



Food Establishment Plan Review Submission Instructions

Congratulations! You are proposing to build or remodel a fixed or traveling (e.g. mobile food establishment or special transitory food unit-STFU) food establishment in Michigan. The regulatory agency responsible for conducting the plan review is dependent upon the food establishment type.

- Submit your plan review package to the Local Health Department (LHD) if your fixed or traveling food establishment is predominately going to be a **food service establishment**. This is a restaurant, coffee shop, cafeteria, short order cafe, luncheonette, grill, tearoom, sandwich shop, soda fountain, tavern, bar, cocktail lounge, nightclub, drive-in, industrial feeding establishment, private organization serving the public, rental hall, catering kitchen, delicatessen, theater, commissary, food concession, or similar place in which food or drink is prepared for direct consumption through service on the premises or elsewhere, and any other eating or drinking establishment or operation where food is served or provided for the public.
- Submit your plan review package to the Michigan Department of Agriculture and Rural Development (MDARD) if food establishment is predominately going to retail sell food (e.g. grocery store).

All the following items should be completed and compiled into a single package or the plan review may be delayed as additional material is requested by the regulatory authority. Documents listed below in *italics* can be found at https://www.michigan.gov/mdard/0,4610,7-125-50772_50775_51203---,00.html or contact the LHD for copies.

1. Completed *Plan Review Application* and applicable plan review fees

- Food service establishment plan review that is conducted by LHD is mandatory. LHD plan review fees vary by jurisdiction. Contact the LHD who will be conducting the plan review for applicable fees.
- MDARD plan review fee is \$197.00. Mandatory plan review through MDARD is dependent upon the operation of the proposed retail food establishment. If the retail food establishment will have a deli section with seating and/or has a defined independent food service section, then plan review is mandatory. Indicators to consider if the food service section is independent include:
 - A menu that includes food items for immediate consumption.
 - A food service counter independent from a deli service counter.
 - Made to order foods in an area operating independently from a deli.
 - Assembling of time/temperature controlled for safety foods for direct consumption.
 - Carry Out.
 - A food service area operating independently from the deli operation.

The listed indicators do not stand alone when determining when a plan review is mandatory. These indicators are used to define a food service area and show independent operation from a deli area. Both factors must be established for mandatory plan review. Voluntary plan reviews are an option for retail food establishments that are not considered mandatory and do not have a cost associated with them. MDARD encourages all operators to submit remodeling or construction plans for review. For questions regarding if your proposed operation will be a mandatory or voluntary plan review, please call 1-800-292-3939.

2. Completed *Plan Review Worksheet*

- For fixed establishments, complete the *Fixed Food Establishment Worksheet*.
- For STFUs and mobile food establishments, complete the *Special Transitory Food Unit (STFU) and Mobile Food Establishment Plan Review Worksheet and Standard Operation Procedures (SOP)*.

3. Complete *Menu*

- For facilities that do not have a formal/set menu (e.g. school with a rotating menu), a list of food and drink offered, or representative sample menu is acceptable.

4. Standard Operating Procedures (SOPs)

- SOPs appropriate to the operation are required prior to opening.
- Guidance on SOPs for fixed establishments can be found in *Fixed Food Establishment SOP Manual* while SOPs for STFUs/mobile food establishments can be done within *Special Transitory Food Unit (STFU) and Mobile Food Establishment Plan Review Worksheet and Standard Operation Procedures (SOP)* document.

5. Certified Manager Documentation

- Most food establishments are required to employ at least one (1) full time certified manager employee who is certified under the American National Standards Institute (ANSI) accredited certification program (Food Law 2000, as amended, §289.2129). Documentation verifying this requirement needs to be provided prior to opening.

6. One Complete Set of Scaled Plans (1/4" per foot is a normal, easy to read scale) that show:

- Proposed equipment layout plan with all items accurately identified.
- Mechanical plan (e.g. cooking ventilation systems: including hood, duct and exhaust fans).
- Plumbing plan (e.g. handsinks, food preparation sink, warewashing sinks, dishmachines, water heater, hot and cold water lines, sewer drains, grease traps, floor drains/sinks, fresh water and waste water holding tanks for traveling units).
- Lighting plan, indicating light fixtures and type of shielding where applicable.
- Site Plan (e.g. details outside garbage storage and containers, exterior storage areas, on-site water well and sewage disposal)

7. Equipment Specifications

- Include manufacturer's specifications "cut" sheet for each piece of equipment. Minimum information needed includes the following:
 - Type, manufacturer, model number, performance capacity, dimensions.
 - How equipment will be installed (e.g. on legs or wheels, fixed or flexible utility connections)
 - Indicate if equipment is new or used and if it is certified or classified for sanitation by an American National Standards Institute (ANSI)-accredited certification program (e.g. NSF, ETL, UL, etc.).
 - Sanitation Standard Operating Procedures (SSOPs): Include any available cleaning and maintenance instructions for food processing, cutting, grinding equipment.

FOOD ESTABLISHMENT PLAN REVIEW PROCESS

- 1** New Food Establishment/Remodeling/Conversion Proposed. **Note:** Construction may not begin until approval is granted.
- 2** Operator assembles required documentation, completes the application forms and other required items – submits the materials along with payment to appropriate regulatory authority.
- 3** Review conducted by regulatory authority. **Note:** If the facility is serviced by on-site water supply or sewage disposal systems additional approvals will be necessary prior to food establishment plan approval.
- 4** If applicable, regulatory authority requests additional information regarding missing materials or information provided that does not meet requirements.
- 5** Plans are approved and regulatory authority sends a plan review approval letter.
- 6** **CONSTRUCTION BEGINS***
- 7** Approved plans kept on site during construction. If plans are changed after approval, the changes must be submitted to regulatory authority in writing and approved again before proceeding with construction.
- 8** Applicant applies for food license 30 days prior to intended opening date.
- 9** Complete and submit an air balance test report plus local mechanical department's approval of ventilation system as well as approval from any other applicable departments (e.g. plumbing, building, etc.) if requested by regulatory authority.
- 10** Applicant requests an appointment for a pre-opening inspection, once all construction is complete, as required by the regulatory authority.
- 11** Pre-opening inspection conducted and approval of food license and operation given by regulatory authority if establishment is compliant with Michigan Food Law and Michigan Modified Food Code. SOPs must be submitted and reviewed prior to opening.

*Regulatory agency has authority to issue a stop work order when construction begins before plans are approved.