

Date received: \_\_\_\_\_  
C receipt#: \_\_\_\_\_

**FOOD ESTABLISHMENT PLAN REVIEW APPLICATION**  
**Branch-Hillsdale-St. Joseph Community Health Agency**

Branch County Office:  
570 N. Marshall Road  
Coldwater, MI 49036  
(517) 279-9561 ext. 106  
FAX (517) 278-2923

Hillsdale County Office:  
20 Care Drive  
Hillsdale, MI 49242  
(517) 437-7395 ext. 111  
FAX (517) 437-0166

St. Joseph County Office:  
1110 Hill Street  
Three Rivers, MI 49093  
(616) 273-2161 ext.233  
FAX (616) 273-2452

**Please submit the plan review fee made payable to:**  
**Branch-Hillsdale-St. Joseph Community Health Agency**

Please check one: \_\_\_NEW (\$483.00) \_\_\_REMODEL (\$242.00) \_\_\_STFU (\$483.00)

Name of Establishment: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

Telephone: \_\_\_\_\_

Name of Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZipCode: \_\_\_\_\_

Telephone: \_\_\_\_\_

Contact person: \_\_\_\_\_ Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZipCode: \_\_\_\_\_

Telephone: \_\_\_\_\_

Projected Date for Start of Project: \_\_\_\_\_

Projected Date for Completion of Project: \_\_\_\_\_

I have submitted plans/applications to the following authorities on the following dates:

_____ Plumbing	_____ Electric
_____ Zoning/Planning	_____ State Mechanical (Plans for Exhaust Hood)
_____ Building	_____ Health Department (Septic & Well Permit)

# Food Establishment Plan Submittal Instructions

Congratulations! You are proposing to build or remodel a food establishment in Michigan. Submit your plan review package to the local health department or Michigan Department of Agriculture regional office that will be conducting the plan review. All of the following items must be completed and compiled into a single package or the plan review may get delayed as additional material is requested. For further information, see the plan review manual.

## 1. Application

**2. Any necessary plan review fees. Contact your local health department or regional MDA office for the applicable fee.**

## 3. Completed Plan Review Worksheet

- Worksheet and guidance manual copies are available from any health department, MDA Regional Office or on the web at: <http://www.michigan.gov/mda>, keyword: Food Plan Review - Industry.

## 4. Menu

- If your facility does not have a formal, set menu, such as a school with a rotating menu, submit representative sample menus or a list of foods offered for sale or service.

## 5. Standard Operating Procedures (SOP's)

- Include a copy of any available standard procedures your operation will use regarding employee health, employee practices, hand washing, cleaning, and utensil washing. You may submit an inventory if there are numerous large documents, and training videos. Special Transitory Food Units (STFU's) must submit a SOP.

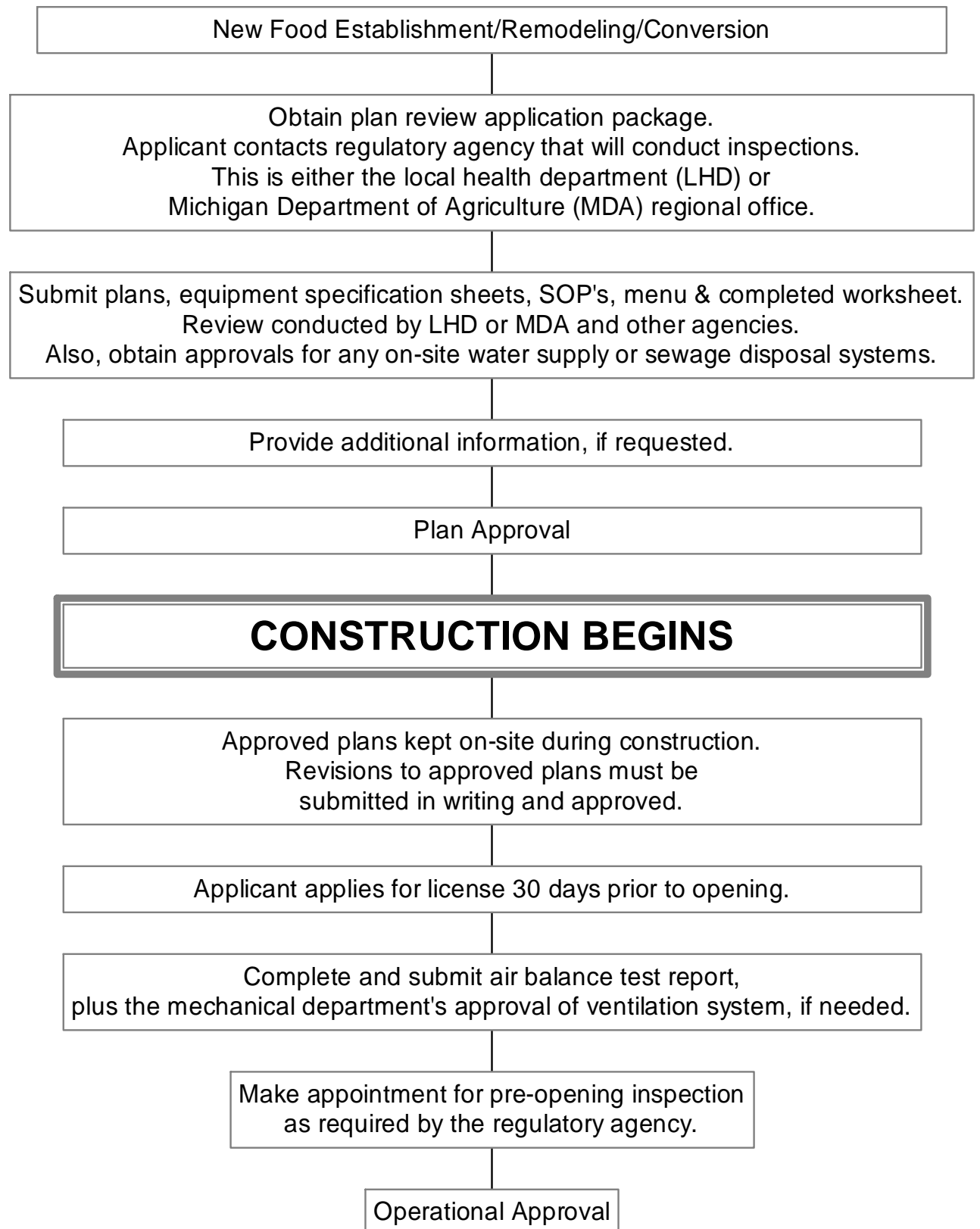
**6. One Complete set of plans.** (note: some local health departments require two sets of plans). Provide scaled plans (1/4" per foot is a normal, easy to read scale). Show:

- Proposed layout, with equipment identified. Label sinks and prep tables with their intended use.
- Mechanical plan (i.e. make-up air systems, air balance schedule and cooking ventilation systems: including hood, duct and exhaust fans).
- Plumbing: hand sinks, food preparation sink, dishwashing sinks and machines, water supply piping, hot water equipment, sewer drains, grease traps and floor sinks.
- Construction materials of such items as custom cabinets and any other built-in items.
- Interior room finish schedules.
- Lighting plan, indicating which lights are shielded.
- Site Plan, including:
  - Details of outside garbage storage area and containers, as well as exterior storage areas.
  - On-site water well and sewage disposal system data

## 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 leg or wheels, fixed or flexible utility connections)
- Indicate which items are used equipment and what equipment is NSF approved or equivalent.
- Sanitation Standard Operating Procedures (SSOP'S): Include any available cleaning and maintenance instructions for food processing, cutting and grinding equipment.

# Plan Review Process





## Food Manager Knowledge

**Under the Michigan Food Law of 2000, retail food establishments are required to have a person in charge (PIC) during all hours of operation.**

### 1. Check all that apply

- A designated person in charge, that can demonstrate knowledge of: foodborne disease prevention, application of food safety (HACCP) principles, and the requirements of the Food Code, will be available during all hours of operation. (REQUIRED)
  

- A certified food manager will be provided. (REQUIRED in Wayne, Oakland & Livingston Counties)
- Standard operating procedures (SOP) for hand washing, utensil washing or cleaning are available. \* (May be required for fixed establishments. Required for all STFU's)
- There is a written policy that excludes or restricts food workers who are ill or have infected cuts or lesions.\* (OPTIONAL)

- A written food safety (HACCP) plan will be provided.\* (Only required under certain circumstances)
- Formal training program for new or existing staff will be provided.\* (OPTIONAL)
- Animal based foods, such as meat, poultry, fish, shellfish or eggs served raw, or undercooked or not otherwise processed to eliminate pathogens.\*\*

\* Please submit copies of these documents (or an inventory if there are numerous large documents, and training videos)

\*\*If you checked this item, then the customer must be informed by means of a written disclosure, at the point of ordering, that a particular menu item contains raw or undercooked foods of animal origin and a reminder that identifies the increased risk of foodborne illness when consuming these foods. The disclosure and reminder must be made whether the food is normally prepared undercooked or is prepared undercooked only at the customer's order. Submit a copy of the disclosure and the reminder and state how it will be conveyed to the consumer. For further clarification please contact your reviewing health agency or read the consumer advisory guidance document at <http://www.michigan.gov/mda>, keyword: MFLeduc,

## Food Preparation Review

*See manual parts 1 & 3*

### 2. How Will Potentially Hazardous Food be Thawed? (Check all that apply)

Thawing Method	Foods less than 1" thick	Foods more than 1" thick
Refrigeration		
Running water (less than 70°F)		
Microwave as part of cooking process		
Cook from frozen		
Other:		



7. **Cooling Potentially Hazardous Food: List foods** that will be cooled using each of the following methods. Foods must be cooled to 41°F within 6 hours (140°F to 70°F in 2 hours and 70°F to 41°F in 4 hours). More than one method may be used.

A. Shallow pans in refrigerator: \_\_\_\_\_

B. Ice baths: \_\_\_\_\_

C. Volume reduction (i.e. quartering a large roast): \_\_\_\_\_

D. Rapid chill devices (i.e. blast freezers): \_\_\_\_\_

E. Ice paddles: \_\_\_\_\_

F. Other: \_\_\_\_\_

**8. Food Preparation**

A. List foods that will be prepared a day or more in advance of service or sale.

\_\_\_\_\_  
\_\_\_\_\_

B. How will employees avoid bare-hand contact with ready-to-eat foods? (Check all that apply)

Disposable gloves                       Suitable utensils  
 Deli tissue                                       Other: \_\_\_\_\_

C. Will produce be cleaned on-site?                                       Yes  No

D. If C is yes, describe which sink(s) will be used for food preparation.

\_\_\_\_\_  
\_\_\_\_\_

**Date Marking:** When potentially hazardous food is ready-to-eat and will be kept under refrigeration for more than 24 hours after preparation / opening, a last date of use must be placed on the item.

E. Will the establishment have food items that must be date marked?                                       Yes  No

If yes, describe the date marking system that will be used or provide written standard operating procedures.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. **Catering/Off-Site/Satellite:** complete if establishment will cater foods to another location.

A. List menu items to be catered:

\_\_\_\_\_  
\_\_\_\_\_

B. Maximum number of catered meals per day will be \_\_\_\_\_

C. How will hot food be held at proper temperature during transportation and at the remote serving location? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

9. Catering/Off-Site/Satellite Continued

D. How will cold food be held at proper temperature during transportation and at the remote serving location? \_\_\_\_\_

E. What types of vehicles will be used to transport food?

F. What types of sneeze guards or food protection devices will be used? (See manual part 4)

**Dishwashing**  
See manual part 8

10. Dishwashing methods (check all that apply)      \_\_\_ Dishmachine      \_\_\_ Sink

Dishwashing Sinks	Length (inches)	Width (inches)	Depth (inches)
A. Sink 1, Size of compartments			
B. Sink 2, Size of compartments			
C. Sink 3, Size of compartments			

D. What is the largest item that will have to be washed in a sink and its size?

E. List the location of all garbage disposals:

**General**

11. Will employee dressing rooms be provided?      \_\_\_ Yes      \_\_\_ No  
See manual part 16.

12. If no, describe how personal belongings will be stored:

13. Check which of the following will be used on-site:      \_\_\_ Washer      \_\_\_ Dryer

14. Describe what will be laundered on-site: \_\_\_\_\_

15. What type of mop sink will be provided (i.e. curbed floor drain, mop sink on legs, etc)? See manual part 8.

## Room Finish Schedules

Fill in materials to be used (See manual part 10)

Area	Floor	Coving*	Wall	Ceiling
16. Preparation				
17. Cooking				
18. Dishwashing				
19. Food Storage				
20. Bar				
21. Dining				
22. Employee Restrooms				
23. Dressing Room				
24. Walk-In Refrigerator				
25. Walk-In Freezer				
26. Garbage Room				
27. Janitor Closet				
28.				
29.				
30.				

\*List the material that will be used to provide a smooth, rounded and cleanable surface where the floor and wall joins.

Note: please explain abbreviations.

### Water Supply

See manual part 5

31. Will the water supply be:       Municipal       Existing on-site       New on-site

32. If an on-site water supply is being used, is the local health department in the process of approving?       Yes       No\*

### Sewage Disposal

See manual part 5

33. Will the sewage disposal be:       Municipal       Existing on-site       New on-site

34. If an on-site sewage system is being used, is the local health department or Michigan Department of Environmental Quality in the process of approving?       Yes       No\*

\* It is recommended that you contact your local health department to begin the approval process.

## Insect and Rodent Control

See manual part 13

35. Will outside doors be self-closing? \_\_\_ Yes \_\_\_ No

36. Will the facility have a drive-thru or walk-up window? \_\_\_ Yes \_\_\_ No

37. If 36 is yes, describe how insects will be kept out (i.e. self-closer, air curtains, etc.)  
\_\_\_\_\_

38. Are other openable windows screened? \_\_\_ NA \_\_\_ Yes \_\_\_ No

39. Will openings around pipes, electrical conduits, chases and other wall perforations be sealed? \_\_\_ Yes \_\_\_ No

40. Will garage-style or loading bay doors be present? \_\_\_ Yes \_\_\_ No

41. If 40 is yes, how will the loading doors be protected against vermin entry?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Solid Waste Storage

See manual part 17

### 42. Outside Storage

A. What type of storage will be used?\* \_\_\_ Compactor\* \_\_\_ Dumpster\* \_\_\_ Cans

B. What type of surface will be under the container? \_\_\_\_\_

C. What is the minimum pick-up frequency? \_\_\_\_\_

\*Remember to show details on site plan, including unit location and slope of surface under the unit.

### 43. Inside Storage

A. Please **SHOW** locations of trash containers on floor plans and describe how garbage, boxes, etc. will be stored inside: \_\_\_\_\_  
\_\_\_\_\_

B. Describe any inside storage or cleaning area (i.e. garbage can cleaning area):  
\_\_\_\_\_  
\_\_\_\_\_

C. Will any compactors or dumpsters be located inside? If yes, show on plans. \_\_\_ Yes \_\_\_ No

D. Describe any area where damaged merchandise returned for credit to vendor will be stored:  
\_\_\_\_\_  
\_\_\_\_\_

E. Describe how waste grease will be handled and stored: \_\_\_\_\_  
\_\_\_\_\_

F. Describe how and where recyclables will be stored: \_\_\_\_\_  
\_\_\_\_\_

G. Check the types of materials that will be recycled:  
\_\_\_ Glass      \_\_\_ Metal      \_\_\_ Paper      \_\_\_ Cardboard      \_\_\_ Plastic

## Plumbing Cross-Connections

See manual part 12

The following technical information is needed on the proposed plumbing. This section is best completed by a qualified plumber, architect or engineer. Be sure to include all devices, equipment and fixtures that have cross-connection protection. Remember to complete both the water supply and waste side (i.e. a dishwasher may have an AVB on the water supply and an air-gapped drain).

Fixture	Sewage Disposal			Water Supply					
	Air Gap	Air Break	Direct Connect	AVB	PVB	RPZ	VDC	HB	Air Gap
44. Dishwasher									
45. Glasswasher									
46. Garbage grinder									
47. Ice machines									
48. Ice storage bin									
49. Mop sink faucet									
50. 3 compartment sink									
51. 2 compartment sink									
52. 1 compartment sink									
53. Steam tables									
54. Dipper wells									
55. Hose connections									
56. Refrigeration condensate drain lines									
57. Beverage dispenser with carbonator									
58. Water softener									
59. Potato peeler									
60. Walk-in floor drain									
61. Chinese range									
62. Detergent feeder on faucet									
63. Outside sprinkler or irrigation system									
64. Power washer									
65. Retractable hose reel									
66. Toilet									
67. Urinal									
68. Boiler									
69. Bain-marie									
70. Espresso machine									
71. Combi-style oven									
72. Kettle									
73. Rethermalizer									
74. Steamer									
75. Overhead spray rinse									
76. Hot water dispenser									
77.									
78.									
AVB = atmospheric vacuum breaker				HB = hose bib vacuum breaker					
PVB = pressure vacuum breaker				VDC = vented double check valve					
RPZ = reduced pressure principle backflow preventer									



83. (cont'd.) Please describe any assumptions made in determining the meal quantity estimate:

---



---



---



---



---

**84. Refrigerated Storage (see manual part 3)**

Walk-in Item #	**Interior Usable Height (ft)	Interior Length (ft)	Interior Width (ft)

*Upright Item #	Interior Depth (in)	Interior Width (in)	Interior Height (in)

\*Working, preparation and line refrigerators should not be included. Only storage units.

**85. Dry Storage (see manual part 7)**

**Storage Rooms\***

**Usable room height (ft)	Interior Length (ft)	Interior Width (ft)

\*Please note the location of any auxiliary storage (i.e outside storage).

\*\*To determine usable height, determine height from floor to ceiling, then subtract height of food off floor (usually 6") and height of food from ceiling (usually 12-18").

**Or if there is no dry storage room proposed**

For full height shelves

Total Shelving Length (ft)	Shelving Width (ft)

**86. Ventilation Air Balance Schedule (see manual part 15)**

Make-up air unit #	CFM*	Ventilation exhaust hood # or name	CFM*
		Toilet exhaust	
		Other exhaust	
<b>Total Make-Up Air</b>		<b>Total Exhaust</b>	

\*CFM=cubic feet per minute