



# Jackson County Health Department

## Environmental Health Division

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## MEMO

**To:** Plan Review Applicants  
**From:** Don Hayduk, R.S., M.S., PEM, Environmental Health Director  
**Subject:** Meeting Prior to Plan Submittal  
**Date:** October 10, 2016

This is the plan review packet. While it may seem a bit overwhelming, everything that you need for submittal is contained within this packet. It is important that complete plans are submitted because the plan review process cannot begin until plans are complete. To aide in this, a complete plans verification checklist is contained within this packet. It is also important that all questions within the food establishment plan review worksheet are answered. This will help expedite the process. Unanswered questions in the plan review worksheet require follow-up on our end, and can slow down the process.

In an effort to streamline this process as much as possible, we would like to meet with you approximately 14 days prior to plan submittal. Please contact this office to schedule this meeting. During the meeting, we will explain the process to you and attempt to answer any questions that you may have. We will also attempt to address any issues that we may find with the plans at that time. The hope is that we can address as many issues as possible up front, which will help expedite the actual process upon plan submittal. Should you have any questions, please do not hesitate to contact Matthew Horning, Food Coordinator, at 517-768-1673.