



Health
Department

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

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. Plan Review Application

2. The plan review fee payable to Macomb County Health Department	<u>2024 Fees</u>
Full plan review (new or extensively remodeled)	\$770.00
Each Additional Identical Plan Submitted Simultaneously	\$124.00
Partial plan review (minor remodeling)	\$384.00

3. Completed Plan Review Worksheet

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.

5. Standard Operating Procedures (SOP's)

SOP's specific to your menu, equipment, and proposed 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 full size scaled plans showing:

- 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)]

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.

Submit the items requested in points 1-7 above in hard copy to: Macomb County Health Department
Environmental Health Division
43525 Elizabeth Rd.
Mt. Clemens, MI 48043

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 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.**

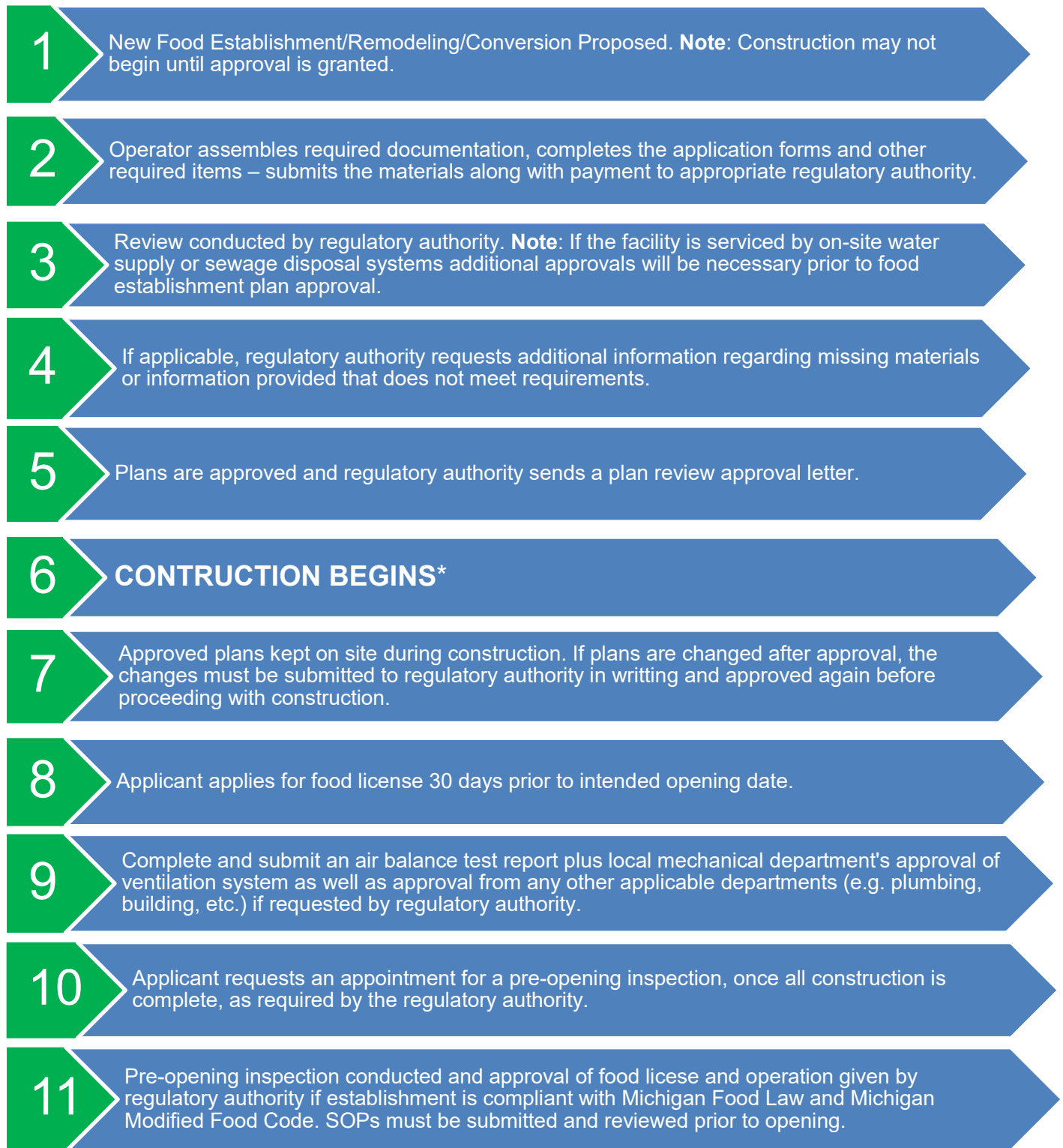
PLEASE NOTE: ONCE PLANS HAVE BEEN RECEIVED AND REVIEWED, REFUND REQUESTS WILL NOT BE PROCESSED.

For reference, you can access the Michigan Modified 2009 Food Code:
http://www.michigan.gov/documents/mdard/MI_Modified_2009_Food_Code_396675_7.pdf

Fillable forms can be found @ MDARD link:
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. A list of plan review consultants is available upon request.

FOOD ESTABLISHMENT PLAN REVIEW PROCESS



*Regulatory agency has authority to issue a stop work order when construction begins before plans are approved.