

## Fixed Food Establishment Plan Review Submission Instructions

If Questions on the Plan Review Process, please contact the MMDHD at 989-831-5237 #4 or Email to [ehgm@mmdhd.org](mailto:ehgm@mmdhd.org).

Congratulations! You are proposing to build or remodel a fixed food establishment in Michigan.

- Submit your plan review package to the Mid-Michigan District Health Department in the county that your business is located within. All the following items should be completed and compiled into a single package or the plan review may be delayed as additional material is requested by the regulatory authority.
- The information can either be mailed, emailed to [ehgm@mmdhd.org](mailto:ehgm@mmdhd.org) or hand delivered.

### 1. Completed *Plan Review Application* and applicable plan review fees

- Please complete the Application for each submitted Plan Review, Full or Partial.
- MMDHD plan review fees are as follows. **FULL Plan Review: \$670, PARTIAL Plan Review \$330.**

### 2. Completed Fixed Food Establishment Plan Review Worksheet

- For Full Review – Complete each applicable section of the Fixed Food *Establishment Worksheet*.
- For Partial Review – Complete information on Fixed Food Establishment Worksheet that applies to the proposed changes to the existing facility only.
- The Fixed Food Establishment Plan Review Manual (Located on the MMDHD website) will provide helpful information and instructions on how to complete the Fixed Food Establishment Plan Review Worksheet.

### 3. Complete Menu

- Full Review – Please submit all menus proposed for the facility (e.g. breakfast, lunch, dinner menus or drink menus). For facilities that do not have a formal/set menu (e.g. school with a rotating menu), a list of food and drink offered, or representative sample menu is acceptable.
- For Partial Reviews – Submit revised or updated menus if any changes are to be made to the current menus.

### 4. Standard Operating Procedures (SOPs)

- SOPs appropriate to the operation are required to be submitted to this department.
- Full Plan Review: Must complete a SOP for each process that applies to your establishment.
- Partial Plan Review: Complete/update any SOPs if any processes or procedures have changed.

### 5. Certified Manager Documentation

- Full or Partial Reviews – Most food establishments are required to employ at least one (1) full time certified manager employee who is certified under the American National Standards Institute (ANSI) accredited certification program (Food Law 2000, as amended, §289.2129). Documentation verifying this requirement needs to be provided prior to opening.

### 6. One Complete Set of Scaled Plans (1/4" per foot is a normal, easy to read scale) that show:

- Full Review: Proposed equipment layout plan with all items accurately identified.
  - Mechanical plan (e.g. cooking ventilation systems: including hood, duct and exhaust fans).
  - Plumbing plan (e.g. handsinks, food preparation sink, warewashing sinks, dishmachines, water heater, hot and cold water lines, sewer drains, grease traps, floor drains/sinks, fresh water and waste water holding tanks for traveling units).
  - Lighting plan, indicating light fixtures and type of shielding where applicable.
  - Site Plan (e.g. details outside garbage storage and containers, exterior storage areas, on-site water well and sewage disposal)
- Partial Plan Reviews: Please include a scaled plan that includes the changes proposed to the facility.

### 7. Equipment Specifications

- Full Review: Include manufacturer's specifications "cut" sheet for each piece of equipment. Minimum information needed includes the following:
  - Type, manufacturer, model number, performance capacity, dimensions.
  - How equipment will be installed (e.g. on legs or wheels, fixed or flexible utility connections)
  - Indicate if equipment is new or used and if it is certified or classified for sanitation by an American National Standards Institute (ANSI)-accredited certification program (e.g. NSF, ETL, UL, etc.).
  - Sanitation Standard Operating Procedures (SSOPs): Include any available cleaning and maintenance instructions for food processing, cutting, and/or grinding equipment.
- Partial Review: Please include all the above information on any new equipment that is being added or changed.

# FIXED FOOD ESTABLISHMENT PLAN REVIEW PROCESS

1

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

2

Operator assembles required documentation, completes the application forms and other required items – submits the materials along with payment to appropriate 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 plan 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 30 days prior to intended opening date.

9

Complete and submit an air balance test report plus local mechanical department's approval of ventilation system as well as approval from any other applicable departments (e.g. plumbing, building, etc.) if requested by regulatory authority.

10

Applicant requests an appointment for a pre-opening inspection, once all construction is complete, as required by the regulatory authority.

11

Pre-opening inspection conducted and approval of food license and operation given by regulatory authority if establishment is compliant with Michigan Food Law and Michigan Modified Food Code. SOPs must be submitted and reviewed prior to opening.

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