

PLAN REVIEW GUIDE



Public Health
Prevent. Promote. Protect.

Brown County
Health & Human Services

In accordance with **ATCP 75.075**, "An applicant or license owner of a new or extensively remodeled retail food establishment shall submit a retail food establishment plan to the department or its agent. The department or its agent may require an applicant or license holder to submit this document when a change of ownership has occurred. **An applicant or license holder shall obtain plan approval from the department or its agent before any of the following occurs:**

- The applicant or license holder begins construction of a retail food establishment.
- The license holder modifies or extensively remodels a retail food establishment."

1

Complete the Plan Review Application and Operational Plan

Incomplete plans will not be reviewed.

2

Email or mail the Plan Review Application and Operational Plan

Email: bc_health@browncountywi.gov

Address: Brown County Public Health
2198 Glendale Avenue
Green Bay, WI 54304

3

Receive a License Application once plan review is accepted

If the plan review is accepted, a sanitarian will send you a License Application to complete.

If the plan review is denied, a sanitarian will suggest changes and/or suggestions in order to improve your plan review.