

## CLERK'S OFFICE

The City of Racine Clerk's Office will assist and provide you with information on implementing your food establishment's business plan.

### GETTING STARTED

#### Do you plan to serve water and/or soft drinks?

You will need to complete and submit a **Soda-Water Beverage License**.

#### Do you plan on opening a dance hall and/or providing amusement devices?

You will need to complete and submit a **Public Dance Hall and/or Amusement Device License**.

#### Do you plan to serve "Energy Drinks"?

You will need to complete and submit a **Non-Intoxicating Beverage License**.

#### Do you intend to provide outdoor seating?

You will need to complete and submit a **Sidewalk Café Permit**, which requires approval by the City of Racine Common Council.

#### Do you plan to serve alcohol?

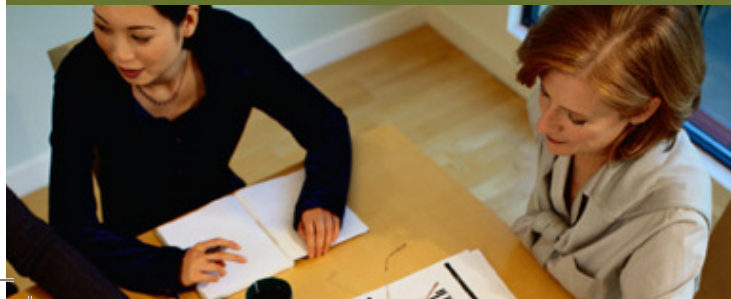
You will need to complete and submit an **Alcohol Beverage License** which requires approval by the City of Racine Common Council.

*This is not a comprehensive list of possible activities and associated licenses. For complete details, please contact the City of Racine Clerk's Office with the information below.*

[www.cityofracine.org](http://www.cityofracine.org)

TELEPHONE

(262) 636-9171



## BUILDING DEPARTMENT

The City of Racine Building Department will assist in determining the suitability of your chosen location.

### LOCATION

#### Where will your food establishment be located?

All locations must meet neighborhood, district and zoning requirements, which are approved by the City of Racine Common Council.

- You will need to complete and submit the application for an **Occupancy Certificate** which will allow you occupancy of your chosen location.
- You will need to schedule an appointment with the City's Building, Fire, Plumbing and Electrical Inspectors to conduct inspections and ensure compliance with applicable City/State Commercial Building Codes. An **Occupancy Certificate** will be issued once the building is in compliance.

The City's Building Department can assist with determining signage to identify your establishment and how that signage is to be displayed.

*This is not a comprehensive list of possible activities and associated licenses. For complete details, please contact the City of Racine Building Department with the information below.*

[www.cityofracine.org](http://www.cityofracine.org)

TELEPHONE

(262) 636-9464



## HEALTH DEPARTMENT

The City of Racine Health Department will review your business plan and discuss location and equipment options based on your proposed menu and financial considerations.

### WHAT YOU NEED TO KNOW

You will need to complete and submit the application for a **Food Establishment License**, which will determine the type of license that will be issued.

Copies of your food establishment's facility specifications, a sample menu and comprehensive equipment list must be generated and supplied for review.

Once the application for license is submitted and the appropriate fees are provided, a food service inspector will schedule a pre-inspection of your location. A two-week advance notice is required.

- Each establishment must have at least one certified food manager. Classes are provided locally.

*This is not a comprehensive list of possible activities and associated licenses. For complete details, please contact the City of Racine Building Department with the information below.*

[www.cityofracine.org](http://www.cityofracine.org)

TELEPHONE

(262) 636-9203



# OPENING A BUSINESS

Opening a food establishment can be an exciting and overwhelming experience.

The intent of this brochure is to provide you with an overview of what to expect and which City of Racine Departments are involved in the licensing process.

By providing you with this information and details on the expectations of each department, our intent is to help you realize your goals of owning and maintaining a successful food establishment in the City of Racine.

CITY OF RACINE CLERK'S OFFICE  
730 Washington Ave. Room 103  
Racine, Wisconsin 53403  
Phone: (262) 636-9171  
Fax: (262) 636-9548

[www.cityofracine.org](http://www.cityofracine.org)



CITY OF RACINE CLERK'S OFFICE

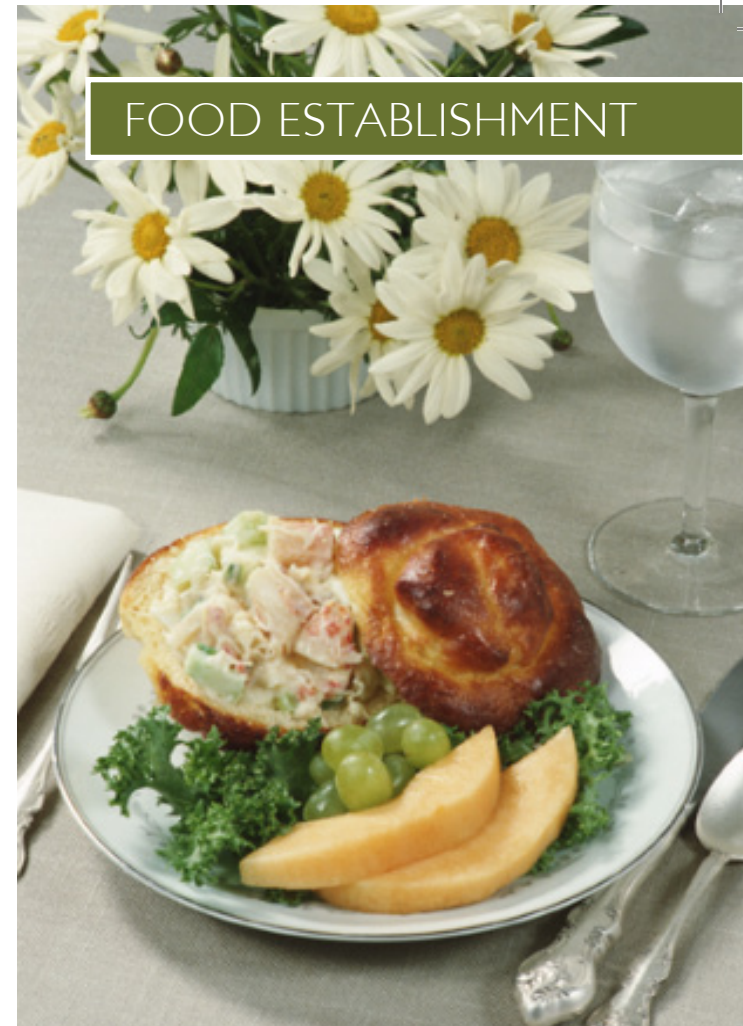
730 Washington Ave. Room 103  
Racine, Wisconsin 53403  
Phone: (262) 636-9171  
Fax: (262) 636-9548

[www.cityofracine.org](http://www.cityofracine.org)

●●● Launch Box

This brochure was prepared by LaunchBox, a joint initiative of the City of Racine, County of Racine, Racine County Economic Development Corporation, Wisconsin Economic Development Corporation, SC Johnson Foundation and Twin Disc, Inc.

## FOOD ESTABLISHMENT



## OPENING A BUSINESS IN THE CITY OF RACINE

