



LIVINGSTON COUNTY

HEALTH DEPARTMENT

2300 East Grand River Avenue, Suite 102 Howell, Michigan 48843

Environmental Health Division 517-546-9858 www.lchd.org

FOOD SERVICE ACTIVITIES

The following food service activities require evaluation and approval by the Livingston County Health Department (LCHD)

- *Changing ownership of a food service establishment*
- *Remodeling a food service establishment*
- *Converting an existing facility into a food service establishment*
- *Re-opening a closed food service establishment*

Prior to food service operation the facility must be inspected, approved and licensed. Please submit the following information:

- Food Service License Application, *enclosure*
- Change of Ownership/Use Form, *enclosure*
- Standard Operating Procedures (SOPs) for Food Safety, *enclosure*
- Written Scope of Activities, *include all proposed changes*
- Food Safety Manager Certification Documentation, *ServSafe or equivalent*
- Menu, *include consumer advisory for raw/undercooked food as necessary*
- Food Sources, *include all food suppliers and distributors*
- Scaled Diagram, *emphasize food/beverage areas and identify equipment*
- Equipment Specifications, *include make, model and manufacturer*
- Room Finishes, *include floors, walls, ceilings and lighting*
- Pest Control, *provide contract*
- Solid Waste, *provide contract*
- Safe Water, *provide documentation*
- Safe/Adequate Sewage Disposal, *provide documentation*

Note: Dependant upon the extent of the proposed project, a different process may be required, involving a complete plan review.