



Plan submittal instructions for a new or remodeled Food Service Establishment

Congratulations, you are proposing to build or remodel a food service establishment in the Western Upper Peninsula of Michigan. Submit your plan review package to the Western Upper Peninsula Health Department office in Hancock where the plans will be reviewed. All of the following items must be completed and compiled into a single package or the plan review may get delayed as additional material is requested. For further information, see the plan review manual at: www.wuphd.org

1. Completed Plan Review Application and any necessary plan review fees.

Plan Review Fees payable to the WUPHD, are as follows:	
New Construction, Extensive Remodeling, or Conversion	\$620.00
• 50% increase if plan review follows a stop work order	\$930.00
New Construction, low risk menu X	\$315.00
• 50% increase if plan review follows a stop worker order	\$472.50
Limited Remodeling, Existing Licensed Facility	\$200.00
50% increase if plan review follows a stop work order	\$300.00

2. General information sheet summarizing the proposed project.
3. Completed Plan Review Worksheet (blank copy attached)
 - Fillable Word Document available at: <https://www.michigan.gov/mdard/>
4. Menu, with applicable consumer advisory, see handout in this packet
5. Standard Operating Procedures (SOP's), refer to attached SOP instruction sheet
6. Complete set of plans (Scaled ¼" per foot minimum):
 - Proposed floorplan, with equipment identified. Label sinks and prep tables with their intended use.
 - Mechanical Plan (i.e. make up air systems, air balance schedule and cooking ventilation systems, including hood, duct and exhaust fans).
 - Plumbing: Sinks for handwashing, food preparation and dishwashing, dish machines, hot and cold-water lines and outlets, hot water equipment, water heater, sewer drains, grease traps, and floor drains and mop sinks, cross connection devices and indirect drains such as air gaps.
 - Construction materials of such items as custom cabinets and any other built-in items.
 - Interior room finish schedules.
 - Lighting plan, indication which lights are shielded and lighting intensities in "lumens or foot candles" for each room.
 - Site Plan, including
 - Details of outside garbage storage area and containers
 - On-site water well and sewage disposals system data
7. Manufacturer's Specification sheets for each piece of equipment.
8. Certified Food Manager course: copy of certificate-see available classes offered through WUPHD on our website www.wuphd.org
9. Allergen Certification: copy of certificate, go to www.michiganrestaurant.org for online class

Contact information:

Western Upper Peninsula Health Department 540 Depot St. Hancock, MI 49930

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FOOD ESTABLISHMENT PLAN REVIEW PROCESS



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