## FOOD ESTABLISHMENT PLAN REVIEW PROCESS

- 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.
- 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.
- 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 CONTRUCTION BEGINS\*
- Approved plans kept on site during construction. If plans are changed after approval, the changes must be submitted to regulatory authority in writting and approved again before proceeding with construction.
- Applicant applies for food license 30 days prior to intended opening date.
- 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.
- Pre-opening inspection conducted and approval of food licese 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.

<sup>\*</sup>Regulatory agency has authority to issue a stop work order when construction begins before plans are approved.