

**Douglas County Department of Health & Human Services
1316 North 14th Street, Suite 324
Superior, WI 54880
(715) 395-1304**

**Basic Requirements for Food and Beverage Establishments
(New construction, remodeling, or conversion
of an existing facility for use as a food establishment)**

NOTE: Plans must be submitted and approved by Douglas County Department of Health & Human Services prior to any new construction or remodeling.

PLANS:

1. Submit one set of plans. (Include: Intended menu, description of food operation, number of expected staff, intended patrons, i.e., supper club, fast food, etc., and volume of food that will be prepared, stored, sold, and served.)
2. Plans should be a minimum scale of 1/8" = 1 foot.
 - a. Architectural drawings are preferred; **or**
 - b. Graph paper with legible layout and descriptions.
3. Allow 30 days for approval.
4. Toilet locations shall be shown on plans.
5. Show location of all equipment and enclose specifications. All equipment must meet approval of the American National Standards Institute (ANSI), NSF, ETL Sanitation, or UL Sanitation.
6. Indicate materials used for all floors, walls, and ceilings.
7. Plumbing and electrical plans must be submitted and approved by the local building inspector, or State building, plumbing, or electrical inspectors.
8. Establishments that are not connected to a public water or public sewer system must submit plans and specifications covering the private on-site sewage treatment system and private water supply, to the Douglas County Department of Health & Human Services and Douglas County Zoning Department.
9. Submit your application forms and license fees to the Douglas County Department of Health & Human Services prior to the opening date of the establishment once the plan has been approved. License will be released after pre-inspection has been conducted and all applicable inspectors have given approval.

REQUIRED EQUIPMENT:

1. A three compartment sink with integrated drain boards at each end or a commercial, ANSI approved, dishwashing facility is required for all food service establishments. If an ANSI commercial dishwashing machine is used, adequate sized ANSI approved dish tables must be provided for the proper handling of soiled and cleaned utensils. If a three-compartment sink is used, the compartments must be large enough to immerse 50% of the largest piece of equipment or utensil to be washed in each compartment. Grease producing operations must provide a grease trap (interceptor) connected to the wash compartment of the three-compartment sink.
2. Hand sinks must be equipped with hands-free faucets and provide water through mixing valve or combination faucet. Hand sinks are required in all food preparation, food dispensing, and warewashing areas.
3. A chef sink or food preparation sink is required for washing of vegetables and meats or thawing food under running water.
4. A janitorial utility sink (mop sink) or a curbed cleaning facility is required for all food and/or beverage establishments.
5. ANSI approved refrigeration equipment, hot food handling equipment, and preparation and processing tables must be provided.
6. Adequate and approved work surfaces must be provided. Preparation surfaces must be of approved construction and meet ANSI standards (stainless steel or six-sided high pressure laminate with no exposed wood is preferred).
7. Adequate and approved storage shelving must be provided for all food items, single service item, and equipment/utensil items.
8. All rooms shall have sufficient mechanical ventilation to remove exhaust heat, steam, condensation, vapors, obnoxious odors, fumes, and smoke.
9. Grills, fryers, stoves, convection ovens, and dishmachines must be vented by an approved ventilation hood with an approved fire retardant system. Ventilation hood must meet applicable ANSI standards. A six-inch hang is required over equipment by the ventilation hood. Stainless steel or ceramic tile is preferred behind the cookline. Baffled grease filters are required in the ventilation hood. Hoods and ventilation equipment must be approved by the local building inspection department and the local fire marshal in addition to the health department. Tempered make-up air units are required in accordance with local/state building code inspection regulations.

EQUIPMENT INSTALLATION AND LOCATION:

1. Walk-in refrigerators or freezers must be factory constructed and ANSI approved. Acceptable flooring may consist of stainless steel, galvanized metal, or quarry tile. Floor drains are not permitted in walk-in refrigeration units.
2. Equipment that is placed on tables or counters, unless portable, shall be sealed to the table/counter or elevated on legs to provide at least a four-inch clearance between the table/counter and equipment, and shall be installed to facilitate the cleaning of the equipment and adjacent areas.
3. Floor-mounted equipment, unless easily movable, shall be:
 - a. Sealed to the floor; or
 - b. Installed on raised platform of concrete or other smooth masonry in a way that meets all the requirements for sealing or floor clearance; or
 - c. Elevated on approved legs to provide at least a six-inch clearance between the floor and equipment. Vertically mounted floor mixers may be elevated to provide at least a four-inch clearance between the floor and equipment if no part of the floor under the mixer is more than 6 inches in depth for cleaning access.
 - d. Sufficient space shall be provided for easy cleaning between, behind and above all fixed equipment. If exposed to seepage, the space between the adjoining equipment or adjacent walls or ceilings shall be sealed.
4. Aisles and working spaces between units of equipment and walls shall be unobstructed and of sufficient width to permit employees to perform their duties readily without contamination of food or food-contact surfaces by clothing or personal contact. All easily movable storage equipment, such as pallets, racks, and dollies, shall be positioned to provide accessibility to working areas.

FLOORS:

1. 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 (1/8-inch thick with a grease resistant finish), ceramic tile, quarry tile, terrazzo, or equivalent. Manufacturer and stock number should be provided on vinyl flooring materials for verification of commercial grade.
2. The junctures between walls and floors must be covered (four- or six- inch). Rugs and carpets may be used in dining rooms and hallways, provided that the floor coverings are kept clean. Abrasive strips also may be used wherever deemed necessary to prevent accidents.

3. Mats and duckboards must be non-absorbent, non-wood, grease resistant materials. The size, design, and construction of the materials must facilitate easy cleaning. Duckboards must not be used as storage racks.
4. All floors must be kept clean and in good repair, and the use of sawdust and similar material is not permitted. Floor drains must be provided in all rooms where floors are subject to flooding-type cleaning or where normal operations release or discharge water or other liquid wastes on the floor. The floors must be graded to drain.

WALLS AND CEILINGS:

1. Outer openings such as windows and doors must be tight-fitting. Openable windows shall be screened and doors shall be solid and self-closing.
2. The walls, including non-supporting partitions, wall coverings, and ceilings of food preparation areas, equipment-washing and utensil washing areas, storage areas, toilet rooms and vestibules, shall be light colored, smooth, non-absorbent, and easily cleanable. Concrete or pumice blocks used for interior wall construction in these locations shall be finished and sealed to provide an easily cleanable surface (glass board is recommended, reinforced fiberglass panels (RFP)).
3. Studs, joists, and rafters shall not be exposed in food preparation areas, equipment washing and utensil washing areas, storage areas, toilet rooms and vestibules.
4. Exposed utility service lines and pipes shall be installed in a way that does not obstruct or prevent cleaning of the walls and ceilings. Utility service lines and pipes shall not be unnecessarily exposed on walls or ceilings in walk-in refrigeration units, food preparation areas, equipment washing and utensil washing areas, toilet rooms and vestibules.
5. Light fixtures, vent covers, wall-mounted fans, decorative materials, and similar equipment attached to walls and ceilings shall be easily cleanable. Light intensity requirements are as follows:
 - a. At least 110 lux (10 foot candles) at a distance of 75 cm (30 inches) above the floor, in dry food storage areas and in other areas and rooms during periods of cleaning;
 - (1) At a surface where food is provided for consumer self-service, such as buffets and salad bars, or where fresh produce or packaged foods are sold or offered for consumption;
 - (2) Inside equipment such as reach-in and under-counter refrigerators;
 - (3) At a distance of 75 cm (30 inches) above the floor in areas used for handwashing, warewashing, and equipment and utensil storage, in toilet rooms, and in walk-in refrigeration units; and

- b. At least 540 lux (50 foot candles) at a surface where a food employee is working with food or working with utensils or equipment such as knives, slicers, grinders, or saws where employee safety is a factor.

Shielding or coating to protect against broken glass falling onto food must be provided for all artificial lighting fixtures located over, by, or within food storage, preparation, service, and display facilities, and facilities where utensils and equipment are cleaned and stored.

6. Wall and ceiling covering materials shall be attached and sealed so as to be easily cleanable.

SOLID WASTE FACILITIES:

1. Garbage and refuse shall be kept in durable, easily cleanable, insect-proof and rodent-proof containers that do not leak and absorb liquids. At least one utility sink or curbed cleaning facility shall be provided and used for cleaning of garbage containers.
2. Containers stored outside the establishment, including dumpsters, compactors, and compactor systems shall be easily cleanable, shall be provided with tight-fitting lids, doors, or covers. In containers designed with drains, drain plugs or screening shall be in place at all times, except during cleaning. Liquid waste from compacting or cleaning operations shall be disposed of as sewage **not** storm sewer.
3. Drawing of dumpster areas must be included in plans. The refuse storage areas shall be surfaced with concrete, asphalt, or gravel or other materials that have been effectively treated to minimize dust, facilitate maintenance, and prevent muddy conditions.

TOILET FACILITIES:

1. Number of toilet rooms and fixtures within must comply with the Department of Commerce requirements and local building code requirements.
2. Handicap accessible facilities are required by the Department of Commerce.

OTHER AGENCIES:

1. Contact local building and/or zoning department for required permits prior to any construction or remodeling.
 - State Building Inspector, Theresa Black – (715) 634-8114
 - City of Superior Plumbing Inspector – (715) 395-7288
 - City of Superior Building Inspectors – (715) 395-7288
 - City of Superior Zoning – (715) 395-7335
 - Douglas County Zoning –(715) 395-1380

- Douglas County Health and Human Services (Health Inspector) – (715) 395-1304
2. Contact local or state fire department for plan approval.
 - City of Superior Fire Department – (715) 394-0277
 - Local Volunteer Fire Dept. for your township
 3. All commercial establishments require business licenses.
 - City of Superior City Clerk – (715) -395-7200
 - Local Town Clerk for your township
 - Douglas County Health and Human Services (Health Inspector) - (715) 395-1304
 - Wisconsin Dept. of Agriculture (wholesalers) – (715) 372-5505
 - Wisconsin Dept. of Revenue – (715) 392-7986
 - City of Superior Assessor – (715) 395-7222

NOTE: Please be advised that this information is provided as a guide for the design, construction, and/or remodeling of licensed food establishments. This is not an all-inclusive list of the Wisconsin Food Code requirements.