

## The Steps: Plan Review to Licensed TFU

1

New Transitory Food Unit/Remodeling/Conversion Proposed. **Note:** If the unit is not pre-constructed, 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.

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

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

10

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