



Food Establishment Plan Review Submission Instructions



GENESEE COUNTY
HEALTH DEPARTMENT

**DO NOT START CONSTRUCTION
WITHOUT APPROVAL FROM THIS OFFICE
If you begin construction before receiving approval, you
will be charged double your plan review fee.**

**Plans must be submitted with completed paperwork as well as a proposed menu, scaled drawings, and equipment specifications.
Incomplete plan review submissions will not be accepted.**

1. Completed Plan Review Application and applicable plan review fees

- Food service establishment plan review that is conducted by LHD is mandatory. LHD plan review fees vary by jurisdiction and type of food service establishment. Contact the LHD who will be conducting the plan review for applicable fees.

2. Completed Fixed Food Establishment Plan Review Worksheet

3. Complete Menu

- For facilities that do not have a formal/set menu (e.g. school with a rotating menu), a list of food and drink offered, or representative sample menu is acceptable.

4. Standard Operating Procedures (SOPs)

- SOPs appropriate to the operation are required prior to opening.

5. Certified Manager Documentation

- Most food establishments are required to employ at least one (1) full time certified manager employee who is certified under the American National Standards Institute (ANSI) accredited certification program (Food Law 2000, as amended, §289.2129). Documentation verifying this requirement needs to be provided prior to opening.

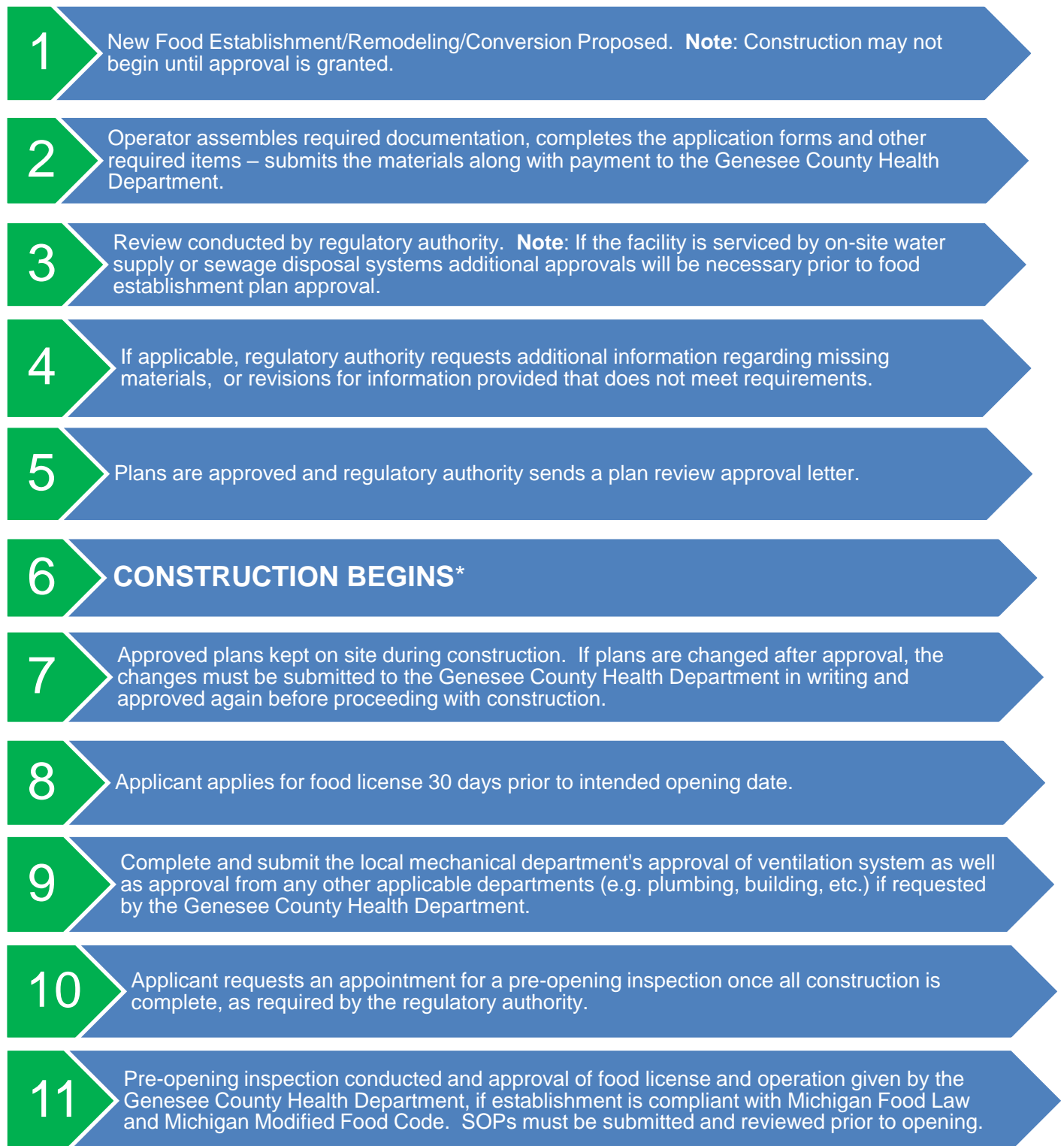
6. One Complete Set of Scaled Plans (1/4" per foot is a normal, easy to read scale) that show:

- Proposed equipment layout plan with all items accurately identified.
- Mechanical plan (e.g. cooking ventilation systems: including hood, duct and exhaust fans).
- Plumbing plan (e.g. handsinks, food preparation sink, warewashing sinks, dishmachines, water heater, hot and cold water lines, sewer drains, grease traps, floor drains/sinks, fresh water and waste water holding tanks for traveling units).
- Lighting plan, indicating light fixtures and type of shielding where applicable.
- Site Plan (e.g. details outside garbage storage and containers, exterior storage areas, on-site water well and sewage disposal)

7. Equipment Specifications

- Include manufacturer's specifications "cut" sheet for each piece of equipment. Minimum information needed includes the following:
 - Type, manufacturer, model number, performance capacity, dimensions.
 - How equipment will be installed (e.g. on legs or wheels, fixed or flexible utility connections)
 - Indicate if equipment is new or used and if it is certified or classified for sanitation by an American National Standards Institute (ANSI)-accredited certification program (e.g. NSF, ETL, UL, etc.).

FOOD ESTABLISHMENT PLAN REVIEW PROCESS



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