

What Do I Need to Do to Obtain a Restaurant or Village Retail Food Establishment License?

1. Obtain the license application form for a Restaurant or Village Retail Food Establishment from the Health Department at 5885 S. 116th Street or print it off of the website. (Go to www.halescorners.org→Village Departments→Health Department→Licensing Information→ Restaurants/Food Establishment License Application.)
2. Complete the form and return it and the appropriate license fee(s) to the Village Administrative Office (5635 S. New Berlin Road). Check with the Zoning Department to see if your establishment conforms with zoning regulations.
3. The Administrative Office notifies the Hales Corners Health Department that a license application has been made and the fee(s) paid.
4. Plans of the establishment may need to be submitted to the Hales Corners Health Department for review and conformance with current health codes.
5. The Hales Corners Health Department Sanitarian contacts the applicant to establish an estimated opening date and to arrange for a pre-licensing on-site inspection.
6. The sanitarian performs a pre-licensing inspection of the establishment. The initial pre-licensing inspection shall be made within 30 days after the license application is received.
7. After the pre-licensing inspection, the applicant is advised in writing of deficiencies noted during the inspection. The Sanitarian will inform the applicant of the corrective actions needed and arrange a time for a follow-up inspection. The applicant shall check with Zoning, Building Inspection and the Fire Department regarding remodeling plans.
8. When the establishment and applicant have complied with current health code requirements, the license shall be approved. Approval will be noted on the final pre-licensing inspection report form.
9. The Sanitarian will notify the Village of Hales Corners Administrative Office that the applicant complies with current health codes.
10. The Hales Corners Health Department will issue the license when all required approvals are received. (Note: Most licenses require approval by more than the Health Department before they can be issued. Please check with the Village Administrative Office for approval status.)