



IONIA COUNTY HEALTH DEPARTMENT

175 E. Adams Street, Ionia Michigan 48846
www.ioniacounty.org Ph: 616-527-5341

Food Establishment New License/Change of Ownership

1. Complete Foodservice License Application and pay applicable fee (**Fee subject to facility class listing/Facility Type on current fee schedule*)
2. Provide a Menu (*Pricing does not have to be on the menu at this time*)
3. Obtain and provide Food Safety Manager Certification (*Required As of June 30, 2009*)
4. Obtain and provide Allergen Certification (*Starting January 14, 2017*)
5. Submit required Standard Operating Procedures (*Menu based*)
6. If remodeling the facility or changing the use you must complete the Plan Review Application and submit required paperwork prior to construction/remodel. (*Contact the Building Code Department regarding permits.*)
7. Schedule a pre-opening inspection with the inspector (*All required paperwork is to be turned in before the pre-opening inspection. All equipment must be set up and operational for the inspection. Speak with the inspector directly about any specific questions about the pre-opening inspection.*)



Ken Bowen, REHS, MS, Health Officer
Dr. Sugandha Lowhim, M.D., MPH, Medical Director

Prevent Disease; Prolong Life; Protect the Environment!

