



# Jackson County Health Department

## Environmental Health Division

1715 Lansing Ave • Room 001 • Jackson, MI 49202

Phone (517) 788-4433 • Fax (517) 788-4616

Email: EHealth@co.jackson.mi.us



## ATTENTION FOOD SERVICE PLAN REVIEW APPLICANTS:

**Realizing that time is of the essence during construction or renovation the following items are *required* when submitting plans for review by this office. Plan review cannot begin until plans are complete. Please utilize this list as a guide in order to expedite your project.**

### Complete Plans Verification

- |   |  |
|---|--|
| <input type="checkbox"/> Application Form / Transmittal Letter  | <input type="checkbox"/> Plumbing Plan (including hot water)   |
| <input type="checkbox"/> Proposed Menu  | <input type="checkbox"/> Room Finish Schedule                  |
| <input type="checkbox"/> Completed Worksheet  | <input type="checkbox"/> Mechanical Plans (ventilation system) |
| <input type="checkbox"/> Scaled Drawings  | <input type="checkbox"/> Lighting Plan (layout and shielding)  |
| <input type="checkbox"/> Floor Plans (layout)   | <input type="checkbox"/> Standard Operating Procedures (SOP's) |
| <input type="checkbox"/> Site Plan (including outside garbage storage, on-site water supply and sewage disposal)  |  |
| <input type="checkbox"/> Equipment Specifications (including type, manufacturer, dimensions, model number, performance capacity and installation details) |  |
| <input type="checkbox"/> <b>Certified Food Manager Documentation</b>  |  |

**The Following is the Address to the MDA Website for Food Establishment Plan Review Resources:**

[http://www.michigan.gov/mda/0,1607,7-125-1568\\_21390\\_21391\\_21400-59764--,00.html](http://www.michigan.gov/mda/0,1607,7-125-1568_21390_21391_21400-59764--,00.html)

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Accounting  
788-4487

Environmental Health Division  
788-4433

Health Education  
788-4655

Personal & Preventative Health  
788-4412

**For Office Use Only:**

**Complete Plans Verification**

Initials

	<u>Application Form / Transmittal Letter</u>
	<u>Proposed Menu</u>
	<u>Completed Worksheet</u>
	<u>Scaled Drawings</u>
	<u>Floor Plans (layout)</u>
	<u>Site Plan (including outside garbage storage, on-site water supply and sewage disposal)</u>
	<u>Equipment Specifications (including type, manufacturer, dimensions, model number, performance capacity and installation details)</u>
	<u>Plumbing Plan (including hot water)</u>
	<u>Room Finish Schedule</u>
	<u>Mechanical Plans (ventilation system)</u>
	<u>Lighting Plan (layout and shielding)</u>
	<u>Standard Operating Procedures (SOPs)</u>
	<b><u>Certified Food Manager Documentation</u></b>
	<u>Appropriate Fees (Full or Partial)</u>

**Reviewed by:** \_\_\_\_\_

**Date:** \_\_\_\_\_