



# Wauwatosa

HEALTH DEPARTMENT

## How do I start a new food business in Wauwatosa?

First, contact the Community Development department at 414-479-8957 to determine if your business location is compatible with existing zoning requirements. You will then be directed to contact the Engineering, Building and Safety departments for more information on starting your business. These agencies will collectively request a copy of architectural plans for the Health Department.

### Do I need a Health Department plan review?

You will need a Health Department plan review if:

- Building from the ground up
- Remodeling/Renovating any existing food business
- Creating a food business in an existing building where there was not a food business before
- Making changes to the menu

### What do I include in the plan review?

Plans should be drawn to scale and must include the following:

- Menu of foods to be sold or served
- Food service equipment & shatter resistant lighting specifications
- Labels for plumbing fixtures (all plans must minimally have: hand wash sinks, ware wash sinks, food preparation sinks, mop sinks, dish and ice machines)
- Materials & finishes for floors, walls and ceilings

### What happens after the plan review?

- Your inspector may contact you with any deficiencies on the submitted plans and work with you to ensure the minimum requirements of WI Food Code are met
- If plans are complete, the Health department notifies the Building department that code is met
- Building permits will be issued by the appropriate department prior to construction

\*According to state statute, plan review may take up to 30 days after submission.

## What do I do when construction is complete?

- Contact your inspector to schedule an occupancy inspection
- Apply for the appropriate food license at the [City of Wauwatosa Health Department website](#)
- All fees must be paid in full and all approvals from other departments must be obtained
- Contact your inspector to schedule a pre-inspection (5-7 days before target opening date)

## What is expected during the Health Department Pre-inspection?

- Establishment should be clean (no construction dust), have running hot water, all coolers and equipment turned on and running at appropriate temperatures, fully supplied hand wash sinks and ware wash sinks, etc
- Establishment must meet all minimum requirements of the [WI Food Code](#) and [Wauwatosa Food Code](#)

To contact your inspector call: 414-479-8936 ext. 2

**Andy Budde**  
Abudde@wauwatosa.net  
(All addresses east of 92nd Street)

City of Wauwatosa Health Department  
7725 West North Avenue  
Wauwatosa, WI 53213  
Fax: 414-471-8483  
[www.wauwatosa.net/health](http://www.wauwatosa.net/health)

**Meghan Spredemann**  
Mspreademann@wauwatosa.net  
(All addresses west of 92nd Street)