

**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 2 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.**
- An LHD and the 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 an 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.

\*\*\*\*\*

FOR LHD/MDARD USE:

Date of Receipt of Notification \_\_\_\_\_

|                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Michigan Local Health Departments and MDARD Office</b>                                                                                                                                                                                                                                                                                                                                        | District Health Department #10<br>521 Cobb Street<br>Cadillac, Michigan 49601<br>Ph: 231-775-9942 FAX: 231-775-5372<br>Email: <a href="mailto:ehwexfordcounty@dhd10.org">ehwexfordcounty@dhd10.org</a><br>Counties: Crawford, Kalkaska, Lake, Manistee, Mason, Mecosta, Missaukee, Newaygo, Oceana, Wexford                                                                                                                                   | Midland County Department of Public Health<br>220 W. Ellsworth Street<br>Midland, Michigan 48640-5194<br>Email: <a href="mailto:ehinfo@co.midland.mi.us">ehinfo@co.midland.mi.us</a><br>Ph: 989-832-6380 FAX: 989-486-9065                                                                                                                                                                                                                                                                                            |
| Allegan County Health Department<br>3255 122 <sup>nd</sup> Ave, Suite 200<br>Allegan, Michigan 49010<br>Email: <a href="mailto:allegan@allegancounty.org">allegan@allegancounty.org</a><br>Ph: 269-673-5411 FAX: 269-673-4172                                                                                                                                                                    | Genesee County Health Department<br>630 S. Saginaw Street, Suite 4<br>Flint, Michigan 48502-1540<br>Email: <a href="mailto:eh@genesee-county-mi.gov">eh@genesee-county-mi.gov</a><br>Ph: 810-257-3603 FAX: 810-257-3125                                                                                                                                                                                                                       | Monroe County Health Department<br>2353 S. Custer Road<br>Monroe, Michigan 48161<br>Email : <a href="mailto:eh_frontdesk@monroemi.org">eh_frontdesk@monroemi.org</a><br>Ph: 734-240-7900 FAX: 734-240-7948                                                                                                                                                                                                                                                                                                            |
| Barry-Eaton District Health Department<br>1033 Health Care Drive Charlotte, Michigan 48813<br>Barry: Ph: 269-945-9516<br>Eaton: Ph: 517-541-2615<br>Fax: 517-543-7737 Email: <a href="mailto:bedhd-eh@bedhd.org">bedhd-eh@bedhd.org</a>                                                                                                                                                          | Grand Traverse County Health Department<br>2650 LaFranier Rd<br>Traverse City, Michigan 49686<br>Email: <a href="mailto:eh@gtcountymi.gov">eh@gtcountymi.gov</a><br>Ph: 231-995-6051 FAX: 231-995-6033                                                                                                                                                                                                                                        | Public Health - Muskegon County<br>1903 Marquette Avenue, Suite S101<br>Muskegon, Michigan 49442<br>Email: <a href="mailto:PublicHealth.FoodService@co.muskegon.mi.us">PublicHealth.FoodService@co.muskegon.mi.us</a><br>Ph: 231-724-4406                                                                                                                                                                                                                                                                             |
| Bay County Health Department<br>1200 Washington Avenue<br>Bay City, Michigan 48708<br>Email: <a href="mailto:environmentalhealth@baycountymi.gov">environmentalhealth@baycountymi.gov</a><br>Ph: 989-895-4006                                                                                                                                                                                    | Huron County Health Department<br>1142 S. Van Dyke<br>Bad Axe, Michigan 48413<br>Email: <a href="mailto:ehfood@hchd.us">ehfood@hchd.us</a><br>Ph: 989-269-9721 FAX: 989-269-4181                                                                                                                                                                                                                                                              | The Health Department of Northwest Michigan<br>220 W. Garfield<br>Charlevoix, Michigan 49720<br>Email: <a href="mailto:ehfood@nwhealth.org">ehfood@nwhealth.org</a><br>Ph: 231-547-6523 FAX: 231-547-6238<br><b>Counties: Antrim, Charlevoix, Emmet, Otsego</b>                                                                                                                                                                                                                                                       |
| Benzie-Leelanau District Health Department<br>6051 Frankfort Highway, Ste. 100<br>Benzonia, MI 49616<br>Email: <a href="mailto:BLDHD@BLDHD.org">BLDHD@BLDHD.org</a><br>Benzie: Ph: 231-882-2103 FAX: 231-882-2204<br>Leelanau: Ph: 231-256-0201 FAX: 231-256-0225                                                                                                                                | Ingham County Health Department<br>5303 S. Cedar, P.O. Box 30161<br>Lansing, Michigan 48909<br>Email: <a href="mailto:epalmer@ingham.org">epalmer@ingham.org</a><br>Ph: 517-887-4312 FAX: 517-887-4560                                                                                                                                                                                                                                        | Oakland County Health Division<br>1200 N. Telegraph Road, Bldg. 34 E<br>Pontiac, Michigan 48341-0432<br>Email: <a href="mailto:EHClerts@oakgov.com">EHClerts@oakgov.com</a><br>Ph: 248-858-1312 FAX: 248-452-9758                                                                                                                                                                                                                                                                                                     |
| Berrien County Health Department<br>2149 E. Napier Ave. Benton Harbor, Michigan 49022<br>Ph: 269-927-5623 FAX: 269-927-2960<br><a href="mailto:environmentalhealth@bchdmi.org">environmentalhealth@bchdmi.org</a>                                                                                                                                                                                | Ionia County Health Department<br>175 East Adams Street<br>Ionia, Michigan 48846<br>Email: <a href="mailto:dgross@ioniacounty.org">dgross@ioniacounty.org</a><br>Ph: 616-527-5341 FAX: 616-527-8202                                                                                                                                                                                                                                           | Ottawa County Department of Public Health<br>12251 James St, Suite 200<br>Holland, Michigan 49424<br>Email: <a href="mailto:environmentalhealth@miottawa.org">environmentalhealth@miottawa.org</a><br>Ph: 616-393-5645 FAX: 616-393-5643                                                                                                                                                                                                                                                                              |
| Branch-Hillsdale-St. Joseph<br>Community Health Agency - Human Services Building<br>570 Marshall Road<br>Coldwater, Michigan 49036<br>Branch: Ph: 517-279-9561 x106 FAX: 517-278-2923<br>Hillsdale: Ph: 517-437-7395 x311 FX: 517-437-0166<br>St. Joseph: Ph: 269-273-2161 x233 FX: 269-273-2452                                                                                                 | Jackson County Health Department<br>1715 Lansing Avenue<br>Jackson, Michigan 49202<br>Email: <a href="mailto:ehhealth@mijackson.org">ehhealth@mijackson.org</a><br>Ph: 517-788-4433 FAX: 517-788-4616                                                                                                                                                                                                                                         | Saginaw County Health Department<br>1600 N. Michigan Avenue<br>Saginaw, Michigan 48602<br>Email: <a href="mailto:eh@saginawcounty.com">eh@saginawcounty.com</a><br>Ph: 989-758-3686 FAX: 989-758-3711                                                                                                                                                                                                                                                                                                                 |
| Calhoun County Health Department<br>190 E. Michigan Avenue<br>Battle Creek, Michigan 49017<br>Email: <a href="mailto:eh@calhouncountymi.gov">eh@calhouncountymi.gov</a><br>Ph: 269-969-6341 FAX: 269-969-6490                                                                                                                                                                                    | Kalamazoo County Health & Community Services Dept.<br>311 East Alcott Street<br>Kalamazoo, Michigan 49001<br>Email: <a href="mailto:ehfood@kalcounty.com">ehfood@kalcounty.com</a><br>Ph: 269-373-5210                                                                                                                                                                                                                                        | St. Clair County Health Department<br>3415 28th Street<br>Port Huron, Michigan 48060<br>Email : <a href="mailto:environmentalhealth@stclaircounty.org">environmentalhealth@stclaircounty.org</a><br>Ph: 810-987-5306 FAX: 810-985-5533                                                                                                                                                                                                                                                                                |
| Central Michigan District Health Department<br>2012 E. Preston Avenue Mt. Pleasant, Michigan 48858<br>Ph: 989-773-5921 FAX: 989-773-4319<br>Email: <a href="mailto:EH-info@cmdhd.org">EH-info@cmdhd.org</a><br><b>Counties: Arenac, Clare, Gladwin, Isabella, Osceola, Roscommon</b>                                                                                                             | Kent County Health Department<br>700 Fuller Avenue<br>Grand Rapids, Michigan 49503<br>Email: <a href="mailto:KCEHmail@kentcountymi.gov">KCEHmail@kentcountymi.gov</a><br>Ph: 616-632-6900 FAX: 616-632-6892                                                                                                                                                                                                                                   | Sanilac County Health Department<br>171 Dawson Street<br>Sandusky, Michigan 48471<br>Email: <a href="mailto:eh@sanilachealth.com">eh@sanilachealth.com</a><br>Ph: 810-648-4098 x124 FAX: 810-648-2646                                                                                                                                                                                                                                                                                                                 |
| Chippewa County Health Department<br>508 Ashmun Street, Suite 120<br>Sault Ste. Marie, Michigan 49783<br>Ph: 906-635-3620 FAX: 906-253-3140                                                                                                                                                                                                                                                      | Lapeer County Health Department<br>1800 Imlay City Road<br>Lapeer, Michigan 48446<br>Ph: 810-667-0392 FAX: 810-667-0283                                                                                                                                                                                                                                                                                                                       | Shiawassee County Health Department<br>201 N. Shiawassee Street<br>Corunna, Michigan 48817<br>Email: <a href="mailto:shiaeh@shiawasseechd.net">shiaeh@shiawasseechd.net</a><br>Ph: 989-743-2390 FAX: 989-743-2413                                                                                                                                                                                                                                                                                                     |
| Detroit Health Department<br>Environmental Health & Food Safety<br>100 Mack Ave – Third Floor<br>Detroit, Michigan 48201<br>Email : <a href="mailto:FoodsafetyDHD@detroitmi.gov">FoodsafetyDHD@detroitmi.gov</a><br>Ph: 313-876-0135 FAX: 313-877-9262                                                                                                                                           | Lenawee County Health Department<br>1040 S. Winter, Suite 2328<br>Adrian, Michigan 49221-3871<br>Email : <a href="mailto:ehdesk@lenawee.mi.us">ehdesk@lenawee.mi.us</a><br>Ph: 517-264-5213 FAX: 517-264-0790                                                                                                                                                                                                                                 | Tuscola County Health Department<br>1309 Cleaver Road<br>Caro, Michigan 48723-8114<br>Ph: 989-673-8119 FAX: 989-673-7490                                                                                                                                                                                                                                                                                                                                                                                              |
| Public Health, Delta & Menominee Counties<br><b>Delta Office:</b> 2920 College Avenue Escanaba, Mi 49829<br>Ph: 906-786-9692 Fax: 906-789-8147<br>Email: <a href="mailto:ehclerk@phdm.org">ehclerk@phdm.org</a><br><b>Menominee Office:</b> 909 Tenth Avenue<br>Menominee, Michigan 49858<br>Ph: 906-863-4451 Fax: 906-863-7142<br>Email: <a href="mailto:ehclerk@phdm.org">ehclerk@phdm.org</a> | Livingston County Health Department<br>2300 East Grand River, Suite #102<br>Howell, Michigan 48843-7578<br>Email: <a href="mailto:Health@livgov.com">Health@livgov.com</a><br>Ph: 517-546-9858 FAX: 517-546-9853                                                                                                                                                                                                                              | Van Buren-Cass District Health Department<br>260 South St. Lawrence, Michigan 49064<br>Ph: 269-621-3143 FAX: 269-621-2725<br>Cass: FAX: 269-782-0121                                                                                                                                                                                                                                                                                                                                                                  |
| Dickinson-Iron District Health Department<br>1374 Commercial Ave.<br>Crystal Falls, Michigan 49920<br>Email: <a href="mailto:rlafave@didhd.org">rlafave@didhd.org</a><br>Ph: 906-265-9913 FAX: 906-874-2950                                                                                                                                                                                      | <b>Luce-Mackinac-Alger-Schoolcraft (LMAS)</b><br>District Health Department<br>14150 Hamilton Lake Road<br>Newberry, Michigan 49868<br>Luce: Ph: 906-293-1303 FAX: 906-293-5453<br>Mackinac: FAX: 906-643-0239<br>Alger: FAX: 906-387-2224<br>Schoolcraft: FAX: 906-341-5230                                                                                                                                                                  | Washtenaw County Public Health Department<br>Environmental Health Division<br>705 N. Zeeb Rd, P.O. Box 8645<br>Ann Arbor, MI 48107-8645<br>Email: <a href="https://bit.ly/washtenawstfu">https://bit.ly/washtenawstfu</a><br>Ph: 734-222-3800                                                                                                                                                                                                                                                                         |
| District Health Department #2<br>630 Progress Street<br>West Branch, Michigan 48661<br>Ph: 989-345-5020 FAX: 989-343-6659<br><b>Counties: Alcona, Iosco, Ogemaw, Oscoda</b>                                                                                                                                                                                                                      | Macomb County Health Department<br>43525 Elizabeth Road<br>Mt. Clemens, Michigan 48043<br>Email: <a href="mailto:environmental.health@macombgov.org">environmental.health@macombgov.org</a><br>Ph: 586-469-5236 FAX: 586-469-6534                                                                                                                                                                                                             | Wayne County Public Health<br>33030 Van Born Road<br>Wayne, Michigan 48184<br>Email: <a href="mailto:foodsafety@waynecounty.com">foodsafety@waynecounty.com</a><br>Ph: 734-727-7400 FAX: 734-727-7165                                                                                                                                                                                                                                                                                                                 |
| District Health Department #4<br>100 Woods Circle<br>Alpena, Michigan 49707<br>Email: <a href="mailto:envhealth@dhd4.org">envhealth@dhd4.org</a><br>Ph: 989-356-4507 FAX: 989-354-0855<br><b>Counties: Alpena, Cheboygan, Montmorency, Presque Isle</b>                                                                                                                                          | Marquette County Health Department<br>184 U.S. 41 East<br>Negaunee, Michigan 49866<br>Email: <a href="mailto:EHAdmin@mqtc.org">EHAdmin@mqtc.org</a><br>Ph: 906-475-4195 FAX: 906-475-6500<br>Mid-Michigan District Health Department<br>615 N. State Road, Suite 2 Stanton, Michigan 48888<br>Ph: 989-831-3607 FAX: 989-831-9227<br>Email : <a href="mailto:ehgm@mmdhd.org">ehgm@mmdhd.org</a><br><b>Counties: Clinton, Gratiot, Montcalm</b> | Western Upper Peninsula Health Department<br>540 Depot<br>Hancock, Michigan 49930<br>Email: <a href="mailto:requests@wuphd.org">requests@wuphd.org</a><br>Ph: 906-482-7382 FAX: 906-482-9410<br><b>Counties: Baraga, Gogebic, Houghton, Keweenaw, Ontonagon</b><br><b>MDARD Office:</b><br>MDARD Bureau of Food Safety and Animal Health<br>Human Food Division<br>P.O. Box 30017, Lansing, MI 48909<br>Email: <a href="mailto:MDA-FoodDairyInfo@Michigan.gov">MDA-FoodDairyInfo@Michigan.gov</a><br>Ph: 800-292-3939 |