



# Barry-Eaton District Health Department

Be Active • Be Safe • Be Healthy

Barry County: 330 W. Woodlawn Ave., Hastings MI 49058  
Phone: 269-945-9516 Fax: 517-543-7737

Eaton County: 1033 Health Care Dr., Charlotte, MI 48813  
Phone: 517-543-2430 Fax: 517-543-7737

Eaton Behavioral Health: 1033 Health Care Dr., Charlotte, MI 48813  
Phone: 517-543-2580 Fax: 517-543-8191

This checklist is provided to help assist with the food service plan review submittal.

- Submit the food service proposal to the Barry-Eaton District Health Department (BEDHD) office (Hastings or Charlotte) in the county where the food service establishment is going to be located.

If the food service proposal is going to be predominantly retail food sales, then submit the proposal to the Michigan Department of Agriculture and Rural Development (MDARD).

[https://www.michigan.gov/documents/mda/MDA\\_PRMIngInstrFormJan09\\_309122\\_7.pdf](https://www.michigan.gov/documents/mda/MDA_PRMIngInstrFormJan09_309122_7.pdf)

- Submit the appropriate BEDHD plan review fee as to type of proposal:

\$757.00	New Fixed Food Establishment
\$380.00	Remodel/Change of Ownership (Fixed Food Establishment)
\$250.00	STFU or Mobile
\$109.00/hour	Modifications to Approved Plans

- Submit the appropriate MDARD application and completed worksheets. For new, remodeled, or change of ownership proposals, submit the “Fixed Food Establishment” application and worksheet.

For Special Transitory Food Units (STFU) and Mobile Food Units, submit the “Special Transitory Food Unit-Mobile” application, worksheet and SOP.

[https://www.michigan.gov/mdard/0,4610,7-125-50772\\_50775\\_51203---,00.html](https://www.michigan.gov/mdard/0,4610,7-125-50772_50775_51203---,00.html)

- Submit a proposed or updated Menu (Fixed Food Establishments). If the customer menu is to include raw or undercooked animal products, then include a “Consumers Advisory” statement. [http://www.michigan.gov/documents/mda/MDA\\_FCConsAdvisMay08\\_245934\\_7.pdf](http://www.michigan.gov/documents/mda/MDA_FCConsAdvisMay08_245934_7.pdf)
- Submit food safety and sanitation Standard Operating Procedures (SOP’s) specific to your menu and food service operations. [https://www.michigan.gov/mdard/0,4610,7-125-50772\\_50775\\_51203---,00.html](https://www.michigan.gov/mdard/0,4610,7-125-50772_50775_51203---,00.html)
- Submit as appropriate 1 set of scaled drawings that show:
  1. Site plan (dumpster location, where utilities enter the building)
  2. Floor plan (show equipment layout and provide an equipment key)
  3. Plumbing (waste and potable water distribution systems)
  4. Electrical/Lighting (include specifications for lighting)
  5. Ventilation (mechanical exhaust and make-up air units)
- Submit equipment specifications for the food service equipment, water fixtures, and hot water heater(s). Equipment specifications must include the make and model number, and may be provided in digital format. For used equipment, include photos that show the condition.

Updated: 02/19