



Food Service Establishment Plan Submission Instructions

Congratulations! You are proposing to build, convert, or remodel a food service establishment in Wayne County. ***All of the following items must be completed and compiled into a single package and submitted or the plan review process will be delayed as additional material is requested.***

Construction or installation of new equipment may not begin until a written approval has been received from this department. Construction prior to approval will be assessed a fee.

1. Plan review application and any necessary plan review fees.

All new or remodeled food service establishments inspected by Wayne County Health Department require a mandatory plan review. Wayne County plan review fee for 0 to 30 seats is \$700, 31 to 50 seats is \$849, 51 to 100 seats is \$917, and over 100 seats or a commissary is \$1015.

2. Completed Plan Review Worksheet

Worksheet and guidance manual are available from Wayne County Health Department, or on the web at:

<http://www.michigan.gov/mdard>, search: plan review, or www.waynecounty.com/departments/hvcw/wellness/plan-review.aspx

3. 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 and beverages offered for sale or service.

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

- Proposed layout, with all equipment, including countertop items identified. Label sinks, shelves, 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 plan: Sinks for handwashing, food preparation and dishwashing, dishmachines, hot and cold water supply outlets, hot water equipment, water heater, sewer drains, grease traps and floor drains / sinks.
- Construction materials of such items as custom cabinets, countertops, 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 (if applicable).

5. 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.

6. Certified Food Manager Certificate

Guidance is available from Wayne County Health Department, MDARD or on the web at: www.michigan.gov/mdard Search: [Manager Certification](#), or www.waynecounty.com/departments/hvcw/wellness/food-safety-classes.aspx

7. Standard Operating Procedures (SOP's)

SOP's appropriate to your operation shall be submitted prior to opening. SOP instruction sheet is available online.