

# CITY OF HAMTRAMCK NEW RESTAURANT CHECKLIST

If you plan to construct, convert, or remodel a food business, this checklist is for you. In order to get your restaurant started, you will need to follow Hamtramck's separate "New Business Checklist," and use this checklist to help you apply for a Food Safety Plan Review and a Food License from the Wayne County Health, Human, and Veteran Services Department (WCHHVSD).

## Things to Know

- Plan for 6+ months to get Food Safety Plan approval, inspection, and food license. Begin the Wayne County Food Safety Plan Review before or at the same time as your site plan, permits, and approvals from the City of Hamtramck. Do not wait!
- Hire a food service consultant, contractor, or engineer who has experience navigating health department plan review and inspections. The extra cost upfront can save significantly on fees and resubmission delays.
- Construction cannot begin until you have 1) Permits and plan approvals from the City of Hamtramck and 2) Food Safety Plan Review approval from Wayne County Health, Human, and Veteran Services Department (WCHHVSD).
- If you begin construction or purchase equipment before approval, or change your plans after approval without notification, you can be charged a fee, be forced to stop work, or have to restart the Food Safety Plan review process.

## What to Do: Food Safety Plan Review and First Inspection

1. Visit the Wayne County "Food Safety Plan Review" webpage for detailed instructions, forms, and contact information. The "Instructions" and "Plan Review Manual" documents are especially important.



2. Hire a food service consultant, contractor, or engineer to create your site plan. Schedule a meeting with them to review all required items in the "Plan Review Manual."
3. Submit ALL materials for your Food Safety Plan Review at the same time. This includes:
  - a. Plan review application
  - b. A fee between \$700-\$1015
  - c. A completed plan review worksheet
  - d. Building plans including electrical, lighting, plumbing, mechanical, and floor layout
  - e. Detailed specifications of all equipment to be used
  - f. Menus
  - g. Food manager certification
  - h. Standard operating procedures
4. Once submitted, WCHHVSD will respond within 6 weeks with revisions or approval.
5. Make necessary revisions and resubmit.
6. Once approved from WCHHVSD and after receiving all necessary permits and approvals from the city of Hamtramck, begin construction.
7. If you need to make changes to your equipment, layout, or other plan components after you've already received approval, you must contact the Food Inspector who sent your approval letter. The F.I. will identify corrective action needed to avoid fees and delays before opening.
8. When construction is complete, contact your Food Inspector to schedule a pre-opening inspection.
9. The inspector will invite you to submit a Food License application and fee in person.
10. Re-read your approval letter from WCHHVSD carefully *before* your inspection. It has detailed instructions on how to pass smoothly. Undergo the inspection.
11. Take any corrective action mentioned in your inspection and schedule a follow up if necessary.
12. Once you're approved, open!

## Food License Renewals

- Visit the Wayne County "Food Service Licensing" webpage for detailed instructions, forms, and key contact information.



- Wayne County Health, Human, and Veterans Services covers licenses to food service facilities in all of Wayne County outside of Detroit.
- Licenses must be attained every year by April 30th. Licenses must be renewed regardless of whether reminder notification has been issued.
- Renewal licenses may be submitted online

## WCHHVSD Food Inspections

- Inspections are conducted 1-2x a year depending on the seasonality of a business. Inspections are unannounced, and no action is needed to schedule them.
- Visit the WCHHVSD "Food Safety" page for more information.



## QUICK CHECKLIST

---

- Review Wayne County Food Safety Plan  
Review website documents
- Hire a professional to create your site plan.
- Submit Food Safety Plan Review materials.
- Make required plan revisions.
- Receive plan approval.
- Begin construction.
- Complete construction.
- Contact Food Inspector to apply for Food License and schedule pre-opening inspection.
- Re-read approval letter before inspection.
- Undergo inspection.
- Receive inspection approval.
- Open!