



SHEBOYGAN COUNTY

Division of Public Health
Health and Human Services Department



Public Health
Prevent. Promote. Protect.

PLAN REVIEW PROGRAM

The design and construction of a food service facility is as important as the operation of the business. The facility itself is the foundation of the business. Proper design and construction will lend itself to the control of critical food safety issues and general sanitation. With well thought out planning, you can create a business that is not only safe but is easy to maintain and efficient as well. This means less time spent on maintenance and lower overhead.

The Plan Review Section of the Environmental Health Division specializes in the tracking and regulation of new facility construction and remodeling of existing facilities. Our responsibilities include the review of architectural plans, inspections of facilities during construction, and final approval.

If you are planning to build a new facility or remodel an existing one, there are certain steps you need to take to insure that your business is safe and approved by our Department.

1. The first step is to submit plans and complete the attached Finish and Plumbing Schedules. We prefer professionally generated architectural plans, but we will accept hand drawn plans, as long as they include the correct and necessary information. Guidelines and applications on how to create and submit plans can be obtained from our Department. In addition to submitting to our Department, other regulatory authorities (e.g. local/county building departments) may require plans. Make sure all appropriate regulatory agencies have been contacted.
2. After plans are submitted, inspectors will review the plans. This process is to make sure the proposed facility meets Health Code requirements in the areas of general layout, room finishes, proper equipment, adequate ventilation, and sufficient plumbing. The layout should be efficient and designed to minimize potential food contamination. Restaurants have a lot of activity, which requires cleaning to maintain proper sanitation. Correct room finishes help maintain sanitary conditions, which in turn minimize the potential contamination of food and food contact surfaces. Room finishes, in all food related areas and restrooms, need to be smooth, durable, nonabsorbent, light in color, and easily cleanable. Proper installation of finishes are well worth the investment when it comes to cleaning and sanitizing. All equipment in food facilities must be commercial grade. The equipment standard that the Department recognizes is set by the National Sanitation Foundation (or N.S.F). Only equipment designed and constructed in accordance to the N.S.F. standards and Underwriters Laboratories (U.L.) will be accepted. In addition to the Health Code, the Department also recognizes other regulations in the areas of ventilation and plumbing. Construction must meet all Uniform Mechanical and Uniform Plumbing Code requirements.
3. Once the plans have been reviewed, a letter is sent to the corresponding party informing them if the plans have been approved or not and any changes that are necessary. Upon approval of the plans, construction should begin. Inspectors will likely make random visits during construction to check on status and make corrections as needed. However, it is the ultimate responsibility of the owner/contractor to contact our Department for inspections. Once the final approval has been given, you are free to open your doors.

Plan Review – New Construction	\$300.00
Plan Review – Existing Construction & Alterations	\$150.00
Site Evaluation Fee	\$ 50.00

If you have any questions about this process, please contact us at (920) 459-4382.

FINISH SCHEDULE

Applicant must indicate which materials (quarry tile, stainless steel, fire resistant paneling (FRP) dry wall, vinyl composition tile (VCT), 6" vinyl covered base, vinyl-faced acoustical ceiling tile, etc.) will be used in the following areas:

	Floor(s)	Wall(s)	Coving(s)	Ceiling(s)	Remarks:
Kitchen:					
Bar(s):					
Food Storage:					
Other Storage:					
Restroom(s):					
Dressing Room(s):					
Garbage & Refuse Storage:					
Mop Sink(s):					
Warewashing:					
Walk-in Freezer(s) and Refrigerator(s):					
Interior(s) under Vent Hood(s):					

Floors must be smooth and durable, and constructed of approved materials. Floors must be grease resistant in food preparation areas. Provide a radius turn at wall-floor joint with an approved cove base. Floor materials must be suitable for area use (e.g. quarry tile, approved resin system, commercial quality vinyl composition tile). Subfloor and underlayment are to be properly constructed and appropriate for floor system used.

Walls and ceilings in all work areas and toilet rooms must be smooth, light in color and easily cleanable (e.g. stainless steel, ceramic tile, glass board, or dry wall with semi-gloss paint; stainless steel under hoods; moisture resistant walls behind warewashing equipment and mop sink).

Lighting in food preparation, food storage, service, display facilities and dishwashing areas must be adequate, flush mounted or recessed, and shielded.

Toilet room ceramic floors and base required. Construction and fixtures must comply with DILHR requirements. (Contact Building Inspection)

Handwash facilities must be provided for all food preparation and processing areas. A handwashing sink shall have a faucet of the type which is not hand operated.

PLUMBING SCHEDULE

Applicant must indicate all plumbing connections that are applicable to the establishment:

	Air Gap	Air Break	Integral Trap	Vacuum Breaker	Condensate/ Pump	Remarks
Sinks: Handwash:						
Mop:						
4-Comp.: <i>(Note: Grease taps must be approved by Plumbing Inspector):</i>						
Food Prep Sink:						
Dishwasher:						
Ice Machine(s):						
Ice Storage Bins(s):						
Water Station(s):						
Condensate Drain Lines:						
Steam Table(s):						
Dipper Wells:						
Beverage Station(s):						
Garbage Grinder:						
Water Heater <i>(Indicate size & recovery rate for 1st hour delivery):</i>						