



Health  
Department

Environmental Health Services Division  
43525 Elizabeth Road  
Mount Clemens, Michigan 48043-1078  
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[www.macombgov.org/health](http://www.macombgov.org/health)

FOOD SERVICE ESTABLISHMENT  
EXTENDED VACANCY / SITE REVIEW  
SUBMITTAL INSTRUCTIONS

To ensure compliance with the requirements of the Michigan Food Law, Act 92 of 2000 as amended, and the Michigan Modified 2009 FDA Food Code, food service establishments that have been documented closed for an extended period of time (180 days or longer) are required to undergo a plan review evaluation and inspection prior to opening. Site review will be required for addition of one installed equipment item, such as a walk-in refrigeration unit, dish machine, or dining room food or beverage self-service station for example, with no remodeling necessary for installation, whether or not the establishment has been vacant.

If there will be multiple equipment changes, or a change to the layout or flow of the facility, then you must complete and submit a complete plan review application and worksheet and pay the appropriate full or partial plan review processing fee. 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. Should you have any questions regarding plan submission requirements or opening procedures, feel free to contact this department at (586) 469-5236. A list of plan review consultants is available upon request.

- 1. Extended Vacancy / Site Review Application (including formula information page)**
- 2. Inspection fee of \$230.00 (2024) payable to Macomb County Health Department**
- 3. Food Service License Application with fee based on seating**  
(May not apply to site review if currently licensed with no ownership change.)
- 4. Menu Draft (approval required prior to printing)**  
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.  
(May not apply to site review.)
- 5. Standard Operating Procedures (SOPs) specific to the menu and equipment proposed**  
(May not apply to site review.)
- 6. Manufacturer's specification sheets**  
(For minor equipment changes/replacements only, with no change to the facility layout or flow)

**A current food safety manager's certificate for an owner or manager who will be present at the location full time must be submitted to the Health Department prior to the pre-opening inspection if facility ownership has not changed, or within 90 days of the pre-opening inspection if ownership has changed. Your establishment may not open for business until a pre-opening inspection is conducted and approval granted by this Department.**

Submit all of the above items in hard copy to:

Macomb County Health Department  
Environmental Health Division  
43525 Elizabeth Rd.  
Mt. Clemens, MI 48043