

Appleton Health Department
100 North Appleton Street
Appleton, WI 54911-4799
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STEPS TO STARTING A RESTAURANT / TAVERN

1. Contact the **Appleton Health Department (832-6429)** and talk to a Sanitarian regarding requirements and license fees. Copies of the Wisconsin Food Code can be downloaded for free from the following Internet address:
http://docs.legis.wisconsin.gov/code/admin_code/atcp/055/75_.pdf
2. Contact the following departments to discuss their code requirements:
Community Development (832-6460); Fire (832-5810); Inspections (832-6411) includes Building, Electrical, Plumbing, & HVAC.
3. If this is new construction or if significant remodeling will be done, provide a set of plans, including equipment and room finish schedules to the Health Department (and other departments as requested).
4. Plans will be examined and you will be notified of any changes, if needed to meet Health code requirements.
5. The Health Department and other departments involved will monitor the building or remodeling process and are also available to answer questions you may have.
6. Upon completion, a pre-licensing inspection will be conducted by the Health Department. The Health Department requires final approvals from all other departments involved in the process prior to the issuance of a Health license. ***The establishment may not prepare, serve, or sell food or beverages until a Health Department license is issued.***

Other Licenses and General Information:

- If a license is needed for alcohol beverage sales, amusement devices, etc. Contact the **City Clerks Office (832-6443)**. Please allow 45-60 days in advance of opening for license processing. ***Alcohol may not be stocked without an Alcohol Beverage license.***
- **Restaurants are permitted / allowed in commercially zoned areas only.** Additionally, to serve alcohol one must first obtain a Special Use Permit. New buildings, building additions and/or parking additions may require a site plan review. In order to determine if a Special Use Permit or a site plan review is required please contact the **Community Development Department at 832-6468**. This should be done as soon as possible as these requirements may take time to process.
- For information regarding recycling and refuse pickup contact the **Department of Public Works (832-5580)** or contact a private provider.
- WI statutes require the Assessor's office to assess for tax purposes, personal property used in the operation of a business. For more information or any questions, contact the **Assessor's Office (832-5850)**.

AT A GLANCE, WHAT IS REQUIRED TO MEET HEALTH CONSTRUCTION / EQUIPMENT CODES?

Kitchen;

- A handwash sink with “other than hand operated faucet handles” shall be located in each room or area where food preparation is conducted and where equipment and utensils are washed. In most cases, multiple handwash sinks are needed. Signage instructing employees to wash their hands shall be posted at all handwash sinks.
- A three (3)-compartment warewash sink, with drain boards, for washing, rinsing and sanitizing equipment and utensils is required. Note that a four (4)-compartment sink may be required if it is determined that a pre-wash sink is needed. An approved mechanical dishwasher may be installed in place of compartment sinks. The dishwasher must be commercial grade with a sanitizing cycle. It must have a thermometer that indicates the water temperatures. A hand-wash sink is required here.
- A separate sink for food preparation, if the establishment will have food items that require washing or thawing (most do require this). This sink must have an open-site drain.
- A utility (mop) sink for cleaning of mops, filling mop buckets and disposal of mop water.
- Ventilation hood systems shall be installed at or above all commercial food heat-processing appliances. A Type II hood shall be installed above commercial dishwashing machines (except under counter batch-type machines).
- Floors, walls and ceilings in all food preparation, utensil washing and bar areas shall be smooth, easily cleanable, impervious to moisture, generally light in color and durable under normal conditions of use.
- A food thermometer, accurate to +/- 2° F. for checking food temperatures.
- Commercial refrigerator(s) that meet American National Standards Institute equipment certification program.

Restrooms;

- Restrooms shall be located so it is not necessary for patrons to pass through food preparation, processing, serving or storage areas or through utensil washing areas.
- Doors to restrooms shall be tight fitting and self-closing, solid doors. They shall be kept closed at all times except during cleaning or restroom maintenance.
- Floors, walls and ceilings in food processing areas, dish wash rooms and restrooms shall be smooth, easily cleanable, impervious to moisture, and durable under normal conditions of use.
- Handwash sinks are required in each restroom.
- A covered waste receptacle is required in restrooms.
- Mechanical exhaust ventilation is required in each restroom.
- Sex designation signage such as “MEN” or “WOMEN” with lettering at least 1” high.

Exterior;

- All outer openings shall be protected against the entry of insects and rodents through the use of tight fitting windows and solid, self-closing doors. Also, holes and gaps in floors, walls and ceilings shall be sealed.
- Outdoor waste containers shall be durable, cleanable, insect and rodent resistant, leak proof and non-absorbent. They shall have tight fitting lids or covers.