

This document is for informational purposes only. No City of East Lansing form is required in STEP 1.

**APPLICATION PROCESS**

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
State License	Safety Certificate	License Application	Application Submission	Approval Notification	Financial Assurance	License Issuance	Renewal
You are here!							

**Requirement of State License:** Prior to issuance of an East Lansing mobile food vending unit license, an applicant shall submit evidence of a license issued by the Ingham County Health Department or other regulatory public health authority. The evidence must be included as part of the mobile food vendor application

Evidence of your State license is required in order to schedule a safety inspection required in STEP 2: Safety Inspection Certificate.

**State License Overview:** Food Service establishments, which include restaurants, cafeterias, delicatessens, mobile units, temporary food service establishments, and special transitory food units are licensed via local/county health departments who set their own fees. All new food service establishments use a single application form EXCEPT for temporary food service establishments, which use a form separate.

- ✓ **Ingham County Health Department:** If your food establishment is located or will be located in Ingham County, you will work with the Ingham County Health Department (ICHHD) to secure State Licensing. Use this link to access the ICHD’s application materials: <https://hd.ingham.org/doingbusinesswithichd/permitslicensing.aspx#7889240-food-establishments>
- ✓ **Local Health Department Directory:** Use this link to locate the local health department authority in your region: <https://www.malph.org/resources/directory?msclkid=3c70ac52b5d611ecaa8ff7a89cdd596c>

**State Licensing Requirements:** (Source: <https://www.michigan.gov/mdard/licensing/food/service>) If you wish to license a fixed, temporary, mobile, or STFU food service establishment, contact the Local Health Department (LHD) for the region in which your food service establishment will be located. Currently licensed fixed, mobile, and STFU facilities will receive a pre-printed renewal application form each spring.

A new application form must be filled out for:

- ✓ New establishments
- ✓ Change of ownership
  - Food licenses are non-transferable and new ownership must submit application for new license.
- ✓ Change in physical location of establishment
- ✓ Change of license type

**State License Application Forms:** Typically, the State licensing evidence required for an East Lansing Mobile Food Vending License Application include the following documents approved by a local health department:

## STEP 1 STATE LICENSE REQUIREMENTS

1. **FOOD SERVICE LICENSE APPLICATION:** [HTTPS://WWW.MICHIGAN.GOV/MDARD/-/MEDIA/PROJECT/WEBSITES/MDARD/DOCUMENTS/FOOD-DAIRY/FOOD\\_SERVICE\\_LICENSE\\_APPLICATION.PDF](HTTPS://WWW.MICHIGAN.GOV/MDARD/-/MEDIA/PROJECT/WEBSITES/MDARD/DOCUMENTS/FOOD-DAIRY/FOOD_SERVICE_LICENSE_APPLICATION.PDF)
2. **MICHIGAN TEMPORARY FOOD ESTABLISHMENT APPLICATION:** [HTTPS://WWW.MICHIGAN.GOV/MDARD/-/MEDIA/PROJECT/WEBSITES/MDARD/DOCUMENTS/FOOD-DAIRY/FOOD-ESTABLISHMENTS/TEMP\\_FOOD\\_ESTABLISHMENT\\_LICENSE\\_APPLICATION.PDF](HTTPS://WWW.MICHIGAN.GOV/MDARD/-/MEDIA/PROJECT/WEBSITES/MDARD/DOCUMENTS/FOOD-DAIRY/FOOD-ESTABLISHMENTS/TEMP_FOOD_ESTABLISHMENT_LICENSE_APPLICATION.PDF)

ALSO, REFERENCE THE **TEMP FOOD ESTABLISHMENT LICENSE APPLICATION INSTRUCTIONS:**  
[HTTPS://WWW.MICHIGAN.GOV/MDARD/-/MEDIA/PROJECT/WEBSITES/MDARD/DOCUMENTS/FOOD-DAIRY/JUNE\\_2014\\_FINAL\\_TEMP\\_FOOD\\_ESTABLISHMENT\\_LICENSE\\_APPLICATION\\_INSTRUCTIONS.PDF](HTTPS://WWW.MICHIGAN.GOV/MDARD/-/MEDIA/PROJECT/WEBSITES/MDARD/DOCUMENTS/FOOD-DAIRY/JUNE_2014_FINAL_TEMP_FOOD_ESTABLISHMENT_LICENSE_APPLICATION_INSTRUCTIONS.PDF)

3. **NOTIFICATION OF INTENT TO OPERATE A SPECIAL TRANSITORY FOOD UNIT (STFU):** Before serving food within the jurisdiction of a LHD, notify the LHD (Ingham County Health department) 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.  
[HTTPS://HD.INGHAM.ORG/PORTALS/HD/HOME/DOCUMENTS/EH/FOOD/MDARD\\_NOTICE\\_OF\\_INTENT\\_FO\\_RM.PDF](HTTPS://HD.INGHAM.ORG/PORTALS/HD/HOME/DOCUMENTS/EH/FOOD/MDARD_NOTICE_OF_INTENT_FO_RM.PDF)

See How to Apply for a Food Service License for more information:

<https://www.michigan.gov/mdard/licensing/food/service>

### Types of Food Service Establishments (*Michigan Department of Agriculture and Rural Development*)

- ✓ **Fixed:** A **fixed** establishment is a facility that is a permanent location. This is an operation where food or drink is prepared for direct consumption through service on the premises or elsewhere, and any other eating or drinking establishment or operation where food is served or provided for the public.
- ✓ **Temporary:** A **temporary** food service establishment means a food service establishment, which operates at a fixed location for a temporary period of time not to exceed 14 consecutive days. Temporary food service establishments use a different application than a fixed, mobile, or special transitory food unit food service establishments.
- ✓ **Mobile:** A **mobile** food service establishment means a food service establishment operating from a vehicle, trailer, or watercraft that returns to a mobile food establishment commissary for servicing and maintenance at least once every 24 hours. The commissary license number must be recorded in the appropriate location on the application for it to be processed.
- ✓ **Special Transitory Food Unit (STFU):** An STFU is a temporary food establishment licensed to operate throughout the state without the 14-day limits or a mobile food establishment that is not required to return to a commissary.

**Please note:** All questions regarding State licensing requirements should be directed to the local health department in your region.