



KENT COUNTY HEALTH DEPARTMENT

Environmental Health Division

Adam London, RS, MPA
Administrative Health Officer

July 22, 2019

Re: Procedures for STFU's

Dear STFU Owner/Operator:

This letter is to clarify the Kent County Health Department's procedure to effectively process and track STFU "Notice of Intents to Serve" and requested unit evaluations.

A special transitory food unit (**STFU**) is a temporary food establishment licensed to operate throughout the state without the 14-day limits or a mobile food establishment that is not required to return to a commissary. The STFU license allows the operator to travel to any fair, festival or event throughout the state under one license. The operator must also obtain at least two fee evaluations during the year from MDARD or a local agency.

Food Law requires that all STFU facilities are required to submit an "notice of intent to operate" at least four days prior to the operation date (not including event date). *Example: Event is on Saturday – intent must be received by Tuesday.*

All STFU facilities requesting evaluations must submit an **intent and payment** at least **four calendar days prior** to the operation date (not including event date). Evaluations of STFUs will not be completed without prior payment. *Example: Request for evaluation for Monday – intent and payment must be received by Thursday.*

Payments can be sent via U.S. Postal service, made in person, or by phone Monday through Friday, between 8:00 AM & 5:00 PM.

In the event your plans change after application has been submitted, please contact our office to make other arrangements.

Sincerely,

A handwritten signature in black ink that reads "Rachel Stiening".

Rachel Stiening, REHS
Supervising Sanitarian
Kent County Health Department
700 Fuller Avenue NE
Grand Rapids, Michigan 49503
Phone: 616/632-7315
Fax: 616/632-6892
rachel.stiening@kentcountymi.gov



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Notification of Intent to Operate a Special Transitory Food Unit (STFU)

Must be received four (4) days prior to event (not including event date).

EVENT INFORMATION

Name of Event: _____

Operation: Start Date: _____ End Date: _____

Hours of Operation: _____

Location of Operation (Be Specific): _____

Operation Site: _____

Site Address: _____ City: _____ County: _____

Phone # of operator during event: _____

OWNER INFORMATION

Name of STFU Unit: _____ License Number: _____

Name of Operator: _____ Cell Number: _____

Business Address: _____ OK To Text? Yes _____ No _____

Email Address: _____

Name of the Local Health Department (LHD) where STFU is licensed: _____

-OR- If MDARD licensed, list the county where licensed _____

Are you requesting an operational evaluation? Yes _____ No _____ Payment Is Included

PLEASE NOTE: When requesting evaluation "Notification of Intent to Operate" and payment must be received four (4) calendar days prior to event (not including event date). *Example: Request for evaluation for Monday – intent and payment must be received by Thursday.*

Inspections must be done while the **STFU is operating**. Inspections requested outside of the operating season will not be completed. When possible, schedule at least one inspection with the LHD that processes your license.

Michigan's Food Law (Act 92 of 2000, as amended) states that an STFU license holder shall:

- While in operation, request and receive 2 evaluations per licensing year spaced over the span of the operating season.
- A LHD and the MDARD shall charge a fee of \$90.00 for such an evaluation.
- Send a copy of all evaluation reports to the LHD that processes your license within 30 days after receipt.
- Before serving food within the jurisdiction of a LHD, notify the LHD in writing of each location in the jurisdiction at which food will be served and the dates and hours of service. The license holder shall mail the notice by first-class mail, fax, email, or hand-deliver the notice not less than 4 calendar days (not including event date) before any food is served or prepared for serving within the jurisdiction of the LHD. Contact information for LHD's is on the back of this form.

For Office Use Only:

Date Notice of Intent Received: _____ Date Paid: _____ Amount Paid: _____

Receipt No: _____ Nexus No: _____ Clerk Initials: _____

Michigan Local Health Departments & MDARD Office
Allegan County Health Department 3255 122 nd Ave Suite 200 Allegan, Michigan 49010 Ph: (269) 673-5411 FAX: (269) 673-4172
Barry-Eaton District Health Department 1033 Health Care Drive Charlotte, Michigan 48813 Barry: Ph: (269) 945-9516 FAX: (269) 818-0237 Eaton: Ph: (517) 543-2430 FAX: (517) 541-2686
Bay County Health Department 1200 Washington Avenue Bay City, Michigan 48708 Ph: (989) 895-4006 FAX: (989) 895-4014
Benzie-Leelanau District Health Department 6051 Frankfort Highway, Ste. 100 Benzonia, MI 49616 Benzie: Ph: (231) 882-4409 FAX: (231) 882-2204 Leelanau: (231) 256-0200 FAX: (231) 256-0225
Berrien County Health Department 2106 South M-139 Benton Harbor, Michigan 49022 Ph: (269) 927-5623 FAX: (269) 927-2960
Branch-Hillsdale-St. Joseph Community Health Agency Human Services Building 570 Marshall Road Coldwater, Michigan 49036 Ph: (517) 279-9561 X 106 FAX: (517) 278-2923 Hillsdale: FAX: (517) 437-0166 St. Joseph: FAX: (269) 273-2452
Calhoun County Health Department 190 E. Michigan Avenue Battle Creek, Michigan 49017 Ph: (269) 969-6341 FAX: (269) 969-6490
Central Michigan District Health Department 2012 E. Preston Avenue Mt. Pleasant, Michigan 48858 Ph: (989) 772-8147 FAX: (989) 773-4319 Counties: Arenac, Clare, Gladwin, Isabella, Osceola, Roscommon
Chippewa County Health Department 508 Ashmun Street, Suite 120 Sault Ste. Marie, Michigan 49783 Ph: (906) 635-3620 FAX: (906) 253-3140
Detroit Department of Health and Wellness Promotion Institute for Population Health 1400 Woodbridge Detroit, Michigan 48207 Ph: (313) 309-9375 FAX: (313) 309-6488
Public Health, Delta & Menominee Counties 2920 College Avenue Escanaba, Michigan 49829-9597 Delta: Ph: (906) 786-9692 Fax: (906) 789-8147 Menominee: (906) 863-4451 Fax: (906) 863-7142
Dickinson-Iron District Health Department 601 Washington Avenue Iron River, Michigan 49935 Ph: (906) 265-9913 FAX: (906) 265-2950
District Health Department #2 630 Progress Street West Branch, Michigan 48661 Ph: (989) 345-5020 FAX: (989) 343-1899 Counties: Alcona, Iosco, Ogemaw, Oscoda
District Health Department #4 100 Woods Circle Alpena, Michigan 49707 Ph: (989) 356-4507 FAX: (989) 354-0855 Counties: Alpena, Cheboygan, Montmorency, Presque Isle
District Health Department #10 521 Cobbs Street Cadillac, Michigan 49601 Ph: (231) 775-9942 FAX: (231) 775-5372 Counties: Crawford, Kalkaska, Lake, Manistee, Mason, Mecosta, Missaukee, Newaygo, Oceana, Wexford
Genesee County Health Department 630 S. Saginaw Street Flint, Michigan 48502-1540 Ph: (810) 257-3603 FAX: (810) 257-3125

Grand Traverse County Health Department 2650 LaFranier Rd Traverse City, Michigan 49686 Ph: (231) 995-6051 FAX: (231) 995-6033
Huron County Health Department 1142 S. Van Dyke Bad Axe, Michigan 48413 Ph: (989) 269-9721 FAX: (989) 269-4181
Ingham County Health Department 5303 S. Cedar, P.O. Box 30161 Lansing, Michigan 48909 Ph: (517) 887-4312 FAX: (517) 887-4560
Ionia County Health Department 175 East Adams Street Ionia, Michigan 48846 Ph: (616) 527-5341 FAX: (616) 527-8202
Jackson County Health Department 1715 Lansing Avenue Suite 221 Jackson, Michigan 49202 Ph: (517) 788-4433 FAX: (517) 788-4616
Kalamazoo County Health & Community Services Department 3299 Gull Road, P.O. Box 42 Nazareth, Michigan 49074-0042 Ph: (269) 373-5210 FAX: (269) 373-5333
Kent County Health Department 700 Fuller Avenue Grand Rapids, Michigan 49503 Ph: (616) 632-6900 FAX: (616) 632-6892 Email: KCEHmail@kentcountymi.gov
Lapeer County Health Department 1800 Imlay City Road Lapeer, Michigan 48446 Ph: (810) 667-0392 FAX: (810) 667-0283
Lenawee County Health Department 1040 S. Winter, Suite 2328 Adrian, Michigan 49221-3871 Email : ehlenawee@hline.org Ph: (517) 264-5213 FAX: (517) 264-0790
Livingston County Department of Public Health 2300 East Grand River, Suite #102 Howell, Michigan 48843-7578 Email: Health@livgov.com Ph: (517) 546-9858 FAX: (517) 546-9853
Luce-Mackinac-Alger-Schoolcraft District Health Department County Road 428, P.O. Box 398 Newberry, Michigan 49868 Ph: (906) 293-5107 FAX: (906) 293-5453 Mackinac: FAX: (906) 643-0239 Alger: FAX: (906) 387-2224 Schoolcraft: FAX: (906) 341-5230
Macomb County Health Department 43525 Elizabeth Road Mt. Clemens, Michigan 48043 Ph: (586) 469-5236 FAX: (586) 469-6534
Marquette County Health Department 184 U.S. 41 East Negaunee, Michigan 49866 Ph: (906) 475-4195 FAX: (906) 475-6500
Mid-Michigan District Health Department 615 N. State Road, Suite 2 Stanton, Michigan 48888 Ph: (989) 831-3607 FAX: (989) 831-9227 Counties: Clinton, Gratiot, Montcalm
Midland County Department of Public Health 220 W. Ellsworth Street Midland, Michigan 48640-5194 Ph: (989) 832-6679 FAX: (989) 832-6628
Monroe County Health Department 2353 S. Custer Road Monroe, Michigan 48161 Ph: (734) 240-7900 FAX: (734) 240-7948
Public Health- Muskegon County 209 East Apple, Suite D104 Muskegon, Michigan 49442 Ph: (231) 724-4406 FAX: (231) 724-3366
The Health Department of Northwest Michigan 220 W. Garfield Charlevoix, Michigan 49720 Ph: (231) 547-6522 FAX: (231) 547-6228

Oakland County Health Division 1200 N. Telegraph Road, Dept.432 Pontiac, Michigan 48341-0432 Ph: (248) 858-1312 FAX: (248) 452-9758
Ottawa County Department of Public Health 12251 James St. Suite 200 Holland, Michigan 49424 Ph: (616) 393-5645 FAX: (616) 393-5643
Saginaw County Department of Public Health 1600 N. Michigan Avenue Saginaw, Michigan 48602 Ph: (989) 758-3686 FAX: (989) 758-3711
St. Clair County Health Department 3415 28th Street Port Huron, Michigan 48060 Ph: (810) 987-5306 FAX: (810) 985-5533
Sanilac County Health Department 171 Dawson Street Sandusky, Michigan 48471 Ph: (810) 648-2150 X124 FAX: (810) 648-2646
Shiawassee County Health Department 201 N. Shiawassee Street Corunna, Michigan 48817 Ph: (989) 743-2250 FAX: (989) 743-2413
Tuscola County Health Department 1309 Cleaver Road Caro, Michigan 48723-8114 Ph: (989) 673-8114 FAX: (989) 673-7490
Van Buren-Cass District Health Department 57418 County Road 681 Hartford, Michigan 49057 Ph: (269) 621-3143 FAX: (269) 621-2725 Cass: FAX: (269) 782-0121
Washtenaw County Public Health Department Environmental Health Division 705 N. Zeeb Rd, P.O. Box 8645 Ann Arbor, MI 48107-8645 Ph:(734) 222-3800 FAX: (734) 222-3930
Wayne County Department of Public Health 5454 S. Venoy Wayne, Michigan 48184 Email: foodsafety@waynecounty.com Ph: (734) 727-7400 FAX: (734) 727-7165
Western Upper Peninsula Health Department 540 Depot Hancock, Michigan 49930 Ph: (906) 482-7382 FAX: (906) 482-9410 Counties: Baraga, Gogebic, Houghton, Keweenaw, Ontonagon
MDARD Office: MDA, Food and Dairy Division P.O. Box 30017 Lansing, MI 48909 Ph: (800) 292-3939 FAX: (517) 373-3333