

Environmental Health Services Division 43525 Elizabeth Road Mount Clemens, Michigan 48043-1078 Phone: 586-469-5236 Fax: 586-469-6534

email: environmental.health@macombgov.org

www.macombgov.org/health

## MOBILE FOOD UNIT PLAN SUBMITTAL

The Michigan Food Law, Act 92 of 2000, as amended, requires the submittal of properly prepared plans and specifications for all proposed Mobile Food Units prior to beginning construction and/or serving food to the public. All of the following items must be completed and compiled into a single package or the plan review may be delayed as additional material is requested.

- 1. Plan review application and \$323.00 fee (2024) payable to Macomb County Department
- 2. Standard Operating Procedures (SOPs), including menu
- 3. One complete set of plans
  - To evaluate a proposed or as-built unit the regulatory authority needs a scaled plan (1/4" per foot is a normal, easy to read scale) of the Mobile that shows:
  - Proposed layout, with equipment identified. Label sinks and prep tables with their use.
  - Mechanical plan: location of hood and fire suppression.
  - Plumbing: sinks for handwashing, food preparation and dishwashing, dish machines, and cold water outlets, hot water equipment, water heater, sewer drains, grease traps floor drains/sinks.
  - Interior and exterior photos may be helpful and should be submitted in addition to plans, if the unit has already been constructed at the time of application.
- 4. Manufacturer's specification sheets for each piece of equipment
- 5. Commissary verification form and route slip

The submittal of incomplete or inaccurate information will result in the delay of the process until such time that all required information is received by this department. A food safety manager's certificate will be required for an owner or manager who will be at the operation full time, prior to scheduling a pre-opening inspection. The STFU/Mobile Review Application and Worksheet/SOP forms are available a <a href="http://www.michigan.gov/mdard">http://www.michigan.gov/mdard</a>. Search: Plan Review. A list of plan review consultants available from the Macomb County Health Department upon request.

Submit all of the above items in hard copy to: Macomb County Health Department
Environmental Health Division
43525 Elizabeth Rd.
Mt. Clemens, MI 48043

## FOOD ESTABLISHMENT PLAN REVIEW PROCESS

- STFU/mobile food establishment proposed to be built/remodeled/converted.

  Note: Construction may not begin until approval is granted.
- 2 > Operator assembles the 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 unit is serviced by on-site water supply or sewage disposal systems additional approvals will be necessary prior to plan approval.
- If applicable, regulatory authority requests additional information regarding missing materials or information provided that does not meet requirements.
- 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.
- If warranted, complete and submit documentation from other regulatory agencies that may be involved in the construction/operation of the unit.
- 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.

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