



# Special Transitory Food Unit & Mobile Food Establishment Plan Review Submission Instructions



GENESEE COUNTY  
HEALTH DEPARTMENT

Congratulations! You are proposing to build or remodel a traveling food establishment (e.g. mobile food establishment or special transitory food unit-STFU) in Michigan. Please submit your STFU/Mobile plan review package to the Genesee County Health Department (GCHD). All the following items should be completed and compiled into a single package or the plan review may be delayed as additional material is requested by the GCHD.

## 1. Completed Plan Review Application and applicable plan review fees

Contact the Genesee County Health Department at 810-257-3603 for the applicable STFU/Mobile plan review fee.

## 2. Standard Operating Procedures (SOPs)

- Completion of the STFU/Mobile Plan Review Worksheet and SOP is required.

## 3. Certified Manager Documentation

STFU/Mobiles are required to have a certified manager under section 29 of the Michigan Food Law, 200 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.

## 4. One Complete Set of Plans or Photos

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

- Proposed equipment layout with all items accurately identified. Label sinks and prep tables with their intended use.
- Mechanical plan: location of hood and fire suppression.
- Plumbing plan: 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 submit photos (typically 4-5 photos) showing the interior and exterior of the unit. Photos must show the complete STFU or Mobile set-up.

## 5. 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.