



**MANITOWOC COUNTY
HEALTH DEPARTMENT**
1028 S. 9th St.
Manitowoc, WI 54220-4577
(920) 683-4155 FAX (920) 683-4156

Environmental
Health

Public Health
Nursing

W.I.C. Program

Food Service Facility Requirements

The following information provides a general overview of planning for the construction or extensive remodeling of a food service facility in Manitowoc County. Many of the following requirements also apply when a food service facility undergoes a legal change of operator. This handout is not intended to serve as a comprehensive guide to all regulations which may govern a food service facility.

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 insure that your business is safe and approved by our Department.

The first step is to submit plans which include finish and plumbing schedules. Plan review is required by the Manitowoc County Code and no one may construct or extensively remodel a food facility without first submitting a plan or request a waiver of the plan requirement from the Manitowoc County Health Department. We prefer professionally generated architectural plans, but we will accept hand drawn plans, as long as they include the correct and necessary information. 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. A proposed menu is also required.

Plan Review Fee: \$180.00

After plans are submitted, an inspector will review the plans. This process is to make sure the proposed facility meets Health Code requirements in the areas of general layout, room finishes, proper equipment, adequate ventilation, and sufficient plumbing. 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. Inspectors will likely 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. License will be released after a final pre-inspection has been conducted and all applicable inspectors have given approval.

FACILITY PLANNING

State Approved Plans: Contact the Local or State building inspector to determine if you need state approved plans. The need for state approved plans is dependent on the size of the building and the type of remodeling. In the Cities of Manitowoc or Two Rivers contact the Inspections Department. Facilities will not be allowed to open until all building code requirements are met and all inspections have been conducted. All questions regarding ADA accessibility should be directed to the building inspector in your jurisdiction.

Well and Septic: Wells must meet DNR codes. Septic systems must meet the DSPS codes. For new construction contact a licensed plumber and licensed well driller. Be sure the plumber is informed about future kitchen and seating expansion plans so he can size the septic system accordingly. This will avoid unnecessary expense in the future.

Wells must be tested prior to licensing for coliform bacteria and nitrates. Annual testing will then be required for coliform bacteria. Annual nitrate testing may be required based on the type of facility (TNC). The facility will most likely be classified and regulated as a Transient Non-Community Water System by the Wisconsin DNR and Manitowoc County if it serves at least 25 different people 60 days of the year.

Use of Private Home: A private home, a room used as living or sleeping quarters, or an area directly opening into a room used as living or sleeping quarters, may not be used for conducting food service operations. If you wish to operate a food business out of your home, which involves food preparation, a separate kitchen must be constructed with a solid self-closing door.

Restrooms: The number of toilet rooms and fixtures in a food facility and the required ventilation of toilet rooms shall meet the requirements specified by the Wisconsin Commercial Building Code, chs. SPS 361 to 366, and enforced by the Wisconsin Department of Safety and Professional Services. Carry out food facilities with no on premise dining that allow customers to enter the establishment shall provide a toilet room for the public as specified by the Wisconsin Commercial Building Code, chs. SPS 361 to 366.

Note: Contact the Safety and Buildings Division at the Department of Safety and Professional Services, P.O. Box 2509, Madison, WI 53701, telephone 608-266-3151 <http://dsps.wi.gov/sb/SB-HomePage.html>.

Zoning: Check with the local zoning authority to be sure the property is zoned for a food service facility. Depending on your municipality the local zoning authority may be Manitowoc County, or your town, village or city.

PLUMBING

Utensil Washing: All facilities which process food will require a 3-compartment sink with drain boards. A pre-wash sink may be recommended also. A commercial dishwasher and a prewash sink may be installed instead of the three compartment sink.

Hand wash Sinks: Hand wash sink faucets must non-hand operated (knee, foot, wrist or electronic eye). Hand sinks are required adjacent to the utensil wash sinks or dishwasher. They are also required in all food preparation areas. Check with the Health Department to determine what areas.

Food Preparation Sink: An air gapped food preparation sink must be provided when food will be set directly, or in a strainer, inside of the sink. This is usually done to wash fruit and vegetables, pre-chill hot foods, or to quick thaw foods under running water. Your type of food service will need to be discussed with the Health Department to determine if this requirement can be waived.

Mop Sink: All food facilities must have a utility/mop sink.

Grease Interceptor: 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.

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

PERMITS NEEDED

Restaurant/Retail Food Facility License: A license must be issued by the Health Department prior to opening for business. This permit expires June 30th of each year and must be renewed on or before June 30th. The permit must be posted for public view.

Certified Food Manager Certification: The facility must employ a Wisconsin Certified Food Manager within 90 days of opening if meal type items such as sandwiches, soup etc... are served or prepared. The certification must be displayed for the inspector to review. Contact the Health Department for further information.

Contact the city/town clerk to find out about any additional permits needed.

HEALTH DEPARTMENT INSPECTIONS

Pre-inspection: A pre-inspection is conducted immediately prior to the date the facility opens. The application for permit is completed at this time. All refrigeration and freezers must be turned on and at temperature. All dishwashers must be turned on and operational. Sanitizers must be onsite and sinks set up.

Regular Inspections: Regular inspections are completed annually or as often as necessary to ensure compliance with Wisconsin Food Code.

Follow-Up Inspections: Follow-up inspections are conducted to allow the operator time to comply with violations cited during the regular inspection. The operator may be assessed a fee for any follow-up inspections. **Note:** Violations that are an immediate danger to public health must be corrected immediately.

FLOORS - WALLS – CEILINGS

(Food preparation, food storage, & utensil wash areas as well as restrooms)

Floors: The floor surfaces of all food and beverage preparation areas, food storage areas, equipment and utensil washing areas, food service areas, waitress stations, dressing rooms, locker rooms, toilet rooms and vestibules, janitorial areas, kitchens, and bars must be constructed of smooth, durable, nonabsorbent, easily cleanable materials which resist the wear and abuse to which they are subjected. Appropriate materials include commercial grade vinyl composition tile, commercial sheet vinyl, ceramic tile, quarry tile, terrazzo, or equivalent. Manufacturer and stock number should be provided on vinyl flooring materials for verification of commercial grade. Concrete will be allowed as long as it is finished in such a way that renders it nonabsorbent and easily cleanable. An approved 6 "coved base of impervious materials is required at the floor/wall juncture. Wood is not allowed.

Walls & Ceilings: Walls and ceilings must be smooth, light colored, and cleanable. Dairyboard, tile or drywall painted with non-absorbent enamel are approved. If using tile grid ceiling, only ceiling tiles made for commercial kitchens and restrooms are approved. **No acoustical ceiling tile will be allowed in these areas.**

VENTILATION

Vent Hood/Grease Filters: An approved vent hood with grease filters and a fire suppression system is required over all grease producing equipment. Please contact the state or local building inspector to determine vent hood requirements. Ventilation hood installation does require plan approval by the state.

Restroom Ventilation: An exhaust vent must be provided in all restrooms.

LIGHTING

Protection from Breakage: All light bulbs or tubes must be protected by a shield or special coated bulbs in food preparation areas, storage areas, coolers or freezers and retail areas with un-wrapped food items.

Brightness: For new and remodeled facilities, foot-candle readings are taken after lighting is installed. Adjustments may be needed to comply with DSPS minimum requirements. Existing facilities may need additional lighting as well.

FOOD SUPPLIES

Wholesome and Approved Source: All food supplies must be wholesome and obtained from sources that comply with all laws relating to food and food labeling. Home prepared foods are never allowed to be brought into a restaurant or retail food facility.

Safe Temperatures: Hot foods must be held at 135° F or higher and cold foods must be held at 41° F or lower.

Safe Storage: Food must be stored off the floor at least 6 inches on smooth nonabsorbent shelving. Wood shelving can only be used for dry storage and must be painted, or otherwise sealed. Food must not be stored under unshielded sewer lines.

EQUIPMENT

Approved: All equipment must be commercial and NSF or ANSI certified unless approved by the Health Dept.

Thermometers: Provide accurate thermometers in all refrigeration and freezer units. Thermometers must be located in the warmest part of the unit. Provide probe thermometers to take food temperatures.

Refrigeration: All refrigeration must be commercial and capable of holding food at 41° F or less under the planned usage. Residential refrigeration is not allowed and commercial beverage coolers cannot be used to store food. Walk-in coolers must be lined with dairyboard, aluminum, galvanized metal, or stainless steel and have sealed cement, ceramic, or metal flooring (no wood).

Freezers: Freezers used to freeze non-frozen products must be commercial. Products which are purchased frozen may be stored in a noncommercial freezer.

Cooler Shelving: Refrigerator and freezer shelving must be approved open wire or other non-absorbent material that allows air flow (no wood).