

The Steps: Plan Review to Licensed Food Establishment

1

New Food Establishment/Remodeling/Conversion Proposed. **Note:** Construction may not begin until approval is granted.

2

Applicant assembles required documentation, completes the forms and other required items – submits the materials along with payment to the regulatory authority.

3

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 approval.

4

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

CONSTRUCTION BEGINS

7

Approved plans kept on site during construction. If plans are changed after approval, the changes must be submitted to regulatory authority in writing and approved again before proceeding with construction.

8

Applicant applies for food license, pays license fee and completes any other requirements listed in the approval letter.

9

If required, applicant gets final approvals from other regulatory authority that also required permits/final inspection (i.e. on-site sewage system, on-site water supply, plumbing, mechanical, electrical, building and fire).

10

Applicant requests an appointment for a pre-opening inspection. Applicant utilizes the "Pre-Opening Checklist" provided by the regulatory authority to prepare for the pre-opening inspection.

11

Pre-opening inspection conducted and approval of the facility and license granted by regulatory authority, if establishment is compliant with Michigan Food Law and Michigan Modified Food Code.