



## Plan Review Submittal Procedure

1. If your facility is on a septic system and water well **STOP**.
  - o Contact your local Health Department office to verify the system is adequate for the proposed facility or if it will need to be upgraded. Typically an upgrade will be required.
2. The water supply well will be considered a public supply (type II or III) and must be inventoried and tested on a regular basis. Call Scott Johnston at (989) 732-6863.
3. Once the above items have been addressed fill out the plan review packet, SOP packet, license application and submit with fee to the county you will be operating in.
4. Be sure to FULLY complete the paperwork before submitting or it will be returned and could delay your project. If a section procedure or item does not apply, mark N/A on that page or line.
5. Questions on plan review materials can be directed to your county inspector.

Otsego County – Rhiannon Zeeff	989-732-6867
Antrim County - Jeremy Fruk	231- 533-1004
Emmet County - Michele Delves	231-347-4694
Christine Jacoby	231-347-5459
Charlevoix County - Brandon Morrill	231-547-7668