KENT COUNTY Health Department

**Environmental Health**
(616) 632-6890
*700 Fuller Ave NE,*
*Grand Rapids, MI 49503*
KCEHmail@kentcountymi.gov

# Notification of Intent to Operate a Transitory Food Unit

**Must be received 4 days prior to event date. Separate forms shall be submitted for each unique operation location.**

## UNIT INFORMATION

Name of TFU: _____ Email Address: _____

Name of Operator: _____ Phone Number: _____

License Number: _____ OK to text? ☐Yes ☐No

## EVENT INFORMATION (must be in Kent County)

Site Name & Address (be specific): _____

City: _____ Zip Code: _____

Is this operation part of a larger event? If YES, name of event: _____

Is this a recurring event? ☐Yes ☐No

Recurring every:

☐Mon ☐Tue ☐Wed ☐Thur ☐Fri ☐Sat ☐Sun

Start Date: _____ End Date: _____

Hours of Operation (include AM/PM): _____

Additional Comments: _____

KCHD publishes TFU locations to the public on Food Truck Finder when NOIs are submitted on time. The map is set to automatically update. Therefore, this form and applicable payments must be processed by Wednesday at noon to be published to the website. Do you give permission to publish this operation on the map? ☐Yes ☐No

KCHD will not be responsible for notifying the public of any changes in operations after this form has been submitted.

## INSPECTION INFORMATION

Are you requesting an operational inspection? ☐Yes ☐No

If yes, a $90 fee will be issued. A check made out to the *Kent County Health Department* may be submitted with this form. If payment is not received with this form, you will be emailed an invoice to be paid at least 4 days ahead of the scheduled event.

**PLEASE NOTE:**

- Operational inspections are to be completed **while the unit is serving to the public.**
- KCHD will not conduct more than one operational inspection per unit in the month of **April**.
- KCHD will not conduct operational inspections back-to-back at the same location or at a licensed establishment under the same ownership as the food unit.
- A copy of all out-of-county evaluation reports shall be sent to the unit's licensing jurisdiction within **30 days** after receipt. A contact list has been provided on the back of this form.

| Michigan Local Health Departments & MDARD Office |
|---|
| Allegan County Health Department<br>3255 122nd Ave<br>Suite 200<br>Allegan, Michigan 49010<br>Ph: (269) 673-5411 FAX: (269) 673-4172 |
| Barry-Eaton District Health Department<br>1033 Health Care Drive<br>Charlotte, Michigan 48813<br>Barry: Ph: (269) 945-9516 FAX: (269) 818-0237<br>Eaton: Ph: (517) 543-2430 FAX: (517) 541-2686 |
| Bay County Health Department<br>1200 Washington Avenue<br>Bay City, Michigan 48708<br>Ph: (989) 895-4006 FAX: (989) 895-4014 |
| Benzie-Leelanau District Health Department<br>6051 Frankfort Highway, Ste. 100<br>Benzonia, MI 49616<br>Benzie: Ph: (231) 882-2103 FAX: (231) 882-2204<br>Leelanau: (231) 256-0201 FAX: (231) 256-0225 |
| Berrien County Health Department<br>2106 South M-139<br>Benton Harbor, Michigan 49022<br>Ph: (269) 927-5623 FAX: (269) 927-2960 |
| Branch-Hillsdale-St. Joseph<br>Community Health Agency<br>Human Services Building<br>570 Marshall Road<br>Coldwater, Michigan 49036<br>Ph: (517) 279-9561 X106# FAX: (517) 278-2923<br>Hillsdale: FAX: (517) 437-0166<br>St. Joseph: FAX: (269) 273-2452 |
| Calhoun County Health Department<br>190 E. Michigan Avenue<br>Battle Creek, Michigan 49017<br>Ph: (269) 969-6341 FAX: (269) 969-6490 |
| Central Michigan District Health Department<br>2012 E. Preston Avenue<br>Mt. Pleasant, Michigan 48858<br>Ph: (989) 772-8147 FAX: (989) 773-4319<br>**Counties: Arenac, Clare, Gladwin, Isabella, Osceola, Roscommon** |
| 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 |
| Detroit Health Department<br>3245 E. Jefferson Ave. Ste. 100<br>Detroit, Michigan 48207-4222<br>Ph: (313) 876-0135 |
| Public Health, Delta & Menominee Counties<br>2920 College Avenue<br>Escanaba, Michigan 49829-9597<br>Delta: Ph: (906) 786-9692 Fax: (906) 789-8147<br>Menominee: (906) 863-4451 Fax: (906) 863-7142 |
| Dickinson-Iron District Health Department<br>601 Washington Avenue<br>Iron River, Michigan 49935<br>Ph: (906) 265-9913 FAX: (906) 265-2950 |
| District Health Department #2<br>630 Progress Street<br>West Branch, Michigan 48661<br>Ph: (989) 345-5020 FAX: (989) 343-1899<br>**Counties: Alcona, Iosco, Ogemaw, Oscoda** |
| District Health Department #4<br>100 Woods Circle<br>Alpena, Michigan 49707<br>Ph: (989) 356-4507 FAX: (989) 354-0855<br>**Counties: Alpena, Cheboygan, Montmorency, Presque Isle** |
| District Health Department #10<br>521 Cobbs Street<br>Cadillac, Michigan 49601<br>Ph: (231) 775-9942 FAX: (231) 775-5372<br>**Counties: Crawford, Kalkaska, Lake, Manistee, Mason, Mecosta, Missaukee, Newaygo, Oceana, Wexford** |
| Genesee County Health Department<br>630 S. Saginaw Street<br>Flint, Michigan 48502-1540<br>Ph: (810) 257-3603 FAX: (810) 257-3125 |
| Grand Traverse County Health Department<br>2650 LaFranier Rd<br>Traverse City, Michigan 49686<br>Ph: (231) 995-6051 FAX: (231) 995-6033 |
| Huron County Health Department<br>1142 S. Van Dyke<br>Bad Axe, Michigan 48413<br>Ph: (989) 269-9721 FAX: (989) 269-4181 |
| Ingham County Health Department<br>5303 S. Cedar, P.O. Box 30161<br>Lansing, Michigan 48909<br>Ph: (517) 887-4312 FAX: (517) 887-4560 |
| Ionia County Health Department<br>175 East Adams Street<br>Ionia, Michigan 48846<br>Ph: (616) 527-5341 FAX: (616) 527-8202 |
| Jackson County Health Department<br>1715 Lansing Avenue<br>Jackson, Michigan 49202<br>Ph: (517) 788-4433 FAX: (517) 788-4616 |
| Kalamazoo County Health<br>& Community Services Department<br>3299 Gull Road, P.O. Box 42<br>Nazareth, Michigan 49074-0042<br>Ph: (269) 373-5210 FAX: (269) 373-5333 |
| Kent County Health Department<br>700 Fuller Avenue<br>Grand Rapids, Michigan 49503<br>Ph: (616) 632-6900 FAX: (616) 632-6892 |
| Lapeer County Health Department<br>1800 Imlay City Road<br>Lapeer, Michigan 48446<br>Ph: (810) 667-0392 FAX: (810) 667-0283 |
| Lenawee County Health Department<br>1040 S. Winter, Suite 2328<br>Adrian, Michigan 49221-3871<br>Email : ehlenawee@hline.org<br>Ph: (517) 264-5213 FAX: (517) 264-0790 |
| Livingston County Department of Public Health<br>2300 East Grand River, Suite #102<br>Howell, Michigan 48843-7578<br>Email: Health@livgov.com<br>Ph: (517) 546-9858 FAX: (517) 546-9853 |
| Luce-Mackinac-Alger-Schoolcraft (LMAS)<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 |
| Macomb County Health Department<br>43525 Elizabeth Road<br>Mt. Clemens, Michigan 48043<br>Ph: (586) 469-5236 FAX: (586) 469-6534 |
| Marquette County Health Department<br>184 U.S. 41 East<br>Negaunee, Michigan 49866<br>Ph: (906) 475-4195 FAX: (906) 475-6500 |
| Mid-Michigan District Health Department<br>615 N. State Road, Suite 2<br>Stanton, Michigan 48888<br>Ph: (989) 831-3607 FAX: (989) 831-9227<br>**Counties: Clinton, Gratiot, Montcalm** |
| Midland County Department of Public Health<br>220 W. Ellsworth Street<br>Midland, Michigan 48640-5194<br>Ph: (989) 832-6679 FAX: (989) 832-6628 |
| Monroe County Health Department<br>2353 S. Custer Road<br>Monroe, Michigan 48161<br>Ph: (734) 240-7900 FAX: (734) 240-7948 |
| Public Health- Muskegon County<br>209 East Apple Ave.<br>Muskegon, Michigan 49442<br>Ph: (231) 724-4406 FAX: (231) 724-3596 |
| The Health Department of Northwest Michigan<br>220 W. Garfield<br>Charlevoix, Michigan 49720<br>food@nwhealth.org<br>Ph: (231) 547-6523 FAX: (231) 547-6238<br>**Counties: Antrim, Charlevoix, Emmet, Otsego** |
| Oakland County Health Division<br>1200 N. Telegraph Road, Dept.432<br>Pontiac, Michigan 48341-0432<br>Ph: (248) 858-1312 FAX: (248) 452-9758 |
| Ottawa County Department of Public Health<br>12251 James St. Suite 200<br>Holland, Michigan 49424<br>Ph: (616) 393-5645 FAX: (616) 393-5643 |
| Saginaw County Department of Public Health<br>1600 N. Michigan Avenue<br>Saginaw, Michigan 48602<br>Ph: (989) 758-3686 FAX: (989) 758-3711 |
| St. Clair County Health Department<br>3415 28th Street<br>Port Huron, Michigan 48060<br>Ph: (810) 987-5306 FAX: (810) 985-5533 |
| Sanilac County Health Department<br>171 Dawson Street<br>Sandusky, Michigan 48471<br>Ph: (810) 648-2150 X124 FAX: (810) 648-2646 |
| Shiawassee County Health Department<br>201 N. Shiawassee Street<br>Corunna, Michigan 48817<br>Ph: (989) 743-2250 FAX: (989) 743-2413 |
| Tuscola County Health Department<br>1309 Cleaver Road<br>Caro, Michigan 48723-8114<br>Ph: (989) 673-8114 FAX: (989) 673-7490 |
| Van Buren-Cass District Health Department<br>57418 County Road 681<br>Hartford, Michigan 49057<br>Ph: (269) 621-3143 FAX: (269) 621-2725<br>Cass: FAX: (269) 782-0121 |
| 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>Ph:(734) 222-3800 FAX: (734) 222-3930 |
| Wayne County Department of Health, Veterans, and Community Wellness<br>33030 Van Born Road<br>Wayne, Michigan 48184<br>Email: foodsafety@waynecounty.com<br>Ph: (734) 727-7400 FAX: (734) 727-7165 |
| Western Upper Peninsula<br>Health Department<br>540 Depot<br>Hancock, Michigan 49930<br>Ph: (906) 482-7382 FAX: (906) 482-9410<br>**Counties: Baraga, Gogebic, Houghton, Keweenaw, Ontonagon** |
| **MDARD Office:**<br>MDA, Food and Dairy Division<br>P.O. Box 30017<br>Lansing, MI 48909<br>Ph: (800) 292-3939 FAX: (517) 373-3333 |