



2198 GLENDALE AVE  
 GREEN BAY, WI 54303

[Anna Nick, MS, Public Health Officer](#)

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## Retail Food Establishment Plan Review Application

|   |  |                      |        |      |
|---|--|----------------------|--------|------|
| <b>Establishment /DBA Information:</b> <input type="checkbox"/> New <input type="checkbox"/> Remodel <input type="checkbox"/> Change of Ownership |  |                      |        |      |
| Establishment Name:   |  |                      |        |      |
| Establishment Street Address:   |  | City:                | State: | Zip: |
| Email Address:  |  | Establishment Phone: |        |      |
| Legal Entity (Such as name of sole proprietor, partnership, LLC, LLP, or Inc.):   |  |                      |        |      |
| Legal Entity Mailing Address:   |  | City:                | State: | Zip: |
| Legal Entity Email Address:   |  | Legal Entity Phone:  |        |      |

|  |  |
|--|--|
| <b>Contact Information</b>   |  |
| Contact Name:  | Title:   |
| Email Address:   | Phone:   |
| <input type="checkbox"/> Copy of menu<br><input type="checkbox"/> Equipment list that includes make and model numbers<br><input type="checkbox"/> Copies of other municipal, county, or state approvals relating to the retail food establishment<br><input type="checkbox"/> New construction – Architect drawn floor plan drawn to scale with equipment layout<br><input type="checkbox"/> Remodel – Floor plan drawn to scale with equipment layout (plans do not need to be architect drawn) |  |
| <b>Processes (Check all that apply) Note: Definitions provided on opposite side</b>  |  |
| <input type="checkbox"/> Acidification<br><input type="checkbox"/> Brining<br><input type="checkbox"/> Buffet<br><input type="checkbox"/> Catering<br><input type="checkbox"/> Cold Holding<br><input type="checkbox"/> Cook-Chill<br><input type="checkbox"/> Cooling   | <input type="checkbox"/> Curing<br><input type="checkbox"/> Delivery<br><input type="checkbox"/> Distribution/<br>Wholesaling<br><input type="checkbox"/> Fermentation<br><input type="checkbox"/> Food/Salad Bar                                    |
| <input type="checkbox"/> Fruit & Vegetable<br>Washing<br><input type="checkbox"/> Hot Holding<br><input type="checkbox"/> Molluscan Shellfish<br>Life Support Tank<br><input type="checkbox"/> Outdoor Cooking<br><input type="checkbox"/> Packaging Juice   | <input type="checkbox"/> Partial Cooking<br><input type="checkbox"/> Reduced Oxygen<br>Packaging<br><input type="checkbox"/> Smoking<br><input type="checkbox"/> Sous Vide<br><input type="checkbox"/> Sprouting<br><input type="checkbox"/> Thawing |

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

|                        |             |
|------------------------|-------------|
| Signature – Applicant: | Date Signed |
|------------------------|-------------|

## Definitions

| Standard Processes  |  |
|---|--|
| <p><b>Buffet:</b> A self-service food station or room where meal items are served</p> <p><b>Catering:</b> Transporting food outside of the licensed establishment and serving, plating, or applying finishing steps to food</p> <p><b>Cold Holding:</b> Maintaining foods cold at or below 41°F for food safety</p> <p><b>Cooling:</b> Taking hot or room temperature foods down to 41°F or below, such as foods prepared ahead of service</p> <p><b>Delivery:</b> Transporting food outside of the licensed establishment without any food preparation taking place at the destination</p> | <p><b>Distribution/Wholesaling:</b> Selling food or drinks to another retail food facility, like a grocery store or restaurant</p> <p><b>Food/Salad Bar:</b> A self-service food station with limited options such as salads, toppings, and dressings</p> <p><b>Fruit &amp; Vegetable Washing:</b> Washing raw fruit or vegetables under running water prior to service or cooking</p> <p><b>Hot Holding:</b> Keeping cooked foods hot at or above 135°F</p> <p><b>Outdoor Cooking:</b> Cooking outside on a grill, smoker, or similar equipment</p> <p><b>Thawing:</b> Warming frozen food up to refrigeration temperature at or below 41°F</p> |

| Special Processes (Requires special approval such as HACCP and/or variance prior to operating)  |  |
|---|--|
| <p><b>Acidification:</b> Reducing the pH of a food to render it non-TCS (e.g. acidified rice, pickling)</p> <p><b>Brining:</b> Soaking food in a saltwater solution for preservation</p> <p><b>Cook-Chill:</b> Placing hot, cooked foods in bags and chilling rapidly in ice water or a blast chiller<br/>(See cooling)</p> <p><b>Curing:</b> Adding curing salts/nitrates to preserve meat (e.g. corned beef, ham)</p> <p><b>Fermentation:</b> Using bacteria, yeast, or mold to preserve food or enhance flavor (e.g. kombucha)</p> <p><b>Molluscan Shellfish Life Support Tank:</b> A specialized storage tank for live shellfish (oysters, clams, mussels, or scallops)</p> | <p><b>Packaging Juice:</b> Treating juice to reduce microorganisms; packaging fresh juice without applying a warning label</p> <p><b>Partial Cooking:</b> Cooking raw meat to less than the required cook temperature, cooling, then finishing cooking later</p> <p><b>Reduced Oxygen Packaging:</b> Removing oxygen/air from a packaged food (vacuum sealing) or replacing oxygen with another gas</p> <p><b>Smoking:</b> Smoking food for preservation rather than for flavor enhancement; to make the product shelf stable</p> <p><b>Sous Vide:</b> Cooking food by vacuum sealing and heating in a warm water bath</p> <p><b>Sprouting:</b> Growing raw sprouts from seeds or beans in a moist environment</p> |

Email application and supporting documents to: [BC\\_Health@browncountywi.gov](mailto:BC_Health@browncountywi.gov) or mail to  
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