



SPECIAL TRANSITORY FOOD UNIT & MOBILE FOOD ESTABLISHMENT PLAN SUBMISSION INSTRUCTIONS

Congratulations! You are proposing to build or remodel a Special Transitory Food Unit (STFU) or Mobile Food Establishment in Michigan. Please submit your STFU/Mobile plan review package to the appropriate regulatory authority (either a Local Health Department (LHD) for food service operations or MDARD for retail operations). Ideally, this will be in the county you live or the county where you intend to operate most of the time. All of the following items must be completed and compiled into a single package or the plan review may be delayed as additional material is requested.

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

- The plan review application is available at <http://www.michigan.gov/mdard>. Search: Plan Review
- Contact the appropriate regulatory authority (the LHD for your county or MDARD Customer Service, 800-292-3939) for the applicable STFU/Mobile plan review fee.

2. Standard Operating Procedures (SOPs), including menu and equipment specifications.

- SOPs appropriate to your operation must be submitted prior to opening. Completion of the STFU/Mobile Plan Review Worksheet and SOP is available at <http://www.michigan.gov/mdard> Search: Plan Review. This form meets the requirement for SOPs and menu.

3. One complete set of plans or photos.

To evaluate a proposed or as-built unit the regulatory authority needs a scaled plan (1/4" per foot is a normal, easy to read scale) of the STFU/Mobile that shows:

- Proposed layout, with equipment identified. Label sinks and prep tables with their intended use.
- Mechanical plan: location of hood and fire suppression.
- Plumbing: sinks for handwashing, food preparation and dishwashing, dishmachines, hot and cold water outlets, hot water equipment, water heater, sewer drains, grease traps and floor drains/sinks.
- For an as-built unit you may be able to submit photos (typically 4-5 photos) showing the interior and exterior of the unit. Photos must show the complete STFU or Mobile set-up. Contact the regulatory authority to find out if photos for an as-built unit will be accepted.

4. Certified Food Manager

STFU/Mobiles are required to have a certified manager under section 29 of the Food Law, 2000 PA 92, MCL 289.2129. You need to continually employ at least one full-time certified manager. Full time is defined in the Manager Certification Rule, Regulation 570 as an employee that works an average of 30 hours per week, or 75 percent of the operating hours if the establishment operates less than 40 hours per week. Multiple part-time certified managers may be used to meet this requirement.

- Submit valid original or duplicate certificates of certified food managers that will meet this definition.

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Plan Review Process**

