

Special Transitory Food Unit & Mobile Food Establishment Plan Submission Instructions

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.

1-Plan Review Application and Fee The [Plan Review Application](#) and necessary plan review fee 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-Standard Operating Procedures (SOPs), including menu and equipment specifications. SOPs, appropriate to your operation must be submitted. Completion of the [STFU/Mobile Plan Review Worksheet and SOP](#) should be submitted for review and approval. Copies or examples of menus are to be included here.

3-One Complete Set of Plans or photos. To evaluate a proposed or as-built unit, the Department requires 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.
- Mechanical plan: Indicate location of commercial hood and fire suppression system
- Plumbing: sinks for hand washing, food preparation and dishwashing, dish machine, hot and cold-water outlets, hot water equipment, water heater, sewer drains, grease traps and floor drains/sinks.
- For an as-built unit you may be able to submit photos showing the interior and exterior of the unit. Photos must show the complete STFU or mobile set-up.

4-Certified Food Manager

STFU/Mobile is required to have a certified manager under section 29 of the Food Law, 2000 PA 92, MCL 289.2129. You need to continually employ at least one full-time certified manager. Full time is defined in the Manager Certification Rule, Regulation 570 as an employee that works an average of 30 hours per week, or 75 percent of the operating hours if the establishment operates less than 40 hours per week. Multiple part-time certified managers may be used to meet this requirement.

*Submit valid original or duplicate certificates of certified food managers that will meet this definition.

Plan Review Process

New STFU/Mobile or Remodeling/Conversions

