



# FARMERS MARKET FOOD ESTABLISHMENT PLAN SUBMISSION INSTRUCTIONS

Congratulations! You are proposing to build, remodel or design a space for cooking demonstrations at a new or existing farmers market. Please submit your Farmers Market plan review package to the Michigan Department of Agriculture & Rural Development (MDARD). 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.

- The plan review application is available at <http://www.michigan.gov/farmersmarkets>
- Contact MDARD Customer Service, 800-292-3939 for the applicable Farmers Market plan review and licensing fee.
- For submitting plan review application materials and fees refer to <http://www.michigan.gov/farmersmarkets> for the Mailing Instructions. For the quickest receipt of plans, emailing plans to the plan review directly to the MDARD Plan Review Specialist based on the farmers market location, is advised. See Geographic Region Map for Food Plan Review

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

- Completion of the Farmers Market Food Establishment Plan Review Worksheet and SOP is available at <http://www.michigan.gov/farmersmarkets>. This form meets the requirement for SOPs and Menu.
- Equipment specifications or equivalent information in form of pictures that include a model number, NSF certification, and operating/cleaning instructions, need to be submitted when applicable.

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

To evaluate a proposed or as-built location MDARD needs a scaled plan (1/4" per foot is a normal, easy to read scale) of the farmers market that shows:

- Proposed layout, with equipment identified. Label sinks and prep tables with their intended use. Is included in the Plan Review Document or can be submitted separately.
- Mechanical plan: location of hood and fire suppression, if applicable.
- 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, as applicable
- For existing farmers market structure, it may be suitable to submit photographs instead of scaled drawings. Photos must show the complete set-up. Contact MDARD to find out if photos for an as-built location will be accepted.

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