



## Materials to Submit for Food Service Plan Review Processing

Michigan Department of Agriculture and Rural Development (MDARD) provides a comprehensive [Plan Review Manual](#) that explains in detail what is required when submitting plans for building and operating a licensed food service establishment (Michigan Food Law of 2000, as amended; FL 289.6105{1}). The following list of materials are required to be submitted as a complete package, including payment, before the plan review process can begin. Follow along with the [Plan Review Checklist](#) to keep track of documents needed in the plan review process.

### 1-Plan Review Application and Fees

The [Plan Review Application](#) and necessary plan review fees should accompany any plans and equipment specifications for the food service establishment. The application includes contact information and general information on hours of operation, seating capacity and type of operation proposed.

### 2-Copy of Menu

The menu provides the basis for conducting the review of plans for each establishment. If your establishment does not have a formal, set menu, submit representative sample menus or a list of foods offered. Note that menus should include a consumer advisory (and all required components) for any undercooked or cooked to order food items.

### 3-Standard Operating Procedures (SOPs)

SOPs, specific for your facility operations should be submitted for review and approval. DHD10 has created an [SOP Guidance Document](#) that establishments can use (fill in the required information, signature and dates as required).

### 4-Plan Review Worksheet

This comprehensive [document](#) covers all aspects of the facility. It should be filled out completely by the owner or operator, including N/A (not applicable) for any section that would not apply.

### 5-Certified Manager Documentation

Most establishments are required to employ at least one (1) full-time certified manager, certified under the American National Standards Institute (ANSI) accredited certification program (FL 289.2129).

Documentation will be required prior to opening that verifies the employee meets the certified manager requirements.

### 6-One Complete Set of Plans

Provide scaled plans (1/4" per foot is a normal, easy to read scale). Show:

- \*Proposed layout, with equipment identified
- \*Label sinks and prep tables with their intended use
- \*Include construction materials of such items as custom cabinets and any other built-in items. Indicate location of ventilation hoods
- \*Plumbing plans; sinks for hand washing, food preparation, 3-compartment sink, spray rinse nozzles, dish or glass washers, grease traps, garbage disposals, hot water heater and specifications, etc.
- \*Lighting plan showing lights are shielded
- \*Room finish schedules
- \*Site Plan including:
  - Details of outside garbage and grease storage area, containers or exterior storage areas
  - On-site water well and sewage disposal system data. [Change of Information form](#) for Type II wells

### 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 legs or wheels, fixed or flexible utility connections)
- \*Indicate which are used equipment and what equipment is NSF approved or equivalent
- \*Sanitation SOP (SSOPs): Include any available cleaning and maintenance instructions for food processing, cutting and grinding equipment.