



Take Part in Food Trucks in the D!

GET PREPARED!

Step 1: Detroit Health Department Plan Review

- Submit an application, plans/drawings, and pay plan review fees. Information about the plan review process is on the Detroit Health Department website at <https://detroitmi.gov/food-safety> (on right side of page, click mobile food establishments and special transitory food units).
- Wait for a reply from the Detroit Health Department plan reviewer. Plan reviewers have up to 30 business days to contact you after submitting your plans.
- Once approved to construct, you may build or buy your mobile unit.
- After construction is completed and all the equipment is installed, contact your plan reviewer for a pre-opening inspection.
- A license application and license fees will be required before the pre-opening inspection.
- The plan reviewer will inspect your unit at the pre-opening inspection and will determine if you can operate or not.
- DHD will refer vendors to the Detroit Fire Department to determine if they need a fire permit.
- A paper copy of your food service license will be sent to your mailing address, once processed with the State of Michigan.

Vendors (Licensed Mobile Units) that already have a State of Michigan Food Service license from another county in Michigan do not have to go through the DHD plan review process. Those individuals should call the Detroit Fire Marshal Division at **313-596-2954** for a fire permit/inspection if their cooking equipment produces grease-laden vapors.



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They can provide a copy of their State of Michigan Food Service License and an Intent to Serve Notice that is required by the State of Michigan Food Law. This information can be sent to **FoodsafetyDHD@detroitmi.gov**.

All forms and information are provided on <https://detroitmi.gov/food-safety>.

Step 2: Fire Inspection *(if needed)*

- Obtain a Fire inspection. Send an e-mail to **firepermits@detroitmi.gov** or call **313-596-2954** for an application and to schedule an inspection.
- **Food Truck/Trailers:** Go to <https://detroitmi.gov/foodtrucks> for more information.

DOING BUSINESS IN THE CITY OF DETROIT

Once you have the proper Health Department and Fire Department permits, you are ready to do business in the city of Detroit.

City Parks and Recreation Centers

You **MUST** be hired or booked by the General Services Department – Recreation Division or an event organizer to operate in a City park or recreation center. There is a one-time, annual \$115 vendor fee for the season (April 1-October 31). Visit detroitmi.gov/recreation and select Licensed Vendor Application.

Spirit Plaza

You **MUST** be scheduled and permitted by Total Access Events to operate in Spirit Plaza for the season (April 15-October 15). Send an email to **egriggs@totalaccessinc**.

Vendor License:

If you would like to do business outside of a City of Detroit recreation center or park or Spirit Plaza, you must obtain a City of Detroit vendor license. Visit www.detroitmi.gov/bseed