



2025 Mobile Plan Review

January 1, 2025
Plan Review Requirement

La Crosse County Environmental Health has a plan review requirement and fee for all new and remodeled mobile food establishments or establishments that have a change of owner in La Crosse County.

Please complete the plan review to the best of your ability and return to Megan Watters in the Environmental Health Department with all items requested along with payment of \$250.00. Failure to return items requested or fee will delay the review process.

Per ATCP 75, our department has 30 business days to complete the plan review of completed documents. If all items are not received or are incomplete, the timeline is paused and / or started over. If less than 30 business days is needed, a rush fee of \$250 will be charged in addition to the \$250 plan review fee.

If you have questions, please contact us at 608-785-9771 or email mewatters@lacrossecounty.org.



For office use only

Date Submitted: _____	Date Additional information requested: _____
Date Reviewed: _____	Projected Opening Date: _____

Mobile Retail Food Establishment Plan Review Application

All new or extensively remodeled mobile retail food establishments and mobile bases in La Crosse County must submit complete plan review application, floor plans, equipment specifications, and a menu for new structures or major remodeling of present structures of mobile restaurants, mobile beverage establishments, mobile retail food, and mobile bases. **These items must be submitted and approved by the Health Department in advance of construction. Plan review fees will be assessed. If operators are found to have built new or extensively remodeled without a plan review submission and approval, then they shall be subject to a plan review fee as well as a penalty fee equal to that of the plan review fee.**

When ownership changes in a current establishment, a plan review packet must be submitted to verify that the current establishment meets the updated 2020 Wisconsin Food Code.

The Department will notify the Establishment's Local Contact* within 10 business days of submittal if the plans are incomplete and cannot be reviewed. The department will review applications within 20 business days from notification that the application is complete. It is strongly encouraged that establishments schedule a pre-plan review meeting by calling **(608) 785-9771** prior to submittal.

Plan Review Checklist:

- Floor plan drawn to scale of both the mobile unit and base with locations and labels for all equipment, plumbing, and storage
 - Label all food and beverage storage areas, including back stock, self-service areas, food preparation counters, etc.
 - Label all chemical, garbage, restrooms, employee-use areas, outer openings (windows/doors).
- Provide a schedule of all locations and events that you will be operating at.
- Location of grease trap, utility/mop sink, backflow prevention devices/methods
- Handwashing sinks, food preparation sinks, and warewashing equipment, including hot water heater.
- Equipment specifications for cooking, hot holding, and cold holding of food, beverages, and ice.
- Hood ventilation equipment.
- Source of water supply (if private well, must submit most recent water test results).
- Method of sewage and grease disposal.
- Finish materials schedule for all surfaces (floors, walls, ceilings, sinks, counters, shelving, etc.)
- Approvals from local municipalities for applicable building, fire, and zoning requirements



This plan review is for:

- Push Cart
- Mobile Food Truck
- New construction
- Remodel
- Adding or removing equipment
- Change of ownership
- New Facility

Mobile Food Establishment address:

Base Location address:

Establishment Information: Projected Opening Date _____

License holder: _____

Circle one INC /LLC/Sole proprietor

Business mailing address: _____

DBA Establishment name: _____

Establishment address: _____

Phone: ___ - ___ - _____ E-Mail: _____

*Local contact: _____ Phone: ___ - ___ - _____

Name of operator: _____

Address of operator: _____

Phone: ___ - ___ - _____ E-Mail: _____

Name of contractor: _____

Address of contractor: _____

Phone: ___ - ___ - _____ E-Mail: _____

Name of Currently License Base Restaurant or Location/Business (if applicable):

Do you own any other food trucks that are licensed in La Crosse County? Yes No

If yes, where is it and what is it called: _____

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Plan Submittal

A detailed set of plans and menu must be submitted with this application. Incomplete plans and application will delay plan approval. The following pages will outline what General Establishment Information, Facility Plans, and Menu information must be included.

A construction check and pre-inspection of the establishment and written approval by the Health Department is required prior to the start of operation and granting of a license. Approval of written plans does not constitute approval of finished structures.

Be advised, regulations are subject to change. Any changes in plans that have not been reviewed by the Health Department must be resubmitted for review and approval. Health Department approval of these plans does not take place of approval and plan submittal to other City, County or State departments.

La Crosse County establishments must complete and submit a license application to the Health Department prior to the pre-inspection.

General establishment information

Hours of operation for mobile unit:

M _____ T _____ W _____ TH _____ F _____
Sa _____ Su _____

Hours of operation for base location:

M _____ T _____ W _____ TH _____ F _____
Sa _____ Su _____

Location of Restrooms for Employee Use:

**arrangements must be made for use of bathroom facilities during mobile unit operation*

Number of fixtures in restrooms:

<u>Male</u>	<u>Female</u>	<u>Unisex</u>
_____ Toilets/Urinals	_____ Toilets	_____ Toilets/Urinals
_____ Hand sinks	_____ Hand sinks	_____ Hand sinks

Restrooms where doors enter a food service area must be provided with self-closing door apparatus

Number of meals per day:

Breakfast _____ Lunch _____ Dinner _____

Check all type of services provided:

- | | | | |
|-----------------------------------|--------------------------------------|--|---|
| <input type="checkbox"/> Catering | <input type="checkbox"/> Take Out | <input type="checkbox"/> Wholesaling | <input type="checkbox"/> Bakery/Baking |
| <input type="checkbox"/> Buffet | <input type="checkbox"/> Delivery | <input type="checkbox"/> Meat Market | <input type="checkbox"/> Sit Down Meals |
| <input type="checkbox"/> Grocery | <input type="checkbox"/> Fish Market | <input type="checkbox"/> Bulk Food Sales | <input type="checkbox"/> Bar |



Will the following highly susceptible populations be served or catered?

- Nursing Home Assisted Living Child Care Schools Health Care
- Other: _____

Has an owner, manager, or employee taken a food safety class and become a WI Certified Food Manager? Yes No

If yes, please list the certified individual: _____
Information on WI Certified Food Managers can be found in the "Food Establishment Plan Review Guidelines".

Waste and water supply:

Size of potable (fresh) water tank on mobile unit: _____ gallons
Size of waste water tank on mobile unit: _____ gallons
How will the fresh water tank be filled and what sink will be used? _____

Minimum Potable Water Holding Tank Size: _____ gal

For Pushcarts: 5 gallons

If Handwashing Only: 10 Gallons (handling food and beverage ONLY)

If Warewashing on Mobile Unit: 40 Gallons (for both handwashing and warewashing)

Wastewater Holding Tank Size: _____ gal

Minimum Wastewater Holding Tank Size: 15% larger (in gallons) than the Potable (Fresh) Water Tank

- Municipal water Municipal waste Well Septic system

Grease trap located: _____

Not applicable because: _____

Liquid and solid waste containers located: _____

Be advised that bulk solid waste containers must be:

- Located outdoors on hard paved and sloped surfaces
- In an enclosed area
- With separated recyclables

All well and septic questions will be directed to the Well and Septic Specialist at the La Crosse County Health Department. *See the "Food Establishment Plan Review Guidelines" for more information.*

Menu

Submit the Proposed Menu for the Food Establishment and answer the following:

Special Processes:

Check any special processes to be conducted at the establishment:

- Curing Smoking Drying Sous Vide
- Sushi Wholesale R.O.P Canning
- Lacto-fermentation e.g. Kombucha Other: _____

Note: These processes may require a variance and/or HACCP Plan, and licensing by the WI Department of Agriculture.



Consumer advisory: (Consumer advisory is required for raw or lightly cooked items. EX: eggs, burgers) Will any menu items require a consumer advisory?

- Yes No

If yes, then provide a sample of how it will be displayed to inform and advise the public. See "Food Establishment Plan Review Guidelines" for examples.

Food source:

List food sources/suppliers: _____

What raw meats, poultry, and seafood will be used? How will they be stored separately from ready to eat foods? _____

Where will foods be stored? Base Mobile Unit Both Base and Mobile Unit

Ice source: No ice Ice machine Purchase Ice

How will ice be stored on the mobile unit? _____

Food Processing Procedures

Cooling potentially hazardous foods: List all foods that will be cooled using each of the following methods. Foods must be cooled from 135°F to 70°F within 2 hours and within a total of 6 hours from 135°F to 41°F or less.

- Uncovered shallow pans in refrigerator: _____
- Ice baths: _____
- Ice paddles: _____
- Other: _____

Thawing

List foods that will be thawed using the following methods:

- Refrigeration: _____
- Under running water in food prep sink: _____
- Microwave as part of cooking process: _____
- Cook from frozen: _____

Reheating:

List foods and equipment used to reheat foods rapidly at 165°F.

Ready to Eat Food Preparation

Will produce come pre-washed or will it be washed at the establishment?

- Washed onsite Comes pre-washed

Where will produce be washed? _____



When ready-to-eat foods are being prepared how will bare hand contact be avoided?

Disposable gloves Deli tissue Tongs/utensils Other: _____

If potentially hazardous ready-to-eat foods are prepped and held longer than 24 hours how will it be date marked and discarded?

Thermometers:

To verify cooking, cooling, storage, and hot hold temperatures, what type of thermometer will be used? (ex: hanging, probe, digital)

Wiping cloths:

Describe method and sanitizer used: _____

Food displays/buffet/bulk foods

List foods on display and how they will be protected:

Facility Floor Plan

Submit a floor plan drawn to scale of both the mobile unit and the base location.

Include:

- | | |
|---|--|
| 1. All equipment used in food storage, food preparation and bar | 9. Chemical storage area |
| 2. Buffet/customer service area | 10. Laundry facilities |
| 3. All sinks: | 11. Water heater location |
| a. Hand sink(s) and lavatories | 12. Bar area |
| b. Vegetable and food prep sinks | 13. Indoor/outdoor Seating Areas |
| c. Utility/mop sinks not in kitchen or public area | 14. Outdoor cooking/bar (if provided) |
| d. Warewashing sinks with drain boards | 15. Recycling and garbage area-location of grease receptacle |
| e. Other: _____ | 16. Location of all floor sinks and floor drains |
| 4. Dish machine/glass washer | 17. Grease Interceptor/grease trap |
| 5. Wait station(s) | 18. Ice bins and Ice machine |
| 6. Toilet facilities | 19. Dipper wells |
| 7. Dry/food storage areas | 20. Chemical dispensing units |
| 8. Employee break area and personal item storage | 21. Exhaust hoods |
| | 22. Building site layout including adjacent businesses and outdoor storage areas |
| | 23. Other : (please List and show on plans) |



Equipment Schedule

Provide corresponding specification/cut sheets for all new equipment. Note: Used equipment is subject to visual inspection prior to approval for use. (Please list all equipment below)

Number on plans	Equipment Make/Model	New	Used	Plumbing required Yes/No	Installed on castors or sanitary legs	Certified Commercial by NSF/ANSI/UL/ETL(Sanitation) or other

Hoods: Per building and fire codes (ensure approvals and/or correspondence available for review)

Water Heater on Mobile Unit:

Make/Model (Provide specification sheet) _____

Proposed size: Electric _____ KW Gas _____ BTU's

Storage tank capacity _____ gallons

Hot water heater second hour recovery rate _____ gallons/hour at a 100° F rise



Water Heater in Base Location:

Make/Model (Provide specification sheet) _____

Proposed size: Electric _____ KW Gas _____ BTU's

Storage tank capacity _____ gallons

Hot water heater second hour recovery rate _____ gallons/hour at a 100° F rise

Plumbing

Where will warewashing occur? Base Mobile Unit Both Base and Mobile Unit

Utensil washing:

Commercial dishwasher Make/Model (Provide specification sheet): _____

High temp Low temp Located:

Above counter Under counter

If above counter used is a Type II hood installed?

Yes No

Does all equipment fit into dish washer?

Yes No

Utensil Wash Sinks:

Three compartment Four compartment Other _____

Handwashing:

Handwash sinks shall be in areas where food is handled and warewashing. Please check the areas provided in your restaurant below:

- | | | |
|---|---|---|
| <input type="checkbox"/> Food prep | <input type="checkbox"/> Utensil wash | <input type="checkbox"/> Grill line |
| <input type="checkbox"/> Customer service | <input type="checkbox"/> Bar | <input type="checkbox"/> Beverage carts |
| <input type="checkbox"/> Wait stations | <input type="checkbox"/> Temporary bar and food service | |

Handwash sinks are required to be supplied with:

- Hands free faucets (Provide specification sheet)
- Soap
- Single use paper towel
- Signage



Back flow prevention and air gaps:

List type of devices used:

	Example	
Food prep sinks	Air gap	
Hose bibs	ASSE 1011 Vacuum breaker	
Chemical dispensers	Direct connect ASSE 1055 listed dispenser	
Soda dispensers CO ₂ system	ASSE 1022 Dual check valve	
Ice machine/bins	Air gap	
Mop Sink:	ASSE 101 Vacuum breaker	

Facility Details/Finishes

Linens:

How will wiping cloths, aprons and other linens will be cleaned?

- Onsite washer Location: _____
- Onsite dryer Contract service Other: _____
- How will soiled and clean linens be stored? _____

Chemicals:

Bulk Storage and dispenser

Location: _____

Sanitizer used: _____

- Chlorine Quaternary Ammonia Iodine

Test Strips provided:

- Chlorine test strips Quaternary Ammonia test strips Iodine test strips
- 160° F irreversible test tape

Pest Control:

Service Provided: Yes No

If Yes, list company name: _____

Employee Personal Item Storage:

How and where will employee personal items be stored? _____



Lighting:

Please be advised that all lighting in equipment, food storage, prep and bar areas must be shielded. The following intensities shall be provided; 540 lux (50 food candles) in food prep areas, 108 lux (10 foot candles) in walk in coolers & dry storage and 220 lux (20 foot candles) in all other kitchen areas.

Finishes:

All finishes in food storage and preparation areas must be smooth, durable and easily cleanable. List below and be able to provide samples if requested.

	Example	Kitchen	Wait stations	Walk in	Dry storage	Custodial closets
Floors	Quarry tile					
Walls	FRP					
Coving	Vinyl base cove					
Ceilings	Smooth panel					
Shelving	Metro racks					

Coved wall floor juncture (ex: rubber baseboard or curved tiles): _____

Ensure horizontal pipe and conduit not exposed: _____

Standard Operating Procedures

The following items must be discussed prior to opening:

1. Certified Food Manager
2. Employee Health Policy. What training or means will be provided to inform employees of their responsibility to report illnesses, review foodborne illness symptoms, and report any diagnosed illness? _____
3. A Person In Charge (PIC) must be present at all times. This person does not have to be certified, but must know food safety principles and be able to take action if needed.
 (See the "Food Establishment Plan Review Guidelines" for further details.)
4. Allergen Awareness
5. Employee training: How will employees be instructed on food safety principles?

Contact Information:

This application, a set of plans, and a menu may be mailed to:

La Crosse County Health Department
 300 4th Street North, 2nd Floor
 La Crosse, WI 54601

If you have any questions about this application or need to schedule a preplan review appointment call:
 La Crosse County Health Department: Environmental Health 608-785-9771