



## Food Establishment Plan Submission Instructions

Congratulations! You are proposing to build or remodel a food establishment in Michigan. Please submit your plan review package to the local health department (food service) or Michigan Department of Agriculture regional office (retail food). All of the following items must be completed and compiled into a single package or the plan review may get delayed as additional material is requested. .

### 1. Plan review application and any necessary plan review fees.

MDA inspected establishments require a \$197 mandatory plan review for retail food establishments with deli and seating, retail grocery with food service and special transitory food units that are predominately retail or wholesale. Most other plan reviews are voluntary and done at no charge. The Michigan Department of Agriculture encourages **all** operators to submit remodeling or construction plans for review

Mandatory plan review is required for all food service establishments, special transitory food units that are predominately food service and any other establishment inspected by a local health department. Contact your local health department for the applicable fee.

### 2. Completed Plan Review Worksheet

Worksheet and guidance manual copies are available from any health department, MDA Regional Office or on the web at: <http://www.michigan.gov/mda> Search: Plan Review.

### 3. Menu

If your facility does not have a formal, set menu (i.e. school with a rotating menu) submit representative sample menus or a list of foods offered for sale or service.

### 4. Standard Operating Procedures (SOP's)

SOP's appropriate to your operation shall be submitted prior to opening. See the Standard Operating Procedures Manual guidance document that is available from any health department, MDA Regional Office or on the web at: <http://www.michigan.gov/mda> Search: Plan Review.

### 5. Certified Manager Documentation

Beginning June 30, 2009, most food establishments will be 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 (Michigan Food Law 2000 as amended, Section 289.2129). Guidance is available from your local health department, MDA Regional Office or on the web at: <http://www.michigan.gov/mda> Search: Manager Certification.

### 6. One complete set of plans. (Note: some local health departments require two sets of plans).

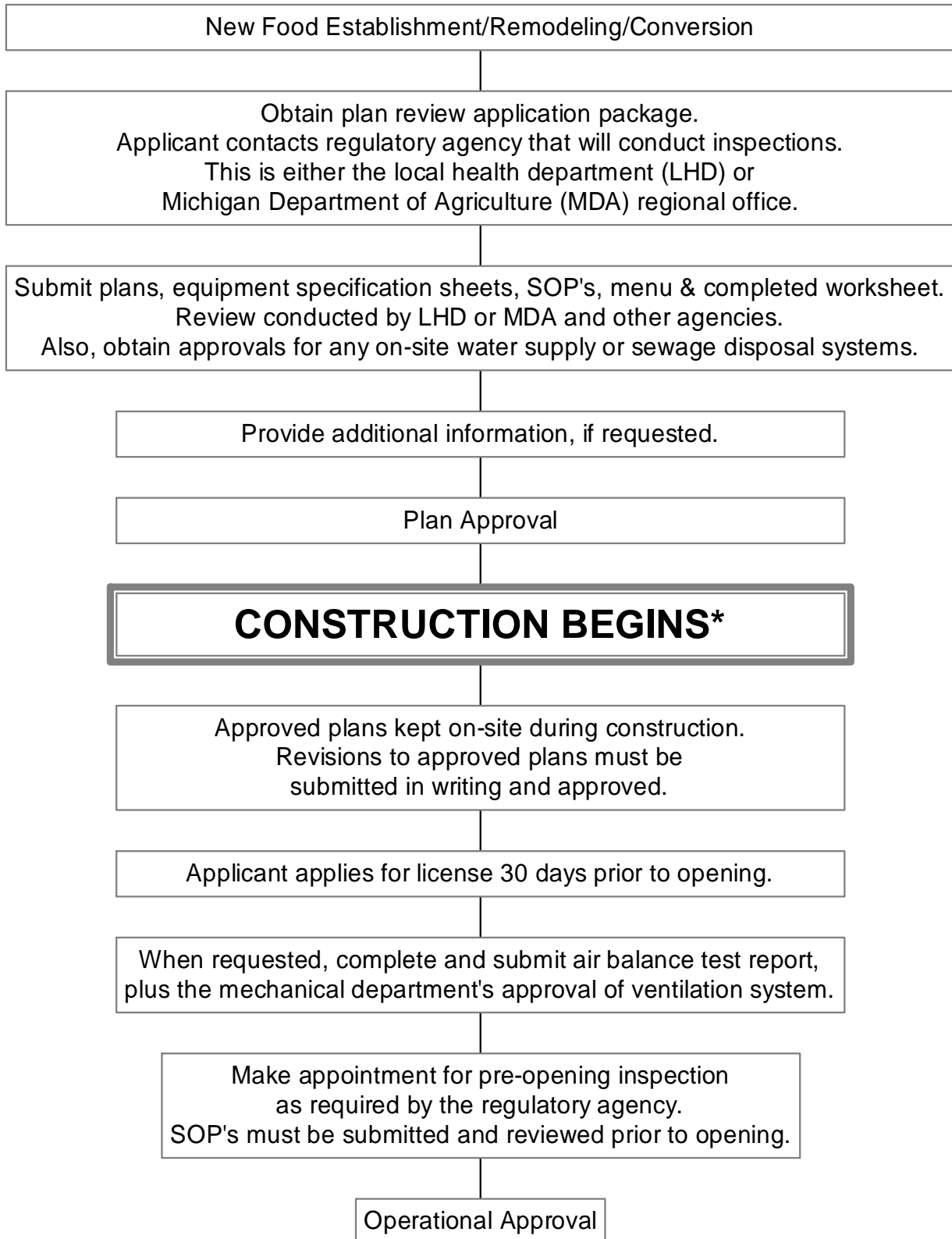
Provide scaled plans (1/4" per foot is a normal, easy to read scale). Show:

- Proposed layout, with equipment identified.
  - Label sinks and prep tables with their intended use.
  - Include construction materials of such items as custom cabinets and any other built-in items.
- Mechanical plan (i.e. make-up air systems, air balance schedule and cooking ventilation systems: including hood, duct and exhaust fans).
- Plumbing plan (i.e. sinks for handwashing, food preparation and dishwashing, dishmachines, hot and cold water outlets, hot water equipment, water heater, sewer drains, grease traps and floor drains / sinks).
- Lighting plan, indicating which lights are shielded.
- Site Plan, including:
  - Details of outside garbage storage area and containers, as well as exterior storage areas.
  - On-site water well and sewage disposal system data

## **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 leg or 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.

## Food Establishment Plan Review Process



\*Agencies have the authority to issue a stop work order when construction begins before plans are approved.