

Form Letter – Plans Approved

Date

Name  
Address  
City, State, Zip

Re: Food Service Establishment Plan Approval  
Name and Address of Establishment

Dear \_\_\_\_\_

The submitted plans and specifications submitted on (reference date plans received or other unique identifier) have been reviewed and approved on (reference date marked on approved plans) in accordance with Michigan Food Law, Public Act 92 of 2000, as amended. This approval authorizes you to:

(List specific approval being given with the scope of the project listed (i.e. remodel the 1<sup>st</sup> floor bar area **or** construct a new restaurant **or** remodel the kitchen to install an automatic dishmachine and new walk-in refrigerator).

This approval is given with the following stipulations:

1. List items, if any

- To determine the non-smoking area requirements for your facility, please see the enclosed "Criteria for Non-Smoking Areas in Food Service Establishments".
- Representatives from this office may make periodic consultative visits during construction or you may call our office at any time with questions.
- Please remember to obtain all other necessary permits and inspections from other municipal agencies.
- You must keep a copy of the approved plans and a copy of this letter at the construction site at all times.
- Changes to the approved plans must be made in writing.

Prior to opening:

- **30 days prior**- Submit a food service license application and associated fees.
- **?? days prior**- Submit a ventilation system air balance report.
- **As soon as possible prior** - Submit a mechanical (ventilation) final approval verification from the inspecting mechanical authority.
- **?? days prior**- Call to schedule a pre-opening inspection. See the enclosed pre-opening inspection checklist which will help you prepare for this inspection.

Sincerely,

Name, Title

C: ???