

Selling Food in Hales Corners

The food business is a regulated business. The Village of Hales Corners Health Department licenses all food businesses in the Village. There are two types of food licenses: Restaurant and Retail Food Establishment. Any establishment or group that sells or handles food needs a license. The requirements for food operations are found in the Wisconsin Food Code, which is state law. The state Code is adopted by Hales Corners Ordinance No. 17-2 and 17-4 into the Village Municipal Code.

This guide is designed to help you understand the different types of licenses, and to walk you through the application process.

Web link to the Department of Agriculture, Trade and Consumer Protection Chapter ATCP 75: http://docs.legis.wisconsin.gov/code/admin_code/atcp/055/75
Wisconsin Food Code:
http://docs.legis.wisconsin.gov/code/admin_code/atcp/055/75

Helpful Hints

- When you have a Village Restaurant or Retail Food Establishment License, you (or your corporation) are responsible for code compliance – from operations to maintenance and repairs.
- If you cook or process food, you **MUST** have a manager who has successfully completed an approved national food manager's exam. This credential must be obtained within 90 days of opening your establishment.
- You should not assume that taking over an existing food establishment will simply be a matter of paperwork. In many cases it is, but some things may need to be changed or upgraded to meet current codes. Current operators, landlords or others involved in the transaction don't have the final say on licensing – the Health Department does, so do your homework before making commitments.

Applying For A Food License – *Frequently Asked Questions*

Where Do I Apply?

You may obtain an application at the Hales Corners Health Department at 5885 S. 116th Street. You may also print and complete the application form from the Village website (www.halescorners.org). Deliver the completed application and fee(s) to the Administrative Office at 5635 S. New Berlin Road, between 8:00 AM and 5:00 PM, Monday through Friday.

I'm Taking Over an Existing Business

Make an appointment with the Hales Corners Health Department inspector to discuss your plans. The inspector will do a pre-inspection at your business to see if any repairs or changes need to be made before you open. Grandfathered equipment will be re-evaluated. The inspector will also review your menu (for

restaurants and stores that prepare food), and inform you about code requirements. The inspector is the person that will also approve your license.

I'm Taking Over An Existing Business, But I'm Making Changes

Your inspector will talk with you about your plans. Changes in menu, hours or volume of food preparation may require equipment changes. Grandfathered equipment will be re-evaluated. If you plan to remodel, you must submit plans to the Zoning, Building, Fire and Health Departments to review before you start.

New Construction/Remodeling

Do I Need Approval From Other Departments?

When you have a location in mind for your business, you will need to contact the Zoning Department to determine if your business is compatible with existing zoning requirements and/or approvals are understood and met.

You must also consider a variety of building and engineering issues. Contact Village Hall for more information.

You must submit plans for review by the Health Department

If you are remodeling an existing food business or making changes to the menu, consult with an inspector before any remodeling. Small changes may not require plan submittal, but only Health Department personnel are qualified to make this determination.

Plans submitted should be drawn to scale and must address the following issues:

- Food to be served and/or sold
- Floor plan
- Food service equipment layout
- Plumbing fixtures
- Hot water equipment
- Kitchen ventilation and HVAC
- Food service equipment specifications
- Floor, wall and ceiling finishes
- Lighting
- Storage and garbage areas
- Service areas

Important Notice

Please note that obtaining Health Department approval does **not** guarantee licensure of the establishment. It may be necessary to obtain approval from other Village departments as well, such as Zoning, Building Inspection, Fire and the Municipal Clerk for liquor licenses.

Please contact other Village departments to ensure license approval within the Village of Hales Corners.

Helpful telephone numbers and websites:

Village Hall: 414-529-6177

Hales Corners Health Department: 414-529-6155

Hales Corners Website: www.halescorners.org