

Plan review with Oakland County Health Division (OCHD) is required for all new or remodeled food service establishments, special transitory food units (STFU), and mobile food units. Existing food service facilities that have been closed for more than one year also require a full plan review. See the below listing and flow chart for details on proceeding.

Note: If proposed food facility is a retail, wholesale, or processing operation, the licensing and/or plan review process will be completed by Michigan Department of Agriculture and Rural Development. Visit www.michigan.gov/mdard/0,4610.7-125-1569_16958_16974---.00.html or call 800-292-3939 for more information.

Required forms and applicable fees for the subsequent items are available at our offices or on the following websites:

www.oakgov.com/health/services/Pages/Food.aspx

www.oakgov.com/health/services/Documents/eh_mda_planreview_manual.pdf

THE FOLLOWING ITEMS MUST BE SUBMITTED TO OCHD TO BEGIN THE PLAN REVIEW PROCESS:

1. Completed Fixed or STFU/Mobile Food Establishment Plan Review Application and Fee

2. Completed Fixed or STFU/Mobile Food Establishment Plan Review Worksheet

3. Complete Menu

For facilities that do not have a formal/set menu (i.e. school with a rotating menu), a list of food and drink offered or representative sample menu will be accepted.

4. Standard Operating Procedures (SOP's)

SOP's appropriate to the operation are required prior to opening. Sample documents are available in the Plan Review Manual.

5. Certified Manager Documentation

Most food establishments are required to employ at least one (1) full time certified manager who is certified under the American National Standards Institute (ANSI) accredited certification program. This certified manager is also required to obtain additional approved allergen training unless the facility qualifies for an exemption.

6. One Complete Set of Scaled Plans (1/4" per foot is a normal, easy to read scale) including:

- Proposed equipment layout plan with all items accurately identified
- Mechanical plan (i.e. make-up air systems, air balance schedule and cooking ventilation systems)
- Plumbing plan (i.e. handsinks, food preparation sink, warewashing sinks, dishmachines, water heater, hot and cold water lines including backflow prevention devices, sewer drains including indirect waste lines, grease traps and floor drains/sinks)
- Lighting plan indicating light fixtures and the type of shielding
- Site plan (i.e. details of outside garbage storage and containers, exterior storage areas, on-site water well and sewage disposal)

7. Equipment Specifications

Include manufacturer's specifications for each piece of equipment. Minimum information needed includes the following:

- Type, manufacturer, model number, performance capacity, dimensions (specification or "cut" sheet)
- How equipment will be installed (i.e. on leg or wheels, fixed or flexible utility connections)
- Indicate if equipment is new or used
- Indicate if equipment is NSF approved or equivalent



FOOD ESTABLISHMENT PLAN REVIEW FLOW CHART

1

New Food Establishment/Remodeling/Conversion Proposed.

Note: No construction may begin until approval is granted.

2

Operator assembles required documentation, completes the application forms and other required items – submits the materials along with payment to OCHD.

Note: Plans are reviewed in the order received.

3

Review conducted by OCHD.

Note: If the facility is serviced by on-site water supply or sewage disposal systems additional approvals will be necessary to proceed with plan approval.

4

An incomplete letter is sent by OCHD requesting additional information if items are missing or the provided information does not meet requirements.

Note: Operator is responsible for resubmitting documentation. No reminders will be sent.

5

A plan review approval letter is sent by OCHD when plans are complete.

Note: The file remains active for one year from the latest approval or incomplete letter.

6

CONSTRUCTION BEGINS*

7

If plans are revised or items added AFTER plans are approved, the changes must be submitted to OCHD in writing and approved again before proceeding with construction.

8

Once construction is complete, operator applies for their food service license.

9

Operator obtains air balance test reports, final mechanical and plumbing approvals from local authorities as applicable and the required certified manager/allergen certificates.

10

Facility requests an appointment for an opening inspection with OCHD at least five (5) business days in advance.

11

Operational approval is granted during a site visit showing full compliance with all code or law requirements.

* OCHD has the authority to issue a stop work order when construction begins before plans are approved.