

HEALTH DEPARTMENT OF NORTHWEST MICHIGAN

PLAN REVIEW SUBMISSION INSTRUCTIONS

Congratulations! You are proposing to build or remodel a food establishment. Please submit your plan review package to the office indicated on the worksheet. All of the following circled items must be completed and compiled into a single package, or the plan review may get delayed as additional material is requested. The Food Law of 2000, as amended, requires **ALL** operators to submit remodeling or construction plans for review.

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

All food service establishments inspected by a local health department require a **mandatory plan review**. All plans, materials and fee must be submitted prior to the start of the project. If you are submitting after the first of the year, call for the current plan review fee. Make all checks payable to **HDNW**.

FEE:

2. Completed Plan Review Worksheet

The worksheet is a **multi-page document** included in this packet. All pages must be completed even if the information is also in the plans. The guidance document is available in the web at:
<http://www.michigan.gov/mda>.

3. Menu

All food service layouts are menu driven. 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.

4. Standard Operating Procedures (SOP's)

SOP's appropriate to your operation must be submitted prior to the pre-opening inspection. **They are not required to complete the plan review**, but must be reviewed and **approved prior to the pre-opening inspection**.

5. One complete set of plans. Provide scaled plans (1/4" = 1' is a normal, easy to read scale)

Provide the following checked plans:

- **Site Plan:** Show the facility location in relation to surrounding buildings and streets. Include the location of outside storage buildings, garbage storage, on-site water and sewer.
- **Proposed layout:** Show all equipment and identify them all.
- **Mechanical plan:** Show the hood system in relation to the placement of all cooking equipment. The Local Building Department is responsible for approval of design and construction of the system.
- **Plumbing:** Show all plumbing fixtures; all hot and cold water lines; all waste water lines
- **Construction materials:** Indicate the materials used for any built-in items.
- **Interior Room Finishes:** Indicated the wall, floor, ceiling and coving coverings.
- **Lighting Plan:** Show the placement, type and shielding of all lights in the facility.

6. Specifications

Include specification sheets for all equipment. This will include **type, materials, manufacturer, model number, dimensions and performance capacity**. Indicate if equipment will be installed on wheels.