

PLAN REVIEW is the formal process of reviewing a proposal for a new, renovated or converted food establishment to assure it meets with minimum standards in accordance with Michigan Food Law.

1) All Foodservice Establishments (Fixed, Mobile and S.T.F.U's) must go through the plan review process if they are:

- New construction
- Renovated / altered
- Changing menu / equipment
- Closed for an extended period of time must be evaluated

2) WHAT MUST BE SUBMITTED?

The following items must be submitted as a complete package before the review process can begin: (Refer to the **Plan Submission Instructions** or www.waynecounty.com/hhs/FoodLicense.htm for further details).

1. Plan Review Application and Fee (See Wayne County fee schedule)
2. Plan Review Worksheet
3. Complete Menu
4. Scaled Plans (Site, Equipment, Plumbing, Mechanical and Lighting)
5. Specification sheets for all equipment
6. Certified Food Manager Certificate (C.F.M.)
7. Standard Operating Procedures (S.O.P's)

3) PLAN REVIEW PROCESS – Time Line

1. Plans are submitted to the Health Department
2. If a complete set of plans is received, the plans will be reviewed within 30 business days
3. Notification is sent informing if the facility is approved or denied to begin construction
 - a. If denied, a letter will inform you what corrections are required
 - b. If approved, a letter will state that construction can begin
4. Construction / Renovation / Installation begins
5. When construction is completed contact the Department for a pre-opening inspection
6. Submit Food License application with fee, a pre-opening inspection is completed
7. Correct any violations documented during pre-inspection
8. Facility is approved for operation

According to Michigan Food Law

Construction may not begin until written approval has been received from the Health Department