FOOD SERVICE ESTABLISHMENT PLAN SUBMITTAL INSTRUCTIONS

The Michigan Food Law (Act 92 of 2000, as amended) and the Michigan Modified 2009 FDA Food Code require that:

When a food service establishment* is hereafter constructed or extensively remodeled, or when an existing structure is converted for use as a food service establishment, properly prepared plans and specifications shall be submitted to the regulatory authority for review and approval before construction, remodeling, or alteration is begun.

To prevent possible delays in the review process, all of the following items must be completed and compiled into a single package and submitted to this department. For further information, see the plan review manual.

1. Application

2. The plan review fee:  
   - Full plan review (new or extensively remodeled) $651.00  
   - Each Additional Identical Plan Submitted Simultaneously $100.00  
   - Partial plan review (minor remodeling) $325.00  

3. Completed Plan Review Worksheet

4. Menu  
   If your facility does not have a formal, set menu, such as a school with a rotating menu, submit representative sample menus or a list of foods offered for sale or service.

5. Standard Operating Procedures (SOP’s)  
   SOP’s specific to your operation shall be submitted. Approval of these procedures by the Health Department is required prior to approval to operate.

6. One (1) complete set of plans drawn to scale. Show:  
   - Proposed layout, with all equipment identified. Label sinks and prep tables with their intended use.  
   - Plumbing: hand sinks, food preparation sink, dishwashing sinks and machines, water supply piping, hot water equipment, water heater, sewer drains, grease traps and floor drains/sinks.  
   - Construction materials of such items as custom cabinets and any other built-in items.  
   - Interior room finish schedules.  
   - Lighting plan, indicating which lights are shielded.  
   - Site Plan, including details of outside garbage storage areas, exterior storage areas and on-site water well and sewage disposal system data (if applicable).  
   - Please clearly mark new vs. existing equipment, plumbing connections and finishes.

*Food service establishment means a fixed or mobile restaurant, coffee shop, cafeteria, short order café, 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.” [Act 92 of 2000, Sec. 1107(n)]
General Information

Hours of Operation: ____________________________________________________________

Seating Capacity (include bar & outdoor): ______________ Facility Size (square feet): ______________

Minimum staff per shift: ______________ Maximum staff per shift: ______________

These plans are for a (mark one): ☐ New Establishment ☐ Remodeling ☐ Conversion ☐ Partial

What describes the establishment better (mark one): ☐ On-site Food Preparation ☐ Serving Site

Will part of the operation be outdoors (e.g. bar, dining, storage, cooking, etc.): ☐ Yes ☐ No

If yes, explain: ___________________________________________________________________________________

___________________________________________________________________________________________

___________________________________________________________________________________________

___________________________________________________________________________________________

Type of Operation/Food Service (mark all that apply)

☐ Sit down meals ☐ Cafeteria ☐ Church
☐ Full service with bar ☐ Catering ☐ Takeout menu
☐ Bar with food prep. ☐ School ☐ Commissary
☐ Bar with no food prep. ☐ Produce ☐ Counter service
☐ Grocery store ☐ Produce processing ☐ Buffet or salad bar
☐ Fresh meat ☐ Hospital ☐ Wholesale foods
☐ Seafood/fish ☐ Smoked fish ☐ Tableside/display cooking
☐ Deli ☐ Bakery ☐ Ice production/packaging
☐ Fast food ☐ Brewery ☐ Kiosk
☐ Self-service bulk items ☐ Water bottling ☐ Processor (e.g. cured meats, juice, sushi, slaughter, etc.)
☐ Tasting room

List food: ________________________________________________________________________________

Please summarize the proposed project including:

• A description of the construction to take place
• A description of equipment to be added or removed
• An overview of the proposed operation.

___________________________________________________________________________________________

___________________________________________________________________________________________

___________________________________________________________________________________________

___________________________________________________________________________________________

___________________________________________________________________________________________

___________________________________________________________________________________________

I certify that the plan review application package submitted is accurate to the best of my knowledge.

Signature of owner or representative: _______________________________ Date: __________________________

Please print name and title here: ____________________________________________________________________________
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.*
Fixed Food Establishment Plan Review Application

Meets the Food Law requirement for a transmittal letter to be submitted with the plans.

Establishment Name: ____________________________________________________________
Address, City, Zip: ___________________________________________________________________________________________________________________
Establishment Phone: ________________________________________________________________________________________________________________
Location Information: Between ________________________________ & _____________________________________
Prior Establishment Name: ______________________________________________________________________________________________________________

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*Please complete each line of the above sections to enable timely correspondence.

Which of the above will serve as the primary contact: ______________________________________________________

Which of the above should all correspondence be mailed to: ________________________________________________

Proposed start date of construction: Building _____________ Food preparation/storage areas ___________________
(c.g. Kitchen)

Proposed opening date: ______________________________

For reviewing agency use only:

Fee $: ___________________________ Check #: ___________________________
Date: ___________________________ Receipt#: __________________________
Plan Review #: ___________________________ Assigned to: ___________________________

Remarks: ____________________________________________________________________________________________
7. Specifications

- Include manufacturer’s specifications for each piece of equipment. Minimum information for each piece of equipment includes the following (Note: the manufacturer’s specification or “cut” sheet typically provides most of this information):
  - Type
  - Manufacturer
  - Model number
  - Dimensions
  - Performance capacity
  - Indicate how equipment will be installed (i.e. on wheels, fixed, or flexible utility connections)
  - Indicate which items are used equipment and what equipment is NSF approved or equivalent.
  - Sanitation Standard Operating Procedures (SSOP’s). Include any available cleaning and maintenance instructions for food processing, cutting and grinding equipment.

Approvals, requests for information, or denials will be conveyed to you in a letter in approximately two to three workweeks. All plans and revisions are reviewed on a first come first serve basis. Therefore, it is recommended that revisions be submitted in a timely manner. Be sure that all contractors, sub-contractors, etc. are made aware of corrections, stipulations, and recommendations.

Your establishment may not open for business and remodeled areas may not be used until an opening inspection is conducted and approval to operate is granted by this department. The following documentation must be provided before an opening inspection will be scheduled:

- A completed and paid application for a food service establishment license
- Verification of final approval by mechanical inspector (if applicable)
- A copy of the Food Safety Manager Certification and allergen training for a full time owner or manager

Contact this department at least 48 hours (two workdays) in advance for the required opening inspection. If you are remodeling an existing food service establishment you are required to obtain a final inspection when construction/installation has been completed. **You must contact this department promptly if there are any changes or revisions to the approved plans, building, equipment, installation, or menu. It may be necessary to submit revised plans for review.**

**PLEASE NOTE: ONCE PLANS HAVE BEEN RECEIVED AND REVIEWED, REFUND REQUESTS WILL NOT BE PROCESSED.**


Fillable forms can be found @ MDARD link: [https://www.michigan.gov/mdard/0,4610,7-125-50772_50775_51203---,00.html](https://www.michigan.gov/mdard/0,4610,7-125-50772_50775_51203---,00.html)

Should you have any questions regarding plan submission requirements or opening procedures, please contact this department at (586) 469-5236.