



Kenosha County Division of Health  
 Environmental Health Section  
 8600 Sheridan Rd. Suite 600, Kenosha, WI 53143  
[Patricia.Shumaker@kenoshacounty.org](mailto:Patricia.Shumaker@kenoshacounty.org)

# Retail Food Establishment Plan Review Application

Wis. Stat. § 97.30

<b>ESTABLISHMENT/DBA INFORMATION:</b> <input type="checkbox"/> New <input type="checkbox"/> Remodel			
ESTABLISHMENT NAME:		COUNTY:	
ESTABLISHMENT STREET ADDRESS:		CITY:	STATE: ZIP:
EMAIL ADDRESS:			ESTABLISHMENT PHONE: ( ) -
LEGAL ENTITY (such as name of sole proprietor, partnership, LLC, LLP, or Inc.):		COUNTY:	
LEGAL ENTITY MAILING ADDRESS:		CITY:	STATE: ZIP:
EMAIL ADDRESS:			LEGAL ENTITY PHONE: ( ) -

<b>CONTACT INFORMATION</b>			
CONTACT PERSON:	TITLE:	PHONE: ( ) -	EMAIL ADDRESS:
<input type="checkbox"/> Menu Items: food prepared or processed <input type="checkbox"/> Equipment list that includes make and model numbers. <input type="checkbox"/> Finish material schedule – floor, wall, and ceiling covering for each processing area of the retail food establishment. <input type="checkbox"/> Floor plan drawn to scale with equipment and sinks labeled using a key. Plans do not need to be architect drawn.			
Processes (check all that apply):			
<input type="checkbox"/> Thawing	<input type="checkbox"/> Reduced Oxygen Packaging	<input type="checkbox"/> Hot Holding	<input type="checkbox"/> Buffet
<input type="checkbox"/> Distribution/Wholesaling	<input type="checkbox"/> Cooling	<input type="checkbox"/> Smoking	<input type="checkbox"/> Outdoor Cooking
<input type="checkbox"/> Fruit and Vegetable Washing	<input type="checkbox"/> Catering	<input type="checkbox"/> Sous Vide	<input type="checkbox"/> Fermentation

Additional information required upon request per ATCP 75.075(2)(a)(8)

By signing you attest all information is accurate, and you will notify WDATCP if you change information that has been submitted.

SIGNATURE – APPLICANT:

DATE SIGNED

**REQUIRED** – All information below must be sent with application to:

[Patricia.Shumaker@kenoshacounty.org](mailto:Patricia.Shumaker@kenoshacounty.org) (preferred)

**or mail to: Kenosha County Division of Health, Environmental Health, 8600 Sheridan Rd. Suite 600 Kenosha, WI 53144**

*Wis. Admin. Code § ATCP 75.075(2) (c):* Within 30 days after receipt of complete information under par. (a), or any additional information requested under par. (b), the department or its agent shall approve or deny the plan. If the department or its agent approves the plan, the department or its agent shall issue a plan approval letter to the plan applicant. If the department or its agent denies a plan, it shall give the plan applicant the reason for the denial, in writing. The plan applicant may appeal the decision made by the department or its agent under ss. ATCP 75.14 and 75.16.