



Special Transitory Food Unit and Mobile Food Establishment Plan Submission Instructions

Congratulations, you are proposing to build or remodel a Special Transitory Food Unit (STFU) or Mobile Food 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 be delayed as additional material is requested.

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

STFU/Mobile Plan Review Fees payable to the WUPHD, are as follows:	
STFU/Mobile Plan Review fee	\$197.00
STFU License Fee for profit	\$155.00
STFU License Fee non-profit	\$116.00

2. Complete Food License Application
3. Plan Review Worksheet
4. Menu (with applicable consumer advisory). See handout in this packet
5. Complete set of plans:
 - New Construction or Renovation (plans shall be scaled 1/4" per foot minimum):
 - Proposed floorplan, with equipment identified. Label sinks and prep tables with their intended use.
 - Mechanical Plan: Location of hood and fire suppression
 - 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/sinks.
 - Existing Unit
 - As-built unit you may be able to submit photos (typically 5-10 photos) showing the interior and exterior of the unit, all equipment and sinks, potable water and wastewater tanks. Photos must show the complete STFU or Mobile set up how it intends to operate.
6. Manufacturer's Specification sheets for each piece of proposed equipment for new unit or equipment list including make and model number of each piece of equipment for an existing unit.
7. Standard Operating Procedures (SOP's). Available online. Refer to attached SOP instruction sheet
8. Standard Operating Procedures (SOP's) for Water Supply and Sewage disposal (included in this packet)
9. Certified Profession Food Manger Certification: copy of certificate. See available classes offered through WUPHD on our website www.wuphd.org
10. Allergen Certification: copy of certificate, go to www.michiganrestaurant.org for online class

Contact information:

Western Upper Peninsula Health Department

540 Depot Street, Hancock, MI 49930

Phone: 906-482-7382

Fax: 906-482-9410

www.wuphd.org