing:

☐ Three Compartment ☐ Four Compartment ☐ Commercial Dishwasher (make/model)_____

Does all equipment fit into the dishwasher? ☐ Yes ☐ No

Sanitizer Type: ☐ Chlorine ☐ Quaternary Ammonia ☐ Iodine

Test Strips Provided: ☐ Chlorine Test Strips ☐ Quaternary Ammonia Test Strips ☐ Iodine Test Strips

Handwashing - Indicate the areas where a handwashing sink is located in your establishment:

☐ Food Prep Area ☐ Warewashing Area ☐ Cook Line ☐ Customer Service Area

☐ Bar ☐ Beverage Cart ☐ Server Stations ☐ Temporary Bar/Food Area

All handwashing sinks must be supplied with:

- Hands free faucet (wrist paddle, knee paddle, foot paddle, or automatic)
- Soap
- Single Use Paper Towel
- Handwashing Signage

Mop Sink: Is there a utility or mop sink to dispose of wastewater? ☐ Yes ☐ No

Other Sinks:

Are there any activities that require a dump sink, such as a bar or coffee station? ☐ Yes ☐ No

If yes, where will liquids be dumped? _____

Facility Floor Plan

Submit a Floor Plan drawn to scale that includes location and labels for all equipment (coolers, freezers, buffet/salad bar area, etc.), plumbing (sinks, ice bins, ice machine, dipper wells, etc.), and storage areas.

1. All equipment used for food storage and preparation
2. All sinks: Handwashing Sinks in Food Prep Areas and Restrooms, Food Prep Sinks (if present, air gap is required), Utility/Mop Sinks, Warewashing Sinks, Dump Sinks, Other, Warewashing Machine/Glass Washer
3. Wait Stations
4. Toilet Facilities
5. Dry Storage and Food Storage Areas
6. Laundry Facilities
7. Bar Area
8. Indoor and Outdoor Seating Areas
9. Outdoor Cooking and Bar Areas (if applicable)
10. Recycling and Garbage Area
11. Location of Grease Trap *** Contact your local building inspector to determine if a grease trap is required ***
12. Other: Please List and Include in Plans

_____

_____

Equipment List

List all commercial equipment below:

Note: Used equipment is subject to visual inspection prior to approval for use. Attach additional sheet if necessary.

Identified Number on plans	Equipment Make/Model	New	Used	Plumbing required Yes/No	Installed on castors or sanitary legs?	Certified Commercial by NSF/ANSI/ UL/ETL(Sanitation)

Hoods:

ANSUL System: ☐ Yes ☐ No Cleaned/Serviced by: _____ Date: _____

Provide a copy of invoice for cleaning/servicing of hood and ANSUL system

Grease Trap:

Cleaned/Serviced by: _____ Date: _____

Provide a copy of invoice for cleaning/servicing of grease trap

Finishes & Facility Details

Finishes:

All finishes in food storage and preparation areas must be smooth, durable and easily cleanable. List below and be able to provide samples if requested.

Area	Floors	Walls	Covings	Ceilings	Remarks
Kitchen					
Bar					
Food Storage					
Other Storage					
Restrooms					
Warewashing					
Walk In Coolers/Freezers					

☐ **Floors** must be smooth and durable, and constructed of approved materials. Floors must be grease resistant in food areas. Provide a radius turn at wall-floor joint with an approved cove base. Floor materials must be suitable for area use (e.g. quarry tile, approved resin system, commercial quality vinyl composition tile). Subfloor and underlayment are to be properly constructed and appropriate for floor system used.

☐ **Walls and ceilings** in all work areas and toilet rooms must be smooth, light in color and easily cleanable (e.g. stainless steel, ceramic tile, glass board, or dry wall with semi-gloss paint; stainless steel under hoods; moisture resistant walls behind warewashing equipment and mop sink).

☐ **Lighting** Please be advised that all lighting in equipment and above food storage and prep areas must be shielded. The following intensities shall be provided; 540 lux (50 food candles) in food prep areas, 108 lux (10 foot candles) in walk in coolers & dry storage and 220 lux (20 foot candles) in all other kitchen area.

☐ **Restroom** ceramic floors and base required. Construction and fixtures must comply with DILHR requirements. (Contact Building Inspection)

☐ **Handwashing facilities** must be provided for all food preparation and processing areas. A handwashing sink shall have a faucet of the type which is not hand operated.

Linens:

How will wiping cloths, aprons, and other linens be cleaned?

☐ Onsite Washer ☐ Onsite Dryer ☐ Contract Service ☐ Other: _____

How will soiled and clean linens be stored? _____

Chemicals:

Bulk Storage Location: _____ Sanitizer Brand Name: _____

Pest Control:

Service Provided? ☐ Yes ☐ No If Yes, list company name: _____

Standard Operating Procedures

Employee Health Policy:

List training that will be provided to inform employees of their responsibility to report illnesses, review foodborne illness symptoms, and report any diagnosed illness:

_____

_____

*** Provide copy of your policy ***

Employee Training:

How will employees be trained on food safety principles?

_____

_____

How often will employees be trained? _____ Who will conduct the training? _____

Person In Charge (PIC):

There must be at least one person on duty at all times that is the Person In Charge. This person does not have to be certified, but must know food safety principles and be able to take action if necessary.

Contacts to other Departments and Agencies:

☐ Compliance with Commercial Building Codes: Department of Safety and Professional Services (DSPS)

SPS Website: https://dsps.wi.gov/Pages/Programs/CommercialBuildings/Default.aspx

Regional SPS Commercial Building Inspector Contact:

Brian Noe
Phone: (920) 420-4796
Fax: (608) 221-6935
Email: Brian.Noe@Wisconsin.gov

☐ DATCP Licensing Specialists

DATCP Website: https://datcp.wi.gov/Pages/Licenses_Permits/FoodLicenses.aspx
Phone: (608) 224-4923
Email: datcpdfslicensing@wisconsin.gov

☐ Contact your local township/municipality to find out about local ordinances, zoning requirements, and additional permits that are needed before opening.

_____

Signature of Operator **Name** **Date**

For office use only

*Date Submitted:*_____ *Date Additionall info requested:*_____ *Date Reviewed:*_____