



ENVIRONMENTAL HEALTH  
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## **STFU & Mobile Unit Plan Submittal Instructions**

Congratulations You are proposing to build or remodel a Special Transitory Food Unit (STFU) or Mobile Food Establishment in Kent County. Please submit your STFU/Mobile plan review package to Kent County Health Department. 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. Plan review application and any necessary plan review fees.**

- A plan review application is required to be submitted and is located within this document.
- STFU/Mobile plan review fee is \$400.00 and is payable to Kent County Health Department.

### **2. Standard Operating Procedures (SOPs), including menu and equipment specifications.**

- SOPs appropriate to your operation must be submitted prior to opening. Completion of the STFU/Mobile Plan Review Worksheet and SOP is available at: <https://www.accesskent.com/Health/FoodServices/default.htm>  
This form meets the requirement for SOPs and menu.

### **3. One complete set of plans or photos.**

To evaluate a proposed or as-built unit the Kent County Health Department needs a scaled plan (1/4" per foot is a normal, easy to read scale) of the STFU/Mobile that shows:

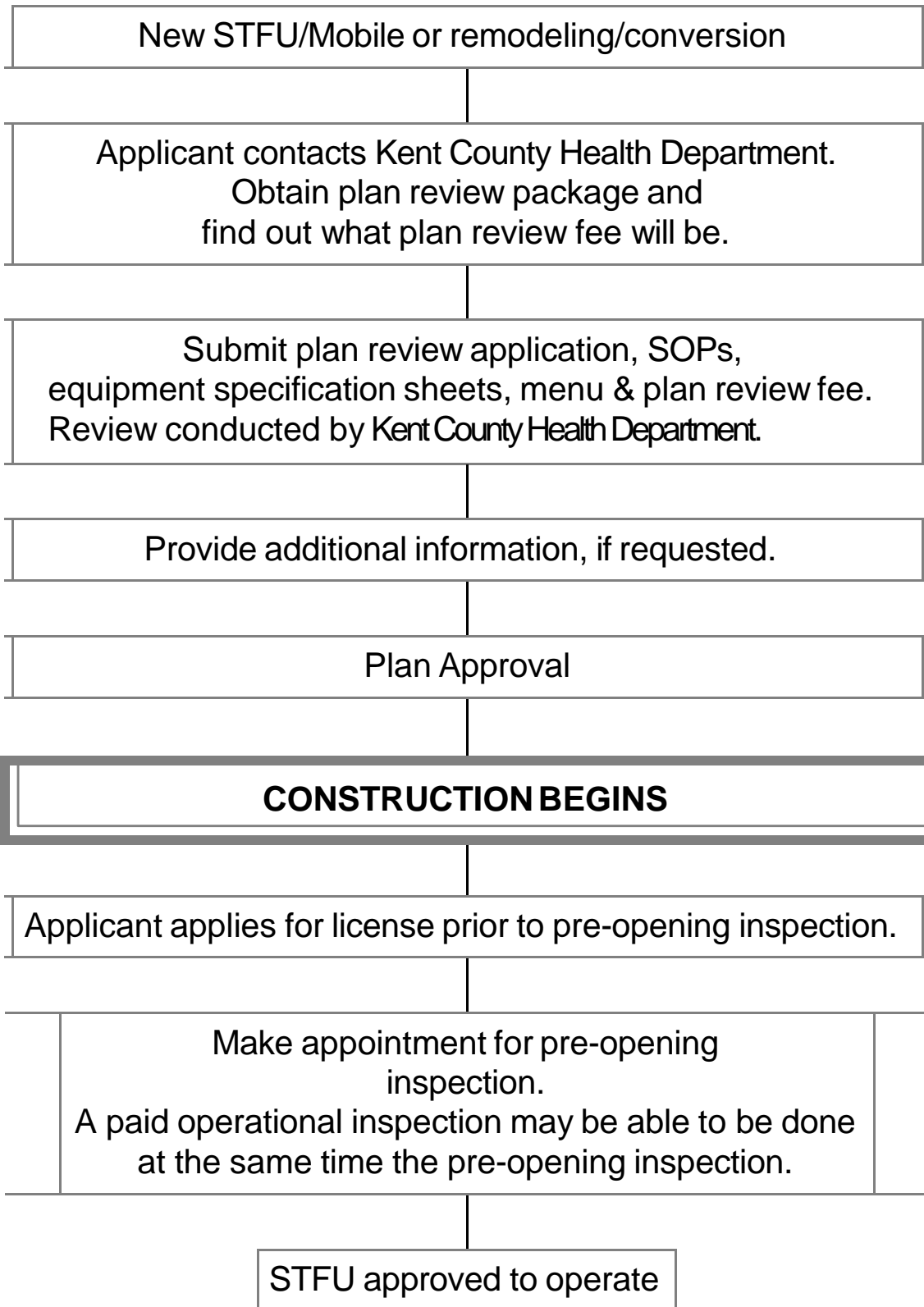
- Proposed layout, with equipment identified. Label sinks and prep tables with their intended use.
- Mechanical plan: location of hood and fire suppression.
- Plumbing: sinks for handwashing, food preparation and dishwashing, dishmachines, hot and cold water outlets, hot water equipment, water heater, sewer drains, grease traps and floor drains/sinks.
- For an as-built unit you may be able to submit photos (typically 4-5 photos) showing the interior and exterior of the unit. Photos must show the complete STFU or Mobile set-up. Contact the regulatory authority to find out if photos for an as-built unit will be accepted.

### **4. Certified Food Manager**

STFU/Mobiles are required to have a certified manager under section 29 of the Food Law, 2000 PA 92, MCL 289.2129. You need to continually employ at least one full-time certified manager. Full time is defined in the Manager Certification Rule, Regulation 570 as an employee that works an average of 30 hours per week, or 75 percent of the operating hours if the establishment operates less than 40 hours per week. Multiple part-time certified managers may be used to meet this requirement.

- Submit valid original or duplicate certificates of certified food managers that will meet this definition.

## Plan Review Process





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# Special Transitory Food Unit (STFU) and Mobile Food Establishment Plan Review Application

Meets the Michigan Food Law requirement for a transmittal letter to be submitted with the plans.

Establishment Name: \_\_\_\_\_

Address, City, Zip: \_\_\_\_\_

Establishment Phone: \_\_\_\_\_

Owner	Commissary information (if applicable)
Name: _____	Name: _____
Address: _____	License #: _____
City, State: _____	City, State: _____
Zip: _____	Address: _____
Phone # _____ Fax # _____	Zip : _____ Phone # _____
E-Mail : _____	E-Mail : _____
<b>List of support vehicles (e.g., stock truck, refrigerator truck):</b>	<b>Location of offsite storage (i.e., where trucks, STFU/mobile and dry goods will be stored between events)</b>
_____	Address: _____
_____	City, State: _____
_____	Zip : _____ Phone # : _____
_____	E-Mail : _____
_____	

**Please list the name and phone number of primary contact:**

\_\_\_\_\_

For reviewing agency use only:

Fee \$:

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

Plan Review #: \_\_\_\_\_

Check #:

Receipt #: \_\_\_\_\_

Assigned to: \_\_\_\_\_

Remarks: \_\_\_\_\_

