



# Michigan Department of Agriculture and Rural Development (MDARD) Notification of Intent to Operate a Special Transitory Food Unit (STFU)

Must be received four (4) days prior to event.

Name of STFU Unit: \_\_\_\_\_ License Number: \_\_\_\_\_  
Name of Operator: \_\_\_\_\_ Cell Number: \_\_\_\_\_  
Business Address: \_\_\_\_\_

\_\_\_\_\_ OK to Text?: Yes \_\_\_\_\_ No \_\_\_\_\_  
Email Address: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Operation: Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Hours of Operation: \_\_\_\_\_

Location of Operation: (Be specific)

Operation Site: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ County: \_\_\_\_\_

Name of the Local Health Department (LHD) where STFU is licensed: \_\_\_\_\_  
Or (See back for agency choices)

If MDARD licensed, list the county where licensed: \_\_\_\_\_  
(county)

Are you requesting a paid evaluation? Yes \_\_\_\_\_ No \_\_\_\_\_

Michigan's Food Law (Act 92 of 2000, as amended) states that an STFU license holder shall:

- **While in operation, request and receive two evaluations per licensing year spaced generally over the span of the operating season. These must be done while the STFU is operating at an event. Do not wait until the end of the year to get these done! When possible, schedule at least one with the LHD that processes your license.**
- A LHD and MDARD shall charge a fee of \$90.00 for such an evaluation.
- Send a copy of all evaluation reports to **the LHD that processes your license** within 30 days after receipt.
- Before serving food within the jurisdiction of a LHD, notify the LHD in writing of each location in the jurisdiction at which food will be served and the dates and hours of service. The license holder shall mail the notice by first-class mail, fax, email, or hand-deliver the notice not less than 4 business days before any food is served or prepared for serving within the jurisdiction of the LHD. Contact information for LHDs is on the back of this form.

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FOR LHD / MDARD USE:  
Date of receipt of Notification \_\_\_\_\_

<b>Michigan Local Health Departments &amp; MDARD Office</b>
<p>Allegan County Health Department 3255 122<sup>nd</sup> Ave, Suite 200 Allegan, Michigan 49010 Email: <a href="mailto:alleganeh@allegancounty.org">alleganeh@allegancounty.org</a> Ph: 269-673-5411 FAX: 269-673-4172</p>
<p>Barry-Eaton District Health Department 1033 Health Care Drive Charlotte, Michigan 48813 Barry: Ph: 269-945-9516 FAX: 269-818-0237 Eaton: Ph: 517-543-2430 FAX: 517-541-2686</p>
<p>Bay County Health Department 1200 Washington Avenue Bay City, Michigan 48708 Email: <a href="mailto:environmentalhealth@baycounty.net">environmentalhealth@baycounty.net</a> Ph: 989-895-4006 FAX: 989-895-4014</p>
<p>Benzie-Leelanau District Health Department 6051 Frankfort Highway, Ste. 100 Benzonia, MI 49616 Email: <a href="mailto:ndow@bldhd.org">ndow@bldhd.org</a> Benzie: Ph: 231-882-2103 FAX: 231-882-2204 Leelanau: Ph: 231-256-0201 FAX: 231-256-0225</p>
<p>Berrien County Health Department 2149 E. Napier Ave. Benton Harbor, Michigan 49022 Ph: 269-927-5623 FAX: 269-927-2960</p>
<p>Branch-Hillsdale-St. Joseph Community Health Agency - Human Services Building 570 Marshall Road Coldwater, Michigan 49036 Branch: Ph: 517-279-9561 x106 FAX: 517-278-2923 Hillsdale: Ph: 517-437-7395 x311 FAX: 517-437-0166 St. Joseph: Ph: 269-273-2161 x233 FAX: 269-273-2452</p>
<p>Calhoun County Health Department 190 E. Michigan Avenue Battle Creek, Michigan 49017 Email: <a href="mailto:eh@calhouncountymi.gov">eh@calhouncountymi.gov</a> Ph: 269-969-6341 FAX: 269-969-6490</p>
<p>Central Michigan District Health Department 2012 E. Preston Avenue Mt. Pleasant, Michigan 48858 Ph: 989-773-5921 FAX: 989-773-4319 <b>Counties: Arenac, Clare, Gladwin, Isabella, Osceola, Roscommon</b></p>
<p>Chippewa County Health Department 508 Ashmun Street, Suite 120 Sault Ste. Marie, Michigan 49783 Ph: 906-635-3620 FAX: 906-253-3140</p>
<p>Detroit Health Department Environmental Health &amp; Food Safety 100 Mack Ave – Third Floor Detroit, Michigan 48201 Email: <a href="mailto:foodsafetyDHD@detroitmi.gov">foodsafetyDHD@detroitmi.gov</a> Ph: 313-876-0135 FAX: 313-877-9262</p>
<p>Public Health, Delta &amp; Menominee Counties <b>Delta Office:</b> 2920 College Avenue Escanaba, Michigan 49829 Ph: 906-786-9692 Fax: 906-789-8147 <b>Menominee Office:</b> 909 Tenth Avenue Menominee, Michigan 49858 Ph: 906-863-4451 Fax: 906-863-7142</p>
<p>Dickinson-Iron District Health Department 1374 Commercial Ave. Crystal Falls, Michigan 49920 Email: <a href="mailto:rlafave@didhd.org">rlafave@didhd.org</a> Ph: 906-265-9913 FAX: 906-874-2950</p>
<p>District Health Department #2 630 Progress Street West Branch, Michigan 48661 Ph: 989-345-5020 FAX: 989-343-6659 <b>Counties: Alcona, Iosco, Ogemaw, Oscoda</b></p>
<p>District Health Department #4 100 Woods Circle Alpena, Michigan 49707 Email: <a href="mailto:envhealth@dhd4.org">envhealth@dhd4.org</a> Ph: 989-356-4507 FAX: 989-354-0855 <b>Counties: Alpena, Cheboygan, Montmorency, Presque Isle</b></p>

<p>District Health Department #10 521 Cobbs Street Cadillac, Michigan 49601 Ph: 231-775-9942 FAX: 231-775-5372 Email: <a href="mailto:ehwexfordcounty@dhd10.org">ehwexfordcounty@dhd10.org</a> <b>Counties: Crawford, Kalkaska, Lake, Manistee, Mason, Mecosta, Missaukee, Newaygo, Oceana, Wexford</b></p>
<p>Genesee County Health Department 630 S. Saginaw Street, Suite 4 Flint, Michigan 48502-1540 Email: <a href="mailto:eh@geneseecountyymi.gov">eh@geneseecountyymi.gov</a> Ph: 810-257-3603 FAX: 810-257-3125</p>
<p>Grand Traverse County Health Department 2650 LaFranier Rd Traverse City, Michigan 49686 Email: <a href="mailto:eh@gtcountymi.gov">eh@gtcountymi.gov</a> Ph: 231-995-6051 FAX: 231-995-6033</p>
<p>Huron County Health Department 1142 S. Van Dyke Bad Axe, Michigan 48413 Email: <a href="mailto:ehfood@hchd.us">ehfood@hchd.us</a> Ph: 989-269-9721 FAX: 989-269-4181</p>
<p>Ingham County Health Department 5303 S. Cedar, P.O. Box 30161 Lansing, Michigan 48909 Email: <a href="mailto:epalmer@ingham.org">epalmer@ingham.org</a> Ph: 517-887-4312 FAX: 517-887-4560</p>
<p>Ionia County Health Department 175 East Adams Street Ionia, Michigan 48846 Email: <a href="mailto:dgross@ioniacounty.org">dgross@ioniacounty.org</a> Ph: 616-527-5341 FAX: 616-527-8202</p>
<p>Jackson County Health Department 1715 Lansing Avenue Jackson, Michigan 49202 Email: <a href="mailto:ehhealth@mijackson.org">ehhealth@mijackson.org</a> Ph: 517-788-4433 FAX: 517-788-4616</p>
<p>Kalamazoo County Health &amp; Community Services Dept. 311 East Alcott Street Kalamazoo, Michigan 49001 Email: <a href="mailto:ehfood@kalcounty.com">ehfood@kalcounty.com</a> Ph: 269-373-5210 FAX: 269-373-5333</p>
<p>Kent County Health Department 700 Fuller Avenue Grand Rapids, Michigan 49503 Email: <a href="mailto:KCEHmail@kentcountymi.gov">KCEHmail@kentcountymi.gov</a> Ph: 616-632-6900 FAX: 616-632-6892</p>
<p>Lapeer County Health Department 1800 Imlay City Road Lapeer, Michigan 48446 Ph: 810-667-0392 FAX: 810-667-0283</p>
<p>Lenawee County Health Department 1040 S. Winter, Suite 2328 Adrian, Michigan 49221-3871 Email: <a href="mailto:ehdesk@lenawee.mi.us">ehdesk@lenawee.mi.us</a> Ph: 517-264-5213 FAX: 517-264-0790</p>
<p>Livingston County Health Department 2300 East Grand River, Suite #102 Howell, Michigan 48843-7578 Email: <a href="mailto:Health@livgov.com">Health@livgov.com</a> Ph: 517-546-9858 FAX: 517-546-9853</p>
<p>Luce-Mackinac-Alger-Schoolcraft (LMAS) District Health Department 14150 Hamilton Lake Road Newberry, Michigan 49868 Luce: Ph: 906-293-1303 FAX: 906-293-5453 Mackinac: FAX: 906-643-0239 Alger: FAX: 906-387-2224 Schoolcraft: FAX: 906-341-5230</p>
<p>Macomb County Health Department 43525 Elizabeth Road Mt. Clemens, Michigan 48043 Email: <a href="mailto:environmental.health@macombgov.org">environmental.health@macombgov.org</a> Ph: 586-469-5236 FAX: 586-469-6534</p>
<p>Marquette County Health Department 184 U.S. 41 East Negaunee, Michigan 49866 Email: <a href="mailto:EHAdmin@mtqco.org">EHAdmin@mtqco.org</a> Ph: 906-475-4195 FAX: 906-475-6500</p>
<p>Mid-Michigan District Health Department 615 N. State Road, Suite 2 Stanton, Michigan 48888 Ph: 989-831-3607 FAX: 989-831-9227 <b>Counties: Clinton, Gratiot, Montcalm</b></p>

<p>Midland County Department of Public Health 220 W. Ellsworth Street Midland, Michigan 48640-5194 Email: <a href="mailto:ehinfo@co.midland.mi.us">ehinfo@co.midland.mi.us</a> Ph: 989-832-6380 FAX: 989-486-9065</p>
<p>Monroe County Health Department 2353 S. Custer Road Monroe, Michigan 48161 Email: <a href="mailto:eh_frontdesk@monroemi.org">eh_frontdesk@monroemi.org</a> Ph: 734-240-7900 FAX: 734-240-7948</p>
<p>Public Health - Muskegon County 1903 Marquette Avenue Muskegon, Michigan 49442 Email: <a href="mailto:PublicHealth.FoodService@co.muskegon.mi.us">PublicHealth.FoodService@co.muskegon.mi.us</a> Ph: 231-724-4406</p>
<p>The Health Department of Northwest Michigan 220 W. Garfield Charlevoix, Michigan 49720 Email: <a href="mailto:ehfood@nwhealth.org">ehfood@nwhealth.org</a> Ph: 231-547-6523 FAX: 231-547-6238 <b>Counties: Antrim, Charlevoix, Emmet, Otsego</b></p>
<p>Oakland County Health Division 1200 N. Telegraph Road, Bldg. 34 E Pontiac, Michigan 48341-0432 Email: <a href="mailto:EHClerks@oakgov.com">EHClerks@oakgov.com</a> Ph: 248-858-1312 FAX: 248-452-9758</p>
<p>Ottawa County Department of Public Health 12251 James St, Suite 200 Holland, Michigan 49424 Email: <a href="mailto:environmentalhealth@miottawa.org">environmentalhealth@miottawa.org</a> Ph: 616-393-5645 FAX: 616-393-5643</p>
<p>Saginaw County Health Department 1600 N. Michigan Avenue Saginaw, Michigan 48602 Email: <a href="mailto:eh@saginawcounty.com">eh@saginawcounty.com</a> Ph: 989-758-3686 FAX: 989-758-3711</p>
<p>St. Clair County Health Department 3415 28th Street Port Huron, Michigan 48060 Email: <a href="mailto:environmentalhealth@stclaircounty.org">environmentalhealth@stclaircounty.org</a> Ph: 810-987-5306 FAX: 810-985-5533</p>
<p>Sanilac County Health Department 171 Dawson Street Sandusky, Michigan 48471 Ph: 810-648-2150 x124 FAX: 810-648-2646</p>
<p>Shiawassee County Health Department 201 N. Shiawassee Street Corunna, Michigan 48817 Email: <a href="mailto:shiaeh@shiawasseechd.net">shiaeh@shiawasseechd.net</a> Ph: 989-743-2390 FAX: 989-743-2413</p>
<p>Tuscola County Health Department 1309 Cleaver Road Caro, Michigan 48723-8114 Ph: 989-673-8119 FAX: 989-673-7490</p>
<p>Van Buren-Cass District Health Department 260 South St. Lawrence, Michigan 49064 Ph: 269-621-3143 FAX: 269-621-2725 Cass: FAX: 269-782-0121</p>
<p>Washtenaw County Public Health Department Environmental Health Division 705 N. Zeeb Rd, P.O. Box 8645 Ann Arbor, MI 48107-8645 Email: <a href="mailto:zeebcss@washtenaw.org">zeebcss@washtenaw.org</a> Ph: 734-222-3800 FAX: 734-222-3930</p>
<p>Wayne County Public Health 33030 Van Born Road Wayne, Michigan 48184 Email: <a href="mailto:foodsafety@waynecounty.com">foodsafety@waynecounty.com</a> Ph: 734-727-7400 FAX: 734-727-7165</p>
<p>Western Upper Peninsula Health Department 540 Depot Hancock, Michigan 49930 Email: <a href="mailto:requests@wuphd.org">requests@wuphd.org</a> Ph: 906-482-3382 FAX: 906-482-9410 <b>Counties: Baraga, Gogebic, Houghton, Keweenaw, Ontonagon</b></p>
<p><b>MDARD Office:</b> MDARD, Food and Dairy Division P.O. Box 30017 Lansing, MI 48909 Email: <a href="mailto:MDA-FoodDairyInfo@Michigan.gov">MDA-FoodDairyInfo@Michigan.gov</a> Ph: 800-292-3939</p>