



Maricopa County

Environmental Services Department



Micro Market Guidance Document

This guide is to assist with permitting a Micro Market and provides details on the permitting and inspection process.

Application Requirements:

1. For the Micro Market Reference Plan, a [Plan Review Application](#) shall be submitted along with the following:
 - a. Menu
 - b. Finish Schedule (walls, floor, ceiling) in area where food is stored
 - c. Location of mop/service sink on premises
 - d. Set of plans (8 1/2 X 11 paper) with NAMA certification letter
 - e. Commercial Equipment Specification sheets
 - i. Ensure specification sheets provide details on automatic shutoff for time/temperature controlled for safety equipment.
 - ii. Equipment shall be certified/classified for sanitation by an American National Standards Institute (ANSI)-accredited certification program

Note: Once the Reference Plan is approved, it will be stamped by Department staff indicating the Reference Plan #

2. When submitting for additional locations, under the same ownership, with a similar layout and equipment as the Reference Plan, a [New Business Permit Application](#) shall be submitted along with the following:
 - a. Copy of Stamped Reference Plan
 - b. Provide any information on any changes to plan/equipment (i.e. location of mop sink, additional equipment)

Minimum Construction Requirements:

1. Mop/Service sink shall be provided on the premises. The sink shall be equipped with hot/tempered (100°F to 110°F) water and a mixing faucet/valve (*5-203.13)
2. Approved backflow device shall be installed on the plumbing system, when required (*5-203.14)
3. Floor, wall, ceiling surfaces shall be smooth, durable, and easily cleanable for normal use conditions in areas where food is being stored (*6-101.11)
4. Equipment shall be certified/classified for sanitation by an ANSI accredited certification program, such as NSF and NAMA (*4-205.10)

General Code Items Evaluated During Routine Inspections:

1. Equipment/model numbers are consistent with documentation submitted on application.
2. Food shall be from an approved source (* 3-201.11)
3. Food shall be stored properly to prevent contamination (*3-302.11)
4. Food shall be in good condition (*3-101.11)
5. Food shall be labeled properly (* 3-602.11)
6. Cold Food shall be stored at 41°F or less (*3-501.16)
7. Automatic shutoff (public health control) shall be functioning properly (**MCEHC Chapter.8, Section 2, Regulation 6c)

8. Physical facilities shall be maintained in good repair (*6-201.11)
9. Permit posted in a conspicuous place (**MCEHC Chapter VIII, Section 2, Regulation 3)

Things to Know:

1. Each Micro Market location is required to have its own permit to operate. A Vending Machine permit does not cover Micro Market operations.
2. Permits for Micro Markets are not transferable between locations or owners.
3. All new Micro Market owners are required to submit a Reference Plan. This Reference Plan, once approved, can be used to permit additional locations assuming that additional locations are similar in general design.
4. The **Current** fees are as follows:
 - a. Plan Review for a Reference Plan: \$615(One-time fee assuming all additional locations are similar in general layout (i.e. equipment, size, and menu)
 - b. Retail Food Establishment Permit \$235/location/year
5. The **Proposed** fees are as follows:
 - a. Micro Market Reference Plan \$270 (One-time fee assuming all additional locations are similar in general layout (i.e. equipment, size, and menu)
 - b. Micro Market Operating Permit \$155/location/year
 - c. Micro Market Permit Processing Fee \$20/location

For information on the proposed fees, please visit: <http://www.maricopa.gov/regulations/es/process.aspx#>

6. If food items are being stored away from the permitted Micro Market location, the items must be stored in a Department approved and permitted facility. Food items shall not be stored at a private residence.
7. If food items are being stored onsite in areas not a part of the reference plan additional permitting may be required.
8. It is recommended that the owner/operator be present for the inspection to address any concerns observed during inspections.

*U.S. Food & Drug Administration 2013 Food Code Section

**Maricopa County Environmental Health Code

Please contact the Plan Review Program with questions at 602.506.6980.



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