



Application Prep Checklist

1. **Fill Out our [Contact](#) Form:**

This gets the ball going for you to become a maker in our space!

2. **Take a Tour:**

Our Kitchen Manager will reach out to schedule a tour, which can be held virtually or in person, though in person is recommended

3. **Review Our Contract Terms and Requirements:**

Our Kitchen Manager will send you a draft of the contract after your tour if you are interested in getting licensed.

Key highlights:

- *Must register as a business in the state of Michigan - <https://www.michigan.gov/lara/> This process will provide you with the necessary EIN/Tax ID Number you will need for your business.*
- *Must have Insurance minimum of \$1,000,000 of both product named insurance and general liability insurance – with TFL listed as an additional named insured*
- *No longer eligible to produce food product under Cottage Law after being licensed in our space.*
- *Must store equipment and food products at The Flavor Lab from purchase to sale.*

4. **Review Requirements for Licensing:**

- *Sample [SOPs](#)* - please feel free to download these and make them your own.
- *Create your [Product Label](#)*
- *Get your [ServSafe](#) Certificate* - confirm with the licensing agency which you need based on your food product.
- *Product Testing* - may be required to determine your shelf life (MDARD requirement).
- *Variance* - may be required depending on your product, your licensing agency will let you know if it's needed.

5. **Apply for Your License:**

Please contact us prior to contacting either licensing agency.

Before applying for your license, we encourage you to reach out to us first. Our team is ready to guide you through the process, helping you identify the correct licensing agency and providing pre-filled forms with necessary information from our establishment. While you can visit the agency websites below for an overview of form requirements, contacting us first ensures accuracy and avoids potential rejections due to incorrect submissions. Let us help you streamline your application process.

- [MDARD \(Michigan Department of Agriculture & Rural Development\)](#)
Contact us prior to filling out anything for MDARD, there are several forms to choose from and we will guide you to the correct one.
- [Oakland County Health Department](#)
Contact us prior filling out any Health Department form, we will provide you with the necessary forms populated with the information for our establishment, and guide you in filling out the form correctly.
- [Food Trucks/Trailers: Mobile Food Establishment Commissary Verification Form](#)
Our Kitchen Manager will need to sign off on this form. Contact us before submitting any forms to the Health Department.

6. **Schedule Inspection**

Please confirm any inspection dates/times with our Kitchen Manager before booking with the licensing agency.

Contract signing and Security deposit are due on the day of your inspection.