

Transitory Food Unit (TFU) 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.

Congratulations! You are proposing to build or remodel a Transitory Food Unit (TFU) to operate within Michigan.

- Submit your TFU 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 or hand delivered to our department.

1. Completed TFU Plan Review Application and applicable plan review fees

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

2. Completed TFU Plan Review Worksheet and Standard Operating Procedures (SOP)

- For Full Review – Complete each applicable section of the TFU Plan Review Worksheet and SOP Document.
- For Partial Review – Complete information on the TFU Plan Review Worksheet and SOP that applies to the changes to the facility only.
- The TFU Plan Review Reference Manual (located on the MMDHD website) will provide helpful information and instructions on how to complete the TFU Plan Review Worksheet/SOP document

3. Complete Menu

- Full Review:
 - Please list the proposed menu on Page 1 of the TFU Plan Review Worksheet and SOP document, or please submit a written menu for the facility. Please provide all proposed menu items.
 - For TFU facilities that do not have a formal/set menu, a list of food and drink offered, or representative sample menu is acceptable.
- Partial Reviews – Submit if any changes to the current approved menu on page 1 of the TFU Worksheet/SOP Document, or a copy of the facility revised / updated menu for the facility.

4. Certified Manager Documentation

- Full or Partial Review – Most TFU 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.

5. 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.
 - Include the proposed layout, with all equipment identified. Label sinks and prep tables with their intended use.
 - Mechanical plan: Location of hood and fire suppression if applicable
 - Plumbing: Sinks for handwashing, food preparation and dishwashing, dish machines, hot and cold-water outlets, hot water equipment, water heater, sewer drains, grease traps and floor drains/sinks.
 - Interior and exterior photos may be helpful and should be submitted in addition to the plans, if the unit has already been constructed at the time of the application.
- Partial Plan Reviews: Please also include a scaled plan that includes the changes proposed to the facility.

6. Equipment Specifications

- Full Review: Include manufacturer's specifications "cut" sheet for each piece of equipment. Please also list all equipment that is to be added within the facility on page 18 of the TFU Plan Review Worksheet / SOP Document. Minimum information needed includes the following:
 - Type, manufacturer, model number, capacity, dimensions.
 - 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.)
- Partial Review: Please include all the above information on any new equipment that is being added or changed.

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.

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