

WANT TO OPEN A FOOD BUSINESS?



CHIPPEWA COUNTY HEALTH DEPARTMENT
906-635-3622
WWW.CHIPPEWAHD.COM

TO BUILD A RESTAURANT, CONVERT AN EXISTING BUILDING INTO A RESTAURANT, BUILD A FOOD TRUCK OR A FOOD TRAILER IN CHIPPEWA COUNTY, PLAN REVIEW IS REQUIRED PRIOR TO ANY CONSTRUCTION.

STEP 1:

COMPLETE A PLAN REVIEW APPLICATION

PLAN REVIEW APPLICATIONS TO BE COMPLETED CAN BE PICKED UP AT THE HEALTH DEPARTMENT, CAN BE MAILED TO YOU, OR ARE AVAILABLE ONLINE.

[For a building, click here.](#)

[For a food truck or trailer, click here.](#)

STEP 2:

COMPLETE THE CORRECT WORKSHEET:

[For a building, click here.](#)

[For a food truck or trailer, click here.](#)

STEP 3:
COMPLETE THE STANDARD OPERATING PROCEDURES:

[Click Here!](#)

If at any time you have questions or need assistance, please call us! The direct line to Environmental Health is 906-635-3622.

Additional Resources:

Plan Review Manual for Fixed Food Facility:

[Click Here!](#)

Plan Review Manual for a Food Truck or Food Trailer:

[Click Here!](#)

Plan Review Package Checklist:

The plan review package needs to include:

☐ Plan review application

☐ Worksheet

☐ Standard Operating Procedures

☐ Proposed menu

(Include items that will be only offered occasionally!!)

☐ To-Scale diagram of proposed facility

(Show location of all equipment, plumbing, mechanical, lighting, and a site plan.)

☐ Mechanical specifications of all pieces of proposed equipment

(Refrigeration MUST BE commercial.)

☐ Certified Food Safety Manager Documents

(Such as a ServSafe Certification.)



Submit the plan review package to the Chippewa County Health Department, along with the

PLAN REVIEW FEE:

\$649 for new buildings or major renovation

\$325 for minor renovation

\$314 for transitory food unit food truck or food trailer

\$163 for mobile unit food truck or food trailer that has to return to a licensed commissary once every 24 hours of operation

(Contact the health department if you have questions about what type of plans you should submit.)



After the completed plan review packet is received, the health department will review it to see if it is complete. Additional information will be requested if it was not provided.

This process can take up to 30 days.



After the plans are complete, review for approval will be done.

After the plans are approved by the health department, construction of the building, truck, or trailer can begin, and food equipment can be purchased. The approved plans will be sent to you, along with the plan approval letter.

These must be present at all times during the construction.



You may need other permits or approvals for your food facility before construction begins, such as a building permit, zoning, septic and well permits, mechanical or plumbing permits and approvals.

Any changes to the approved plans, including the menu, must be requested and approved in writing before proceeding.

30 days before you intend to open

Apply for your food service license with the health department. Food license fees depend on the type of operation, and the risk level.

- Fixed (a building), operates year-round- \$830.00
- Fixed (a building), seasonal (operates less than 9 months per year) - \$430.00
- Transitory Food Unit (food truck or trailer)- \$155.00
 - Mobile Unit (food truck or trailer needing a commissary to operate)- \$193.00

Food License Applications for 2024 can be found by [clicking here](#).

After ALL of your construction is completed, and ALL of your equipment is installed and operational, contact the health department to schedule a pre-opening inspection.

If all of the requirements of the Food Code and Food Law are met, your facility will be approved to operate and be licensed.

Chippewa County Health Department
Environmental Health Division
(906) 635-3622.