

Plan Review for Food Service Establishments

Review by the Milwaukee development center for building, plumbing, electrical, HVAC, fire safety and ADA is independent of health department review.

Visit milwaukee.gov/DNS/permits/info regarding requirements for occupancy, zoning and all other non-health department related submittals and questions.

When does the health department require plans?

For the examples listed below, plan review is the required first step towards obtainment of a food license. **Food Establishment** means any food establishment that requires licensing and / or inspection by the Milwaukee Health Department.

Wholesale food operations such as food manufacturers that are licensed by either Wisconsin DATCP, FDA or USDA are not required to provide plans to the Milwaukee Health Department.

Plans are required for...

- New construction of a food establishment
- Conversion of an existing structure for use as a food establishment
- New food establishment in an existing location that has been closed for 5 or more years
- Remodeling of a food establishment



- **Change in the type of food establishment such as:**
 - Food store changing to a restaurant or restaurant changing to a food store
 - Food establishment adding processing
 - Food establishment adding a new processing area
 - Food establishment adding a buffet
 - Food establishment adding a bar
 - Major changes to menu
- **Any time it is requested by the Health Department**

Mobile restaurants - plan submittal is NOT required for mobile food trucks, trailers or carts. However, It is STRONGLY recommended for any new construction of mobile units.

What needs to be included in the plan submittal?

1. Draft menu of the foods to be sold / served

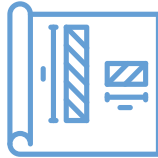


2. Description of the food establishment

(such as food store, fast food restaurant, full service restaurant, bakery, school, caterer, etc.)

3. The Proposed Layout

Provide a floor plan / equipment plan addressing the following:



- Include all kitchen/food prep areas, serving lines, customer self-service areas, dish washing areas, bars, service bars, server stations, dry storage areas, any other back of house areas and all restrooms serving the food operation employees and customers.

**See [Food Construction Fact Sheet](#) for common food service requirements.*

- Identify all food related equipment and fixtures (cooking, refrigeration, hot holding equipment, dish machine(s), food prep tables, etc...) Commercial, ANSI listed equipment is required for all types of food equipment EXCEPT the types listed specifically in the [DATCP Equipment handout](#).
- Show floor and wall mounted shelving.
- Identify all Plumbing fixtures.
- Show footprint of all ventilation hoods.
- Show lighting fixtures.

4. Elevation (side view) drawings may be helpful but are not required - MHD Plan review may request elevation drawings in some instances.

5. All drawings must be to scale, show the scale on the drawing - typical scales are 1/4 inch = 1 foot or 1/8 inch = 1 foot. Small scale remodeling projects drawn on graph paper may use 1 square on paper to represent 1 square foot.

6. Hand drawn plans may be accepted at the discretion of the Health Department reviewer only for very small-scale remodeling projects. Graph paper is strongly recommended for hand drawn plans.

Note; Milwaukee Department of Neighborhood Services does not accept hand drawn plans for ANY project requiring submittal for Construction Plan Review.

7. Finish schedule(s) - provide the floor, wall, and ceiling finishes for all kitchen / food prep areas, serving lines, customer self - service areas, dish washing areas, bars, service bars, server stations, dry storage areas and all restrooms serving the food operation employees and customers.

**The term finish means the exposed finish material installed in a building such as; Quarry tile floor, stainless steel wall and vinyl coated ceiling tile.*

8. Hot water capacity - provide the following:

- The make and model number for the water heater unit. If the food establishment will be on a shared system within a larger building, indicate as such. If known, provide the recovery rate for the system.
- The make and model of all dish washers.
- The size of the sink basins, in inches (LxWxD) for all 3 or 4 compartment ware washing sinks.

9. Project information / contact info

- Location - full address of proposed food establishment. Note; locations that house multiple food service operations within the same building / address must include a room number correlating to a room number posted on-site at the time of inspection.
- Date of Submittal.
- Name of proposed food establishment.
- Primary contact person mail address and email address (typically architect, engineer or establishment owner that drew the plans).
- Secondary contact person email address (typically the establishment owner or general contractor).
- Include name and email addresses for anyone else involved with the project that you would like to be CC'd with the health department plan letter.

What formats are acceptable?

- **Full sized professionally drawn hard copy (paper copy) Plans must be sized with a legible font.**
Plans that are not legible, including full sized plans reduced to fit on an 8.5 X 11.0 sheet, will be rejected.
- **Electronic plan submittals may be accepted only at the discretion of the plan reviewer and must be in PDF format.**
- **Hand drawn plans may be accepted at the discretion of the Health Dept. reviewer only for very small-scale remodeling projects. Graph paper is strongly recommended for hand drawn plans.**

Note; Milwaukee Department of Neighborhood Services does not accept hand drawn plans for ANY project requiring submittal for construction plan review.

Is there a fee for health department plan review?

No, Milwaukee Health Department does not charge a separate fee for plan review, the fee is included in the food license application fee collected by the city licensing department for all food dealer license applications. The application fee does not need to be collected before plan submittal.

SAMPLE LAYOUT

Actual plans must be drawn to scale and include all equipment and finish materials for your establishment.

The Onion and Chive

Soups, salads, and sandwiches served fresh

EQUIPMENT SCHEDULE

1. mop sink
2. hot water heater*
3. dry storage (10x12x8)*
4. walk-in refrigerator (10x12x8)*
5. three-compartment sink*
6. high-temperature dishwasher*
7. handwashing sinks
8. stainless steel food prep. counter
9. vegetable prep. sink (24x24x24")*
10. ice machine*
11. two-door refrigerator*
12. sandwich prep. table*
13. six-burner stove with type 1 hood*
14. dump sink and fountain drinks
15. salad bar*
16. refuse area

* Mechanical and/or size specifications attached

What are the relevant codes and requirements?

Plans are reviewed for compliance with the **Wisconsin Food Code** and Milwaukee Health Department policies including acceptable finishes. Plans may be submitted in person or mailed to:

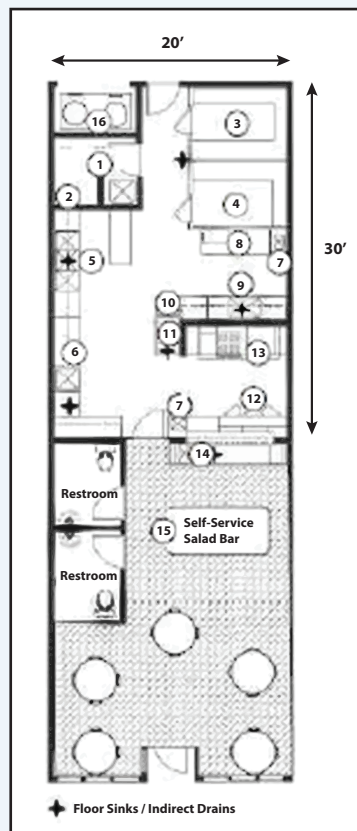
Milwaukee Health Dept-Permit Center Office
809 N. Broadway Ave, 1st Floor
Milwaukee WI, 53202

Electronic plans may be emailed to CEHcoordinator@milwaukee.gov

Call the Health Department Permit Center with questions regarding plan submittal. Approval of plans is not the same as Issuance of a food license. All relevant applications and inspections must be completed before the license is issued and the food establishment may open.

THE HEALTH DEPARTMENT DOES NOT ISSUE FOOD LICENSES. Health Department Plan Review and Inspection is only one piece of the licensing requirements.

Contact City of Milwaukee Licensing regarding all questions regarding food license applications, fees and other requirements: **414-286-2238** or email at License@milwaukee.gov



FINISH SCHEDULE

Floors:

- kitchen: quarry tile
- walk-in: quarry tile
- dry storage: quarry tile
- dining: ceramic tile
- refuse: sealed concrete
- mop closet: ceramic tile
- customer self-service: ceramic tile

Walls:

- kitchen: painted wallboard with sealed FRP 6' from floor
- cook line: stainless steel
- warewashing: sealed FRP
- handwashing areas: sealed FRP
- dry storage: painted wallboard
- walk-in: stainless steel
- mop closet: sealed FRP

Ceiling:

- kitchen: wallboard with enamel paint
- dining: suspended acoustical tile
- restroom: suspended acoustical tile
- walk-in: stainless steel

Counters:

- food prep area: stainless steel
- warewashing area: stainless steel
- fountain drinks customer service: ceramic tile