



**Guidelines for Starting a New Retail (Restaurant) Food Establishment, or
the Remodeling/Renovation of an Existing Establishment.
(January 2018)**

The City of West Allis welcomes your interest to start a new, or renovate/remodel a food service operation in the community.

This document is intended as a guideline; with that, all or additional requirements may apply to your specific business.

- Contact the City of West Allis Department of Building Inspection and Neighborhood Services, and the City of West Allis Planning and Zoning Division to obtain all necessary building, electrical and plumbing: permits, inspections, code enforcements, and/or zoning approvals, etc. The Department number is: 414-302-8400.
- Retail (Restaurants) must meet the requirements of the Department of Agriculture, Trade and Consumer Protection (ATCP 75); the Wisconsin Administrative Code; the City of West Allis Code of Ordinances; and all other applicable laws and regulations.
- **Detailed plans must be submitted to the City of West Allis Environmental Health department prior to construction.** Plans are reviewed for compliance with ATCP 75. This review does not substitute for the construction review done by your building inspector.
- You must obtain a “Seller’s permit” from the State Department of Revenue. The telephone number is: (608) 261-6261
- On-site consultations are available by appointment.
- An establishment license application form must be completed and submitted with appropriate fees prior to opening. A pre-license inspection must be scheduled with your inspector before opening.



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West Allis Health Department

City of West Allis Health Department
7120 W. National Avenue
West Allis, WI 53214
www.westalliswi.gov

FOOD SERVICE REQUIREMENTS AND PLAN SUBMISSION

The full Wisconsin Food Code (2013) is available for review at the following Internet web site: http://docs.legis.wisconsin.gov/code/admin_code/atcp/055/75

(note: this is a 150+ page document)

MENU:

- List of all foods that will be served. A copy of the proposed menu for the establishment is sufficient.

FLOORS, WALLS, CEILINGS:

- The floors, floor coverings, walls, wall coverings, and ceilings shall be designed, constructed, and installed so they are smooth, non-absorbent, and easily cleanable. No carpet allowed in food preparation, ware washing, food storage, equipment storage areas, etc.

MANUAL WAREWASHING:

- A 3-compartment sink sized to submerge a minimum of 50% of the largest utensil/equipment. These sinks shall be provided with backsplash to protect the wall surface and facilitate cleaning. For complex restaurants, a pre-wash sink is recommended and will be required when the regulatory authority determines it is necessary to effectively clean equipment and utensils.

DISH MACHINE/MECHANICAL WAREWASHING:

- An approved commercial ware washing machine sized to wash, rinse, and sanitize ALL utensils and equipment. A pre-wash sink will need to be installed to facilitate proper cleaning and sanitizing of equipment and utensils.

FOOD PREPARATION SINK:

-In new food establishments and at the time of change in operator of an existing food establishment a separate sink for food preparation, with a minimum 1-inch air-gap to sewer, must be provided. Please discuss with your health inspector, simple food preparation may not require this additional sink.



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HANDWASHING SINKS:

- A separate sink used only for handwashing shall be located in each food preparation, warewashing, and food dispensing area. Water to these sinks must be provided at a temperature between 85 degrees (F) and 110 degrees (F) through a mixing valve or combination faucet. The faucet must be of the type which is non-hand operated. If a self-closing, or metering faucet is used that faucet shall provide a flow of water for at least 15 seconds without the need to reactivate the faucet. Soap and single use hand drying towels must be provided.

SERVICE SINK/MOP SINK:

- An utility/custodial type sink or a curbed cleaning facility equipped with a floor drain is required. This sink or curbed cleaning facility must have hot and cold water under pressure and be connected to sanitary sewer. Do not place this sink or curbed cleaning facility in a location where splash could contaminate nearby sanitary surfaces.

EQUIPMENT/FOOD STORAGE EQUIPMENT:

- Food equipment and utensils for use in food establishments shall meet the published standards for sanitation of an American National Standards Institute (ANSI) accredited equipment certification program, NSF.
- Adequate facilities to store dishware, food, paper goods, maintenance and cleaning equipment need to be provided. Specify location, design, size of dry storage facilities, and refrigeration.
- Clean equipment, food and paper goods must be stored at least 6 inches above the floor.
- Equipment that is not easy to move shall be installed either with enough space around it to allow cleaning or sealed to adjacent surfaces.
- Tabletop equipment that is not sealed to the table's top and is not easily movable must be provided with legs at least 4 inches high to facilitate cleaning under the equipment. Floor mounted equipment that is not easily movable and not sealed shall be on legs at least 6 inches high. Equipment is to be durable and constructed to facilitate cleaning.



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- Displayed food, such as on salad bars must be protected by food shields or other protective devices.
- Beverage tubing and cold-plate beverage cooling devices may not be installed in contact with stored ice. Drainage tubes shall not pass through the ice.

TOILETS:

- Toilet facilities shall be accessible to employees at all times. Toilet facilities must be located within the establishment and have inside access. Toilet rooms shall be completely enclosed and have solid, tight fitting, self-closing doors floor up, shall have a smooth, hard, nonabsorbent surface of a type that is not adversely affected by moisture

LIGHTING:

- Lights shall be shielded, coated. Or otherwise shatter-resistant in areas where there is exposed food, clean equipment, utensils, linens, or unwrapped single-service or single-use articles.

INSECT AND RODENT CONTROL:

- Openings to the outside shall be effectively protected against the entrance of pest by closing holes and other gaps along floors, walls, and ceilings. Tight-fitting, self-closing doors, which are kept closed; closed windows, screening (16 mesh), or properly designed and installed air curtains to control flying insects.

VENTILATION:

- All rooms shall have sufficient ventilation to keep them free of excessive heat, odors, smoke, and fumes. In all new or remodeled establishments; all rooms from which obnoxious odors, vapors, or fumes originate shall be mechanically vented to the outside. When such ventilation may result in the deposition of particulate matter or liquids within the ventilation system; ventilation hoods and ventilation equipment shall be equipped with effective, easily removable, easily cleanable filters.



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UTILITY FACILITIES:

- In new or remodeled establishment at least one utility sink or curbed cleaning facility with a floor drain shall be provided and used for the cleaning of mops or similar wet floor cleaning tools.

GARBAGE:

Garbage and refuse containers, dumpsters, and compactor systems shall be stored on or above a smooth surface of nonabsorbent material such as concrete or machine laid asphalt.

LAUNDRY FACILITIES:

Laundry facilities, if provided, shall be restricted to washing and drying of items necessary to the operation. Separate room shall be provided for laundry facilities except that laundry operations may be conducted in storage rooms containing only packaged foods and/or packaged single service articles.

NOTE: This document is intended as a guideline. This document does not include all of the requirements for opening a new establishment or the remodeling of an existing one. Please contact the City of West Allis Health Department for further information



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The City of West Allis Environmental Health Staff Contact Information by Area

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-Odd side of 92nd Street, west to border, north to border, south to border

Peter Feldhusen: 414-302-8653

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-Odd Side of 68th street, west to even side of 92nd Street, north to border, south to border

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-Even side of 68th Street, east to border, north to border, south to border

-All of the Village of West Milwaukee

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