Wisconsin Department of Regulation & Licensing

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PHARMACY EXAMINING BOARD

REQUEST FOR THE REMODEL OF A PHARMACY INFORMATION SHEET

PLEASE NOTE: **A remodel may not begin until you receive confirmation of approval directly from the board office.**

Per Wisconsin Administrative Code § Phar 6.04 (4) **Professional Service Area Remodeling:** ***Any modifications of the approved floor plan shall be submitted to and approved by the board or its designee. Board action must be taken within 60 days.***

To request a remodel with the Wisconsin Pharmacy Examining Board, please provide the following information to the board **in writing** addressed to, The Department of Regulation and Licensing, Pharmacy Examining Board, P.O. Box 8935, Madison, WI 53708.

1. Pharmacy name, location and state license number.
2. The managing pharmacist.
3. Pharmacy store hours (Daily, Saturday, Sunday)
4. List barrier and what type (if changing) per Wis.Admin. Code § 6.04 3(1).
5. Enclose a copy of **current** and the **proposed** floor plan (scaled to size) indicating the location of the sink and refrigerator with prescription counter space clearly indicated.
6. Indicate if the pharmacy will be closed during the remodel. If so, please provide in detail the proposed plan for closure and transfer/storage/security for controlled substances.
7. A self inspection report must be completed for the remodeled area and submitted to the board at the end of the remodel. This may be obtained on the department web site at www.drl.state.wi.us. ***(Please make sure to download both sections labeled pharmacy self- inspection.)***
8. If you are creating a separate temporary pharmacy area to be used during the remodeling of the permanent pharmacy location, you must also complete and submit to the board a proposed floor plan for the area to be used on a **temporary basis**, along with a completed self inspection report. This procedure must be followed to allow for board review and approval of the temporary pharmacy area **before** beginning the remodel process of the permanent area.

Once your request is received it will be reviewed by the board office for further action.

Committed to Equal Opportunity in Employment and Licensing