Maricopa County Environmental Services Department
Environmental Health Permitting Services Program
Food Establishment Application
1001 N. Central Ave. #100 Phoenix, AZ 85004 Phone: (602)506-6980
Esplanreview@mail.maricopa.gov

FOOD ESTABLISHMENT PERMIT APPLICATION

Follow all instructions below to avoid delays in the application review process.

Checklist for no new construction (new owner of permitted establishment)

- ☐ Complete Application (please indicate n/a, if not applicable rather than leaving empty boxes on the application)
- ☐ Application fees (see table below)
- ☐ Proposed Menu(s) with consumer advisory (if applicable)
- ☐ Shared Restroom/Mop sink agreement (if applicable)

Checklist for construction/review

- ☐ Complete Application (please indicate n/a, if not applicable rather than leaving empty boxes on the application)
- ☐ Plan Review fees (see table on page 6)
- ☐ Proposed menu(s) with consumer advisory (if applicable)
- ☐ Complete set of plans (refer to Construction Guide for guidance)
  - ☐ Plans are to be full size, printed to scale as indicated on plan/drawing, and legible. Plans shall be a minimum of 8.5"x11".
  - ☐ All equipment is clearly labeled
  - ☐ Plans contain all lighting, ventilation, plumbing layout, and locations of sinks and equipment.
  - ☐ Site plan showing restrooms, mop basin, alleys, streets, vacant lots, adjacent buildings, and outside equipment (dumpsters, well, septic, etc.)
- ☐ Plumbing and Finish schedule (if not already indicated in the plan otherwise, see plumbing schedule on page 4)
- ☐ Cut sheets/schematics of all equipment to be installed. This includes any custom built equipment.
- ☐ Shared Restroom/Mop sink agreement (if applicable)

Application Steps

1. Fill out and submit your application
2. Our office will review, assess the required fees, and send you your confirmation
3. Pay fees (via online, in person, over the phone, fax, or by mail)

Make checks payable to MCESD. We also accept Visa, Mastercard, American Express and Discover.

If submitting application electronically, payment can be made via online service **once the application is accepted and reviewed**

Fees are non-refundable.

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BUSINESS INFORMATION (Name on Establishment)

Business Name:

Business Address:

City: State: Zip:

Business Phone: Business Fax:

BUSINESS OWNERSHIP INFORMATION (Responsible Party)

Entity Type: ☐ Sole proprietor (Must Show Lawful Presence) ☐ Corporation ☐ Association ☐ Other

Owner/Corporation:

Owner Address:

City: State: Zip:

Owner Phone: Owner Fax: Email:

MAILING/BILLING INFORMATION

Owner/Corporation:

Owner Address:

City: State: Zip:

Owner Phone: Owner Fax: Email:

INSPECTION or PLAN REVIEW RESPONSE CONTACT

Name:

Address:

City: State: Zip:

Phone: Fax: Email:

Best Method of Contact: ☐ Email ☐ U.S Mail ☐ Fax

General Information

Hours of Operation:

Type of Water Service: Name of Water Provider:

Type of Sewer Provider: Name of Sewer Provider:

Water Heater Capacity (ga.): Recovery Rate (ga./hr):

Menu/Operation information

Menu/Cuisine Type

Type of Service

Seating Capacity

Operation Categories (please check all that apply)

Restaurant Full Service	Restaurant Quick Service	Convenience Store	Hotel/Resort Food Serivce	Retail - Grocery Store/Market	School Food Service	Institutional Food Service	other
☐	☐	☐	☐	☐	☐	☐	☐

Permit Questionnaire (Check all that apply)

☐ Taking ownership of an existing/previously permitted establishment. Ownership change date:

☐ Construction/review of an existing/previously permitted establishment. Start Date: End Date:

☐ Construction/review of a new/never permitted establishment Start Date: End Date:

CONTRACTOR CONTACT INFORMATION (IF APPLICABLE)

Name:

Address:

City: State: Zip:

Phone: Fax:

Email:

ARCHITECT CONTACT INFORMATION (IF APPLICABLE)

Name:

Address:

City: State: Zip:

Phone: Fax:

Email:

Permit Questionnaire (continued)

Brief Description of Project (please be as detailed as possible to convey to the reviewer what will be taking place at the establishment)

Number of floors on which operations are conducted?

Drive thru window? ☐ Yes ☐ No

Are you planning on having continuous openings/garage/roller doors off the dining room or bar area to the exterior? ☐ Yes ☐ No

Are you also applying for a Dog Friendly Patio? ☐ Yes ☐ No If yes, please submit a dog friendly patio application.

Are you also applying for variance/HACCP review? ☐ Yes ☐ No If yes, please submit a Variance/HACCP application.

Are you planning on conducting Outdoor Food Operations? ☐ Yes ☐ No An additional review/remodel charge may also apply.

Any construction or minor review will require a set of plans to be submitted with this application (See checklist for details).

Finish/ Plumbing Schedule

Check where appropriate	Indirect Drain	Direct Drain
Hand Wash Sink	☐	☐
3-Compartment Sink	☐	☐
Food Prep Sink	☐	☐
Automatic Dishwasher	☐	☐
Ice Machine(s)	☐	☐
Condensation Line(s)	☐	☐
Steam Table(s)	☐	☐
Dipper Well(s)	☐	☐
Beverage Station(s)	☐	☐
Garbage Disposal(s)	☐	☐

Write "n/a" if not applicable.

Indicate type of finish (e.g tile, drywall etc...)	Floors	Walls	Ceiling	Cove Base
Kitchen/Bar/Food Storage				
Restrooms				
Mop Sink/Can Wash Area				
Walk-in Freezer/ Refrigerator				
Area Under Vent Hood(s)				
Outdoor Dumpster/ Grease				
Ware Washing				
Other:				

Disclosures

No persons shall commence construction unless the required plans have been approved. It shall be the full responsibility of said person that construction is done in conformance with the approved plans and specifications.

The approval of plans and specifications shall lapse and become invalid one year from the date of approval unless a substantial portion of the work described in the plans and specifications has commenced by such anniversary date. An approval of plans and specifications can be renewed for one year if an application for renewal is submitted within 180 days prior to expiration and a fee equal to one-half (1/2) of the flat fee or initial plan review fee is paid. The approval will be effective for one year from the date of expiration.

Should it be necessary or desirable to make any material change in the approved plans and specifications, revised plans and specifications shall be submitted to the department for review, and approval shall be obtained before the work affected by the change is undertaken. Once submitted, the plans will be review for compliance with the Maricopa County Environmental Health code (MCEHC). A response letter will be drafted and delivered to the applicant using the method indicated on the application. The letter will indicate items of noncompliance that need to be addressed during the construction of the establishment

Approval of these plans and specifications by this Regulatory Authority does not indicate compliance with any other code, law or regulation that may be required--federal, state, or local. It further does not constitute endorsement or acceptance of the completed establishment (structure or equipment). A pre-opening inspection and final inspection of the establishment with equipment in place and operating will be necessary to determine if it complies with the Maricopa County Environmental Health Code governing establishments.

Approval of a permit by this Department does not indicate compliance with any other code, law, or regulation that may be required - federal, state, or local. In order to ensure compliance with local mechanical and building codes, obtain a Certificate-of- Occupancy "C-of-O" from the local municipality or "Green Tag" from the local fire department, if required.

A "grandfather" clause or provision is not provided for in Maricopa County Environmental Health Code. All establishments under new ownership, newly built, or remodeled shall meet current construction, equipment, facility, and operational regulations as adopted and provided for in the Maricopa County Environmental Health Code, guidelines, and procedures, and policy statements. A permit shall not be issued to a facility for which a permit is required, and shall not be allowed to operate until the applicant demonstrates to the Department full compliance with applicable provisions of the Maricopa County Environmental Health Code. Any construction, alteration, or addition shall be made in accordance with specifications approved by the Department. The owner, operator, or authorized agent shall certify in writing that the establishment will comply with these regulations. On-site inspections of the facilities and premises with equipment in place and operating will be necessary to determine compliance with the Maricopa County Environmental Health Code.

Delivery of Inspection Reports

Pursuant to A.R.S. § 41-1009, the Department may enter your establishment to conduct inspections. You have the right to receive a copy of the Department's inspection report at the time of the inspection, within thirty (30) days after the inspection, or as otherwise provided by federal law. I agree that the Department may send me a copy of its inspection report by e-mail or by facsimile transmission to the e-mail or fax number provided under the Business Ownership Information provided above. It is the responsibility of the permit holder to update the Department if there is a change in contact information.

I hereby certify that the above information is correct, agree to comply with the Maricopa County Environmental Health Code, agree to allow the regulatory authority access to the establishment as specified under § 8-402.11 and to the records specified under §§ 3-203.12 and 5-205.13 and Subparagraph 8-201.14(D)(6), and I fully understand that any deviation from the above without prior permission from the Maricopa County Environmental Services Department may nullify final approval. By checking the check box and typing your name you have digitally signed this application.

☐ I agree the application is true and correct. Signature: _____ Date: _____

Arizona law, A.R.S. § 11-1605(I), allows Maricopa County Environmental Services Department (MCESD) and the applicant for a license to mutually agree to extend the plan review time frame by 50 percent of the substantive time frame and overall time frame. MCESD will agree to any applicant's request for an 50 percent extension of the substantive review time frame and overall time frame when box is checked and signed below.

☐ I agree to the 50 percent extension. Signature: _____ Date: _____

Submit by E-mail

For Office Use Only

Business Name

Business Address:

Submittal Date: Site Location:

District: Expedite (Yes/No):

Permit #	Permit Type	Classification

Fees

Application Type	Fee	Expedite?	Quantity	Total
New Business (taking ownership with no new construction)	$315.00 per permit			
New Business + Minor Review (taking ownership with minor review/modification/addition/construction)	$315.00 + $245.00 per permit			
Plan Review 0-9 Seating (New Construction or Major Remodel)	$545.00 per permit	2x the fees		
Plan Review All Other (New Construction or Major Remodel)	$615.00 per permit	2x the fees		
Minor Review (to an existing permit)	$245.00 per permit involved	2x the fees		
School Facilities (New Construction or Major Remodel)	$480.00 per permit involved	2x the fees		

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Notice

ARS § 11-1604. Prohibited acts by county and employees; enforcement; notice

A county shall not base a licensing decision on whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule, ordinance or delegation agreement. A general grant of authority does not constitute a basis for imposing a licensing requirement or condition unless the authority specifically authorizes the requirement or condition.

Unless specifically authorized, a county shall avoid duplication of other laws that do not enhance regulatory clarity and shall avoid dual permitting to the maximum extent practicable.

This section does not prohibit county flexibility to issue licenses or adopt ordinances or codes.

A county shall not request or initiate discussions with a person about waiving that person's rights.

THIS SECTION MAY BE ENFORCED IN A PRIVATE CIVIL ACTION AND RELIEF MAY BE AWARDED AGAINST A COUNTY. THE COURT MAY AWARD REASONABLE ATTORNEY FEES, DAMAGES AND ALL FEES ASSOCIATED WITH THE LICENSE APPLICATION TO A PARTY THAT PREVAILS IN AN ACTION AGAINST A COUNTY FOR A VIOLATION OF THIS SECTION.

A COUNTY EMPLOYEE MAY NOT INTENTIONALLY OR KNOWINGLY VIOLATE THIS SECTION. A VIOLATION OF THIS SECTION IS CAUSE FOR DISCIPINARY ACTION OR DISMISSAL PURSUANT TO THE COUNTY'S ADOPTED PERSONNEL POLICY.

THIS SECTION DOES NOT ABROGATE THE IMMUNITY PROVIDED BY SECTION 12-820.1 OR 12-820.02