Plan Review Minimum Requirements Guide for Establishments

For a more comprehensive construction guideline please refer to the Plan Review Construction Guideline available on-line or contact the Plan Review & Construction Program for current requirements. This guide is made available as a reference for the requirements and limitations to conduct operations and to assist in the permitting and regulation of permitted establishments. The document is not all inclusive. All facilities, systems, processes, and menus will be evaluated on an individual basis to determine minimum operational requirements. Additional requirements may be required by the Department. The regulations and requirements adopted and contained in the guideline indicate the minimum standards for the protection of the health of the people of Maricopa County and to prevent the creation, or maintenance of unhealthy, or unsanitary conditions.

Packaged Food Only (Retail or Wholesale) i.e. Food Jobber, Retail Food.

- Pre-packaged time/temperature control for safety (TCS) foods only, no open TCS food items.
- Hand sink with splashguards is required if selling cut produce, etc. Hand sinks shall be centrally located, visible, and directly accessible within 25-feet of all food and beverage work stations/areas. Waterproof metal splash guards, at least as high and as wide as the hand sink, shall be installed between the hand sink and food/beverage/utensil related areas within 24-inches of the hand sink.
- A National Sanitation Foundation (NSF) approved 3-compartment sink with air gaps off the drain lines is required if selling cut produce, etc.
- An NSF approved 1-compartment rinse sink with approved air gaps off the drain lines may be required. Recommend an approved 3-compartment sink. Utensils are limited to tongs, scoops, coffee pots, or similar articles.
- A separate produce prep/ rinse sink with an air gap off the drain line is required if selling cut produce.
- Mop sink/service sink within 300-feet.
- Employees shall be provided with toilet facilities in all occupancies. Employee facilities shall be either separate or combined employee or public toilet facilities.
- The Department defers customer restroom facility fixture requirements to local jurisdictions. Fixture counts are usually based on the 2009 IPC Chapter 4, Table 403.1 requirements.
- Restroom within 300-feet in covered malls, 500-feet in occupancies other than covered malls.
- Minimum 30-gallon water heater with a 100% recovery rate. Water heater sizes may be adjusted based on the number of sinks and the type of facility.
- For facilities that only sell prepackaged food and the fixture demand is limited to no more than (1) mop/service sink and two lavatories, a minimum 10-gallon water heater is required.
- Hot water or tempered water (100°F to 110°F) is required at all sinks.
- All sinks including mop/service sinks shall have mixing faucets or valves.
- NSF or commercial equivalent equipment only.
- All finishes, lighting, plumbing, and ventilation must meet current requirements.
- Bagging ice is permissible if a separate hand sink and at least a NSF 1-compartment rinse sink is provided. Ice bags shall be of approved materials, design and meet labeling requirements.

Open Food and Drink Service Establishments “Eating & Drinking Establishments” (e.g. Restaurants, Bars, Bakeries, Food Production, Caterers, Adult/Child Care Kitchens, Jail Kitchens, School Kitchens, Hospitals and Other Similar Food Service.)

- Provide an intended menu for plan review. A finalized menu is required for the regional office file.
- Properly protected open foods.
- Mop sink/service sink within 300-feet.
- Hand sinks shall be centrally located, visible, and directly accessible within 25-feet of all food and beverage work stations/areas including all bars. Waterproof metal splash guards, at least as high and as wide as the hand sink, shall be installed between the hand sink and food/beverage/utensil related areas within 24-inches of the hand sink.
A National Sanitation Foundation (NSF) approved 3-compartment sink. The 3-compartment sink drain line shall be indirectly plumbed with a minimum 1-inch air gap where permissible. A 1-compartment rinse sink may be approved based upon inspector discretion if the menu is limited to time/temperature control for safety (TCS) foods requiring only tongs, scoops, coffeepots, etc.

- All sinks including mop/ service sinks shall have mixing faucets or valves.
- If an NSF approved commercial dishwasher is installed an approved 3-compartment sink is also required.
- A separate food prep/ rinse sink indirectly plumbed with an approved minimum 1-inch air gap off the drain line for defrosting food or rinsing food products.
- Minimum 50-gallon water heater with a 100% recovery rate.
- Minimum 75-gallon water heater required with a 100% recovery rate is required for an establishment with a mechanical dishwasher.
- “Tank-less” water heaters may be approved, but require prior review and approval.
- Hot water or tempered water (100°F to 110°F) is required at all sinks.
- An audible or visual alarm is required for mechanical sanitizer dishwasher.

- Employees shall be provided with toilet facilities in all occupancies. Employee toilet facilities shall be either separate or combined employee or public toilet facilities.
- Restroom within 300-feet in covered malls, 500 feet in occupancies other than covered malls.
- The Department defers customer restroom facility fixture requirements to local jurisdictions. Fixture counts are usually based on the 2009 IPC Chapter 4, Table 403.1 requirements.
- If the establishment serves carbonated beverages an approved testable reduced pressure backflow preventer shall be properly installed between the water supply line and the carbonator. At this time we allow ASSE 1022 backflow preventers. ASSE 1032 backflow preventers are not approved.
- All equipment and fixtures connected to a water supply shall be equipped with an approved backflow prevention device or air gap to prevent backflow. Ice machines are typically exempt.
- Garbage disposals are not permitted on food preparation sinks, 1-compartment, 2-compartment or 3-compartment sinks. Garbage disposals may be allowed on separately plumbed pre-rinse/scrapping sinks or dedicated vegetable waste grinders.
- NSF or commercial equivalent equipment as approved by this Department only.
- Additional equipment requirements will be determined by proposed menu type.
- All finishes, lighting, plumbing, and ventilation must meet current requirements.
- Laminate countertop surfaces and shelving are considered non-durable for kitchen, food preparation, food-service, wait station, beverage station, and food storage areas are not approved by the Department in most areas of permitted establishments. Laminate countertops shall not be installed in restrooms. Provide approved solid surface type materials for the countertops. Also, approved millwork shall be smooth and sealed. Exterior and toilet room doors shall be installed & self-closing. Door sweeps, thresholds and weather stripping are required at all exterior doors.
- All continuous openings /doors to the exterior shall be properly protected with approved air curtains or screens.

Refer to the guideline, **Outdoor Food Operations, a Plan Review Guideline** for outdoor food operations.

Food Service Worker Cards are required for any person who handles, prepares, serves, sells or gives away food for human consumption, including those whose duties are restricted to busing or washing dishes. The rule does not apply to workers in facilities that handle food or beverages exclusively in a closed package or container. New workers must obtain their licenses within 30 days of hire.

**Outdoor Bars, Beverage/ Service Stations**

- Hand sinks shall be installed in all bars and be centrally located, visible, and directly accessible within 25-feet of all food and beverage work stations/areas. Waterproof metal splash guards, at least as high and as wide as the hand sink, shall be installed between the hand sink and food/ beverage/ utensil related areas within 24-inches of the hand sink.
- Approved waterproof overhead protection is required above bars, beverage and service station areas.
Food preparation is not permitted at outdoor bars or work stations. Beverage service only. Garnish preparation (e.g., limes) shall be done in an approved enclosed food preparation area. Garnish containers shall have hinged lids.

Warewashing sinks are not to be installed in outdoor bars. Warewashing is limited to approved enclosed commercial glass wash machines.

All ice bins must be provided with tight fitting, sliding covers.

Ice machines are prohibited outside unless they are National Automatic Merchandising Association (NAMA) certified for outdoor operation.

Blended, mixed, and frozen drinks are only allowed if an approved warewashing machine is installed in the outdoor bar, and are approved on a case-by-case basis.

All glassware, utensils, and portable equipment (e.g., blenders) shall be stored in an approved area during non-operational hours of operation.

All ice bins and jockey boxes shall be cleaned and sanitized prior to use each day. It is recommended a hot or tempered water hose bib be installed above each ice bin to facilitate ice burn off each day.

The outdoor bar shall be supported by an approved enclosed warewashing/ prep area with an approved 3-compartment sink and hand sink that is properly protected for the outdoor environment.

Sealed beer faucet/tap systems and chases are acceptable.

Soda towers and unapproved ice machines are prohibited in outdoor bars and work stations areas. Properly installed remote sealed soda gun or soda faucet systems, sealed soda chases and jockey boxes with closing lids are acceptable.

Ice shall be melted off at the end of the day and the jockey boxes cleaned and sanitized prior to use each day.

NAMA outdoor approved ice machines are acceptable.

Insect and Vermin Control: Insect and rodent control shall be implemented to ensure adequate protection of the outdoor bar and work stations areas and equipment. The outdoor areas shall be properly protected from birds and other animals.

Meat & Seafood Markets - Shall meet the same requirements as an Open Food Service Establishment, including the following requirements:

- Provide an intended menu for plan review. A finalized menu is required for the regional office file.
- A meat market permit does not allow cooking or preparing foods such as salads, menudo, chicharones, carnitas, and other time/temperature control for safety (TCS) foods. Note: Rotisserie chicken and ribs are permissible.
- Mop sink/service sink or can wash area should be located in the back of the establishment. If possible a mop/service sink should not be located next to 3-compartment sink or in a food prep area. All sinks shall sinks shall be clearly labeled.
- Hand sinks shall be centrally located, visible, and directly accessible within 25-feet of all food and beverage work stations/areas. Waterproof metal splash guards, at least as high and as wide as the hand sink, shall be installed between the hand sink and food/ beverage/ utensil related areas within 24-inches of the hand sink.
- A separate National Sanitation Foundation (NSF) approved stainless steel food prep sink for defrosting food or rinsing food products with an approved air gap.
- Additional permits & equipment requirements will be determined by proposed food sales (i.e., retail and eating & drinking permits).
- Note: Meat market and restaurant may share equipment (3-comp. sink, food prep sink, & hand sink) if prior approval has been granted.
- If a business contains a meat market and a restaurant, there must be physical and/or temporal separation of the activities of these two areas.
- For general requirements regarding the holding of live aquatic animals in food establishment please refer to the Plan Review Guideline – West Storage of Live Aquatic Animals 4.8.11.
Food Bank

- Meet the same requirements as Packaged Food permits as long as the establishment does not re-package foods.
- Breaking down of bulk food products or repackaging will require a food production permit.

Bottled Water & Beverage Plants, including Breweries, Craft Breweries, Microbreweries, Brewpubs, and Nanobreweries - Shall meet the same requirements as an Open Food Service Establishment, including the following requirements:

- Water from an approved source.
- Hand sinks shall be centrally located, visible, and directly accessible within 25-feet of all work stations/areas in the production room or “clean room”. Waterproof metal splash guards, at least as high and as wide as the hand sink, shall be installed between the hand sink and food/beverage/utensil related areas within 24-inches of the hand sink.
- A National Sanitation Foundation (NSF) approved 3-compartment sink shall be provided in the immediate production area/“clean room”.
- NSF, commercial equivalent equipment only, or equipment that meets Department standards.
- All custom built equipment will be reviewed and shall be approved on a case-by-case basis, including keg or vessel washers/sanitizers.
- Bottling room or production room shall be an enclosed area separate from other establishment operations, food and beverage service or storage areas by tight walls, ceilings, and self-closing doors to protect from contamination.
- Public access in the production room/“clean room” shall be restricted.
- Beer and other beverage production shall be performed in an approved enclosed production area or “clean room”.
- Conveyor openings shall not exceed the size required to permit passage of containers.
- All finishes, lighting, plumbing, and ventilation must meet current requirements.
- Finishes in the production room/“clean room” shall light in color, smooth, durable, washable and highly water resistant.
- Approved backflow prevention methods shall be provided as necessary.
- Washing and sanitizing of containers for bottled drinking water shall be performed in an enclosed “clean room”. The washing and sanitizing operation shall be positioned within the room so as to minimize any possible post-sanitizing contamination of the containers before they enter the bottling room.
- The washing and sanitizing of beer kegs and other beverage production vessels shall be conducted in an approved manner in an approved production area/“clean room” or be supplied with clean/sanitary kegs or beverage production vessels from an approved keg or beverage vessel washing facility.
- Clean and dirty beer kegs shall be stored separate areas. Clean beer kegs shall be provided with approved caps that provide a sanitary seal. Also, keg collar rings shall be provided to identify clean kegs.
- Filling, capping, and closing of containers shall be done with a “hands free” process, using approved equipment. Must meet current Code of Federal Regulations (21 CFR) and FDA Part 129 Processing and Bottling of Drinking Water requirements.
- Establishments selling more than water and ice will require additional permits to operate.
- Grain and raw ingredients shall be properly stored and protected from high moisture environments, rodents, insects and vermin. It is recommended that grain storage be stored outside the immediate beverage production area.
- Sufficient ventilation and fresh make-up air shall be provided in the production room and “clean room”.
- It is recommended that CO2 detectors be provided in production rooms, clean rooms, enclosed spaces and walk-in units.
- Juice Bottling Operations – Please contact the Plan Review Program at 602-506-6980 for the most current requirements and guidelines. At this time, a Food Production permit will be issued.
Ice Manufacturing

- Meet similar requirements as Bottled Water & Food Production permits.
- Water from an approved source.
- Ice bags shall be of approved materials & design.
- Dispensed into a sealed package or container.
- Approved label on the product.
- Ice machines and ice production shall take place in approved enclosed room.
- Hand sinks shall be centrally located, visible, and directly accessible within 25-feet of all work stations/areas. Waterproof metal splash guards, at least as high and as wide as the hand sink, shall be installed between the hand sink and food/ beverage/ utensil related areas within 24-inches of the hand sink.

Service Kitchen - Shall meet the same requirements as an Open Food Service Establishment, including the following requirements:

- Food service establishment that operates in conjunction with a central kitchen in a permitted food service establishment.
- Provide an intended menu for plan review. A finalized menu is required for the regional office file.
- Limited to pre-prepared food. All food requiring extensive preparation, cooking, and cooling, etc. shall be produced in a central kitchen.
- Hand sinks shall be centrally located, visible, and directly accessible within 25-feet of all food and beverage work stations/areas. Waterproof metal splash guards, at least as high and as wide as the hand sink, shall be installed between the hand sink and food/ beverage/ utensil related areas within 24-inches of the hand sink.
- All sinks including mop/ service sinks shall have mixing faucets or valves.
- All finishes, lighting, plumbing, and ventilation must meet current requirements.
- Restricted to the on-site use of utensils only.
- Cutting, slicing, chopping, etc. shall be done in an approved central kitchen. No knives.
- A National Sanitation Foundation (NSF) approved ware washing sink is required, but the number of compartments is dependent upon utensils. Where utensils are limited in type to tongs, scoops, and similar articles, a properly plumbed 1-compartment rinse sink will be required. A properly plumbed 3-compartment sink will be required for all other utensils and small wares.

Pet Shop and Groomer

- Mop sink/ service sink or an approved animal wash basin for the disposal of mop water.
- Minimum 30-gallon water heater with a 100% recovery rate.
- All sinks including mop/ service sinks shall have mixing faucets or valves.
- Hot or tempered water (85°F to 110°F) is required at all sinks.
- Employee restroom.
- All finishes, lighting, plumbing, and ventilation must meet current requirements.
- Walls around bathing areas shall be smooth, waterproof, and easily cleanable to the level of splash.
- Walls, ceilings & floors shall be smooth, non-absorbent, and easily cleanable in the bathing, grooming, pet holding & restroom areas.
- Walls shall be light in color for pet shops and pet groomers.
- All bathing, grooming equipment, and cages must be of approved materials.
- All equipment and fixtures connected to a water supply shall be equipped with an approved pressure backflow prevention device to prevent backflow, including hoses for washing animals.

Public/Residence Accommodations (Hotels, Motels, Inns, Bed & Breakfasts, Motor Hotels, Tourist Camps, Rooming House, Boarding House, and Similar Facilities)

- Food & beverage service shall comply with Chapter VIII of the Maricopa County Health Code. An additional permit is required for food service (i.e. continental breakfasts, café’s, restaurant, banquets and catering operations).
If the home (Bed & Breakfast) is owner occupied, the number of available guest bedrooms does not exceed 6, breakfast is the only meal offered, and the number of guests served does not exceed 18, a separate food service permit is not required.

Ice machine is prohibited outside unless they are National Automatic Merchandising Association (NAMA) certified for outdoor operation.

Mop sink/service sink supplied with hot water within 300-feet. If an establishment has more than one level there must be at least (1) mop sink on each level.

Water heater of adequate capacity and recovery to furnish a continuous supply of hot water for all showers & sinks.

Rooms or dwelling units shall not be less than 100 square feet in floor area exclusive of bathrooms, closets, kitchens, and similar ancillary facilities.

Windows capable of being opened shall be effectively screened.

All units shall be adequately heated & cooled.

If multi-use glassware is provided for patrons, a centralized and designated approved commercial glass-washing/ware-washing area must be provided on-site with either a three compartment sink or a commercial glass/dish machine. If a commercial glass/ware-washer is utilized for washing glassware from patron’s rooms an approved 3-comp sink must be available on-site for backup use in the event the glass/ware-washer is not operating properly within the code requirements.

For rooms that include kitchenettes with multi-use dishware, the dishware should be cleaned and sanitized in an approved central location. The Department may allow the installation of residential dishwashers in the rooms, to be used by employees to clean dishware between residents, if a written disclaimer is placed in the room stating the cleaning and sanitizing of all kitchen dishware is not regulated or inspected by the Maricopa County Environmental Services Department and that customers are advised to clean and sanitize the dishware using proper methods.

A National Sanitation Foundation (NSF) approved dishwasher or warewashing sink must be used for washing patron’s glasses. Home-style washers are not allowed to wash any dishware.

Clean linens shall be provided to each new guest & shall be changed at least once a week.

All finishes, lighting, plumbing, and ventilation must meet current requirements.

School Grounds

Mop/service sink. If a school has more than one level there must be at least (1) mop sink on each level.

At least one drinking fountain, water cooler, or bottled water cooler is required on each floor of the school that contains a classroom, regardless of the number of students.

Provide hot water or tempered water (85°F to 110°F) under pressure to all hand wash sinks, mop/service sinks, can wash, and shower heads. Hot water or tempered water should be provided within 45-seconds to all hand wash sinks, mop/service sinks, can wash, and shower heads.

All sinks including mop/service sinks shall have mixing faucets or valves.

Provide a water heater of adequate capacity and recovery to furnish a continuous supply of hot water to all hand wash sinks, mop/service sinks, can wash, and shower heads.

Fixture counts (lavatories, water closets, urinals, drinking fountains & showers) shall be based on the 2009 IPC Chapter 4, Table 403.1 and Arizona State Administrative Code (A.A.C.) Title 9, Chapter 8, and Sections 701 through 711.

A responsible person shall ensure that any animal in a school meets the animal standards set forth in A.A.C. for public schools.

Food service shall comply with Chapter VIII of the Maricopa County Health Code. An additional permit is required for food service, including concession operations and retail sales.

Ice machines and ice production shall take place in approved enclosed room with an approved hand sink.

Ice machines for athletic, therapy and other purposes shall be labeled “Not for human consumption”. For further information and requirements refer to the handout, Requirements for the Safe Handling of Drinking Water, Ice and Dispensers at Maricopa County Permitted Establishments.
All finishes, lighting, plumbing, and ventilation shall meet current requirements.

A responsible person shall ensure that indoor classroom and non-classroom areas are kept free of insects and rodents, except when the insects or rodents are being kept as specified in A.A.C. R9-8-709, or are food for animals being kept as specified in A.A.C. R9-8-709.

**Caterer - Including “Adventure Food Service” –**

A “Caterer” means and refers to a food catering establishment that prepares a pre-arranged number of meals and/or food products in an approved food establishment for final cooking, immediate service and consumption at another pre-arranged location, temporary event, or other occurrence and transports said food in an approved manner to the pre-arranged location. Where the point-of-sale for these meals is to the individual consumer, caterers shall only sell individual meals to each consumer at a pre-approved temporary event, approved farmers’ market, or high school athletic event.

- Must meet all current open food and drink service establishment requirements.
- All catering activities must be conducted from an approved and permitted food establishment/commissary.
- Equipment used for the transport, storage, and service of food products shall be constructed of approved materials and easily cleanable.
- All food products requiring temperature control shall be transported and stored in equipment whose intended use is for such activities.
- Vehicles used in transporting catering equipment and food shall be of a closed type, dust, and fly proof. Examples include large enclosed trucks, delivery vans, modified mini-vans, etc.
- Personal vehicles (passenger cars, sport-utility-vehicles, open bed trucks, station wagons, etc.) are not recommended for use with an approved food catering operation and are approved on a case-by-case basis.

“Adventure Food Establishment” means and refers to a food establishment that operates in conjunction with a trail ride, motorized tour, hiking tour or similar type activity that prepares and serves food to participants in an outdoor or non-regular setting.

**Additional Requirements for Adventure Food Establishments:**

- All Adventure Food Establishments must operate in conjunction with an approved commissary.
- All foods must be prepared for same meal service only. No holdover of heated foods from meal-to-meal or day-to-day is allowed. All leftovers shall be disposed of in an approved manner.
- Only limited cooking and reheating of prepared foods will be allowed at the meal site. All food preparation must be accomplished at the approved commissary.
- Transport and storage of food and utensils.
- All potentially hazardous food products shall be transported and stored in insulated equipment whose intended use is for such activities. Transport of hot, potentially hazardous food is prohibited without prior written approval from the Department.
- Raw animal products such as meat, poultry, fish, and eggs shall be stored in separate containers, away from other foods.
- All utensils and other packaged food products shall be transported and stored in approved dust free containers.
- Ice for consumption shall be maintained separately and not be used to store any food or beverage.
- All transport and storage equipment shall be fabricated to prevent the entrance of insects or animals when overnight use is required.
- Enough potable water shall be made available for food preparation, cleaning and sanitizing utensils and equipment and for hand washing.
- Defrosting or thawing of any potentially hazardous food at the meal site by means other than direct cooking is prohibited.
Maricopa County
Environmental Services Department

- A hand washing facility shall be available for employee hand washing while meal preparation and service is occurring. This facility shall consist of, at least, tempered running water, biodegradable soap and individual paper towels and an approved 15% larger catch bucket. In addition, a separate hand washing facility shall be provided for consumer hand washing prior to and during meal service.
- Approved sanitizer shall be available at all times.
- Approved ware washing facilities shall be provided for all operations where multiple meals are to be served.
- All wastewater and garbage disposal shall be done in accordance with the Maricopa County Environmental Health Code.

Outdoor Food Operations –
Means and refers to the cooking, grilling, roasting, and hot/cold holding and or limited service of foods outside the fully enclosed food establishment that does not meet the definitions of a “caterer, adventure food service, mobile food unit, pushcart, food peddler, temporary event, promotional, or seasonal-food type establishment” and operates in conjunction with a fixed permitted food establishment located within 50-feet of the outdoor food operation site location that will provide “support services.”

The minimum permit class requirement for a fixed permitted food establishment to conduct outdoor food operations shall be an Eating & Drinking Class-3 permit.

- The outdoor food site shall be located on the “physical premises” of the fixed permitted support food establishment as defined in the Maricopa County Environmental Health Code.
- The fixed permitted establishment must be adequately equipped and capable of cooking and serving food outside in a safe and sanitary manner. Any exterior food preparation is prohibited at an outdoor food operation and must be completed within the fixed permitted support establishment.
- Plan submittal and a variance are required for this activity. An additional operational permit is not required. It shall be permitted under an approved existing permit in the establishment.
- Approved exterior bars and beverage stations at permitted establishments typically do not meet the definition of an outdoor food operation and the variance process is not applicable.
- For further information and requirements refer to the Outdoor Food Operations Guideline.

General Establishment Notes:
- Establishments shall operate under the 2009 FDA Food Code Regulations, Maricopa County Environmental Health Code requirements, and all local jurisdictional codes. Failure to comply with permit requirements could result in legal action against your establishment.
- All plumbing must meet at a minimum the 2009 IPC. Any requirements not covered by the code and/or are necessary for the strength, stability, or proper operation of an existing or proposed plumbing system or for the public safety, health, and general welfare not specifically covered by this code shall be determined by the code official.
- All construction shall meet current Maricopa County Health Code requirements and policies.
- All equipment must be commercial type, National Sanitation Foundation approved or equivalent approved by this Department.
- Customers, patrons, and visitors shall be provided with public toilet facilities in structures and tenant spaces intended for public utilization. The accessible route to public facilities shall not pass through kitchens, storage rooms, closets, or similar spaces. Employees shall be provided with toilet facilities in all occupancies. Employee toilet facilities shall be either separate or combined employee or public toilet facilities. Trough urinals shall be prohibited.
- 3-compartment sink drain lines shall be indirectly plumbed with minimum 1-inch air gaps off the drain lines where permissible.
- Drain lines with the exception of condensate and temperature & pressure (T&P) relief drain lines shall not drain into other culinary or warewashing sinks, including mop/service sinks and basins.
PERMITS ISSUED TO CERTAIN ESTABLISHMENTS:

**Bakery**—

“Bakery” means any place in which the process of mixing, compounding, cooking, baking, or manufacturing any bakery product. A bakery is a food establishment that exclusively prepares bakery items for immediate service on the premises, directly to a consumer, and/or for resale or redistribution by a retail food establishment.

- Accepted practice to issue a permit to the bakery department in a grocery store with multiple permits (i.e. Albertson’s with a retail grocery, meat, eating & drinking, and bakery) to differentiate permits.
- Issued to an operation that principally conducts retail sales to directly to the consumer and/or wholesales bakery items for redistribution.
- An Eating & Drinking permit should typically be issued to an establishment that sells bakery and additional food items in-house (i.e. Dunkin donuts, Paradise Bakery, etc.) to its customers.
Carnicerias and similar type markets –
- Typically are issued 3- permits - a retail grocery permit, meat market permit, and an Eating & Drinking permit.
- A bakery permit may not be required if the establishment is not wholesaling bakery items.

Food Bank –
- Meet the same requirements for retail food & refrigeration warehouse/locker permits as long as the establishment does not package foods.
- Breaking down of bulk food products or repackaging will require a Food Production permit.

Mobile Food Operations – Please contact the Mobile Food Program for additional information regarding the following permits:

“Mobile Food Unit” means and refers to an enclosed vehicle-mounted food establishment designated to be readily movable from which food is composed, compounded, processed or prepared and from which the food is vended, sold or given away. This unit would have a Mobile Food Permit with the Mobile Food Office. Contact the Mobile Food Program for questions.

“Pushcart” means a vehicle designated to be readily movable that is limited to the serving of non-potentially hazardous foods, drinks, or commissary-wraped potentially hazardous foods maintained at proper temperatures, or limited to the assembling and serving of frankfurters. Unpackaged non-potentially hazardous food items approved for sale or dispensed from a Pushcart shall be limited to popcorn, nuts, pretzels and similar bakery products, shaved ice, snow cones, Italian ice, and Non-Potentially Hazardous drinks. This unit would have a Pushcart Permit with the Mobile Food Office. Contact the Mobile Food Program for questions.

“Food Peddler” means a retail food establishment in operation from a vehicle that is designated to be readily movable and is limited to the service of commercially processed and packaged foods. Food Peddlers may dispense Non-TCS drinks and assemble snow cones from approved and properly installed equipment. This unit would have a Food Peddler Permit with the Mobile Food Office. Contact the Mobile Food Program for questions.

Outdoor Food Operations –
- Outdoor food at an eating and drinking establishment is considered secondary to the operation of the main, fixed food establishment.
- Establishments seeking approval for outdoor food operations shall apply for a variance request and submit an application and one (1) complete set of plans to the Department for plan review.
- For further information and requirements refer to the Outdoor Food Operations Guideline.
- The minimum permit class requirement for a fixed permitted food establishment to conduct outdoor food operations shall be an Eating & Drinking Class-3 permit.
- Approved exterior bars and beverage stations at permitted establishments typically do not meet the definition of an outdoor food operation and the variance process is not applicable.

Special Events – Vendors who offer food and/or drink for human consumption at special events are defined as a food establishment. All food establishments who operate at special events occurring within Maricopa County are required to obtain the applicable food service permit from this Department. An event is defined as a public gathering such as a fair, festival, circus, exhibition, carnival, or food tasting. Food production and sales must be conducted in a safe and sanitary manner at all times. In order to reduce risk to the public, food vendors must meet certain requirements. The following are permits that can be obtained in order to operate a food establishment at a Special Event. Each permit has various requirements and limitations. Please refer to the Special Events Program for additional information.

“Special Event Food Establishment” is a food establishment that operates at one Department approved event at a time for duration no longer than 14-days. Once the event is over, the
establishment must be removed. This is an annual permit that allows Special Event Vendors to have 3 inspections conducted throughout the duration of the event season. As of September 6, 2011 the “Annual Permit” will officially be called a “Special Event Food Establishment” permit.

"Temporary Food Establishment" means a food establishment that operates in conjunction with a fair, rodeo, exhibition, or similar public event that operates for not more than fourteen (14) consecutive days within any permit year, provided it is the same permittee, at the same location, and the same event. At the termination of the event, the temporary food establishment shall be removed from the premises.

“Seasonal Food Establishment” means a fixed or Mobile Food Establishment that operates in conjunction with one public celebration or similar seasonal event for fifteen (15) to one hundred twenty (120) days within any permit year. At the termination of the event, the Seasonal Food Establishment shall be removed from the premises or shall cease operation as determined by the Department.

Food Catering - Means and refers to a food establishment that prepares a pre-arranged number of meals and/or food products in an approved food establishment for final cooking, immediate service and consumption at another pre-arranged location, temporary event or other occurrence and transports said food in an approved manner to the pre-arranged location. Where the point-of-sale for these meals is to the individual consumer, caterers shall only sell individual meals to each consumer at a pre-approved temporary event, approved farmers’ market, or high school athletic event.

- A copy of the catering permit must be maintained at the food catering operation at all times (photocopies are acceptable).
- Food service will generally be limited to holding and serving as well as grilling of meats and vegetables only.
- Approval for limited re-heating and assembly of foods on-site may also be granted after receiving the application. All food preparation (breading, chopping, mixing, etc.) must be accomplished at the catering kitchen.

School Food Service Operations –

- School cafeterias and school food service operations: Issue the school facilities a School Food Service permit fee.
- School concession stands with open food items (e.g. hot dogs, nachos, and chili) are issued an Eating & Drinking, 0-9 seating permit, Class 2 or 3 depending on the food items. Pre-packaged foods only are issued a Retail Food permit.
- A School Food Catering permit is a food establishment owned by a school district or similar entity where a pre-arranged amount of food is prepared at one permitted premise for immediate service and consumption at another pre-arranged or satellite location on a school grounds or another location owned by the school district. For example, a pre-arranged amount of food prepared in a cafeteria and served to faculty or public during a meeting, similar event, or approved concession stands for a high school athletic events.
- School Food Jobber permit is issued to a school food establishment which is a food storage facility, owned by a school district or similar entity where food, not manufactured on the premises, is stored for ultimate human consumption at a school or similar facility.
- A School Food Production permit is issued to a school food establishment that is processing food and is owned by a school district or similar entity. For example, the school produces food in a permitted central kitchen or commissary for the purpose of distribution, cooking and/or service at another permitted school cafeteria or service kitchen.
  (a) Class 2 – operation with only limited preparation of food items.
  (b) Class 4 – operation with advanced preparation of food items.
- For more comprehensive guidelines for regulating operations conducted on permitted school premises (i.e. Culinary arts, bake sales, DECA stores, etc.) please refer to the Department’s matrix, Permitting Guidelines for Schools.
Water & Ice Stores -
- Typically issue two (2) permits – Retail permit and Eating & Drinking permit.
- Retail permit – To sell pre-packaged food and candy items.
- Eating & Drinking permit – Reverse Osmosis (RO) water system, ice cream, shaved ice, sno-cones, nachos, pickles, hot dogs, pizza, sandwiched, salads, etc.
- The establishment may not wash bottles for the customer. All bottle washers shall be reviewed and approved prior to use.
- A bottled water permit is required to bottle water.

Breweries including Craft Breweries, Microbreweries, Nanobreweries, & Brewpubs –
- Issue an Eating & Drinking permit if brewery sales, service, consumption, and sampling are conducted solely in-house.
- Issue a second permit – a Food Production permit if the brewery conducts out-of-house retail sales directly to the customer and/or wholesales beer for out-of-house or out-of-state for consumption or redistribution.
- Bottling, canning, or kegging of beer shall be conducted in an approved hands free manner and a Food Production permit will be issued at this time.
- Establishments providing “growler” service shall be issued at a minimum a Class-2 Eating & Drinking permit.

Permit Notes:
- Time/Temperature Control for Safety of Food (TCS) means a food that requires time/temperature control for safety to limit pathogenic microorganism growth or toxin formation.
- If you already have a food service permit with our Department and wish to add a Food Catering, Adventure Food, or Food Production permit, please contact your district inspector. Refer to your most recent inspection report for contact information.
- Please contact the Water & Waste water Division for information on Mobile Home Parks.
- To obtain a Dog-Friendly Patio permit, please contact your district inspector.
- “Food Establishment” means an operation that stores, prepares packages, serves, vends, or otherwise provides food for human consumption. A "Food Establishment" includes demonstration cooking classes that advertise and/or demonstrate the preparation and/or cooking of food and then offer the food to the public for consumption at the conclusion of the demonstration. This also includes kitchenware establishments that demonstrate and offer samples to customers and food or beverage sampling offered to the consumer from an open bottle, cup or container.
- A "Food Establishment" does not include:
  a) A kitchen in a private home if only food that is not time/temperature control for safety (TCS) foods and is prepared for sale or service at a function such as a religious or charitable organization's bake sale if allowed by law and if the consumer is informed by a clearly visible placard at the sales or service location that the food is prepared in a kitchen that is not subject to regulation and inspection by the Department.
  b) A kitchen in a private home, such as a small family day-care provider.
  c) A bed-and-breakfast operation that prepares and offers food to guests if the home is owner occupied, the number of available guest bedrooms does not exceed 6, breakfast is the only meal offered, the number of guests served does not exceed 18, and the consumer is informed by statements contained in published advertisements, mailed brochures, and placards posted at the registration area that the food is prepared in a kitchen that is not regulated and inspected by the Department.
  d) A private home that receives catered or home-delivered food.
  e) Home cooking schools in which food and/or meals are served at a non-commercial social event, employee conducted function, or prepared at a home cooking school. No more than one meal per day shall be served to no more than fifteen students. The students shall be informed by a statement contained in a published advertisement, mailed brochure and placard.
posted at the cooking school’s registration that the food is prepared in a kitchen that is not regulated and inspected by the Department or by a local health authority.
f) Demonstration culinary cooking schools and home economics classes accredited by the appropriate entity such as an educational institution and all food is prepared and consumed by the student in training. Food may not be purchased by the school or stored on premises.
g) A school or business that demonstrates the preparation of food but does not offer samples to the public for consumption.
h) A demonstration cooking class in which the public purchases, prepares and/or cooks and consumes their food.
i) A “Chef for Hire” at a private residence for a private, non-advertised event where fees are paid by the responsible party for this service. Fees cannot be collected from the attendees of the event.

- Per A.R.S. 36-136, the following are permit exemptions relating to food and drink that is:
  a) Served a noncommercial social event that takes place at a workplace, such as a potluck
  b) Prepared at a cooking school that is conducted in an owner-occupied home.
  c) Non TCS and prepared in a kitchen of a private home for occasional sale or distribution for noncommercial purposes.
  d) Prepared or served at an employee-conducted function that lasts less than four hours and is not regularly scheduled, such as employee recognition, an employee fund-raising event or employee social event.
  e) Offered at a child care facility and limited to commercially prepackaged food that is not TCS and whole fruits and vegetables that are washed and cut on-site for immediate consumption.
  f) Offered at locations that sell only commercially prepackaged food and drink that is not TCS and that is displayed in an area of less than ten linear feet.

- “Home Baked and Confectionary Goods”:
  a) In the summer of 2011, the Arizona State Legislature changed the law A.R.S. 36-136 (H)(4)(g), and A.R.S. 36-136 (H)(13) that allows Arizona residents to produce non-TCS baked and confectionary goods in their homes and to offer them for sale within the state. The bill includes a strict set of registration and packaging guidelines that are managed by the Arizona Department of Health Services (ADHS). Any vendors wishing to sell products at special events and/or farmer’s markets will be required to meet all ADHS guidelines. Below are some additional guidelines related to home baked foods at Maricopa County special events and farmer’s markets.
  b) Only non-TCS baked and confectionary goods produced in accordance with Arizona Revised Statutes (A.R.S.) are exempt from Maricopa County Food Code requirements.
  c) Only home baked products that are packaged and labeled in accordance with A.R.S. may be offered for retail sales at special events and farmer’s markets under this exemption.
  d) Home baked product sales must be separated from the Department permitted operations at special events and farmer’s markets. For example, a vendor who has obtained a temporary permit for sale of TCS foods or any type of open food would not be allowed to sell home baked products at the same booth. This also includes vendors who hold food peddler, pushcart, or mobile food unit permits. The operator does have the option to operate two separate booths, but may not combine activities.
  e) Some examples of non-TCS foods that can be sold under the Approved Home Baked and Confectionary Goods Law are: Cookies, sweet breads, cakes with hard icings or frostings, fruit pies with fruit and sugar fillings, candies, and brownies.

- Dispensing Water at Athletic Events and Other Similar Events: there are potential hazards associated with water dispersal. Necessary controls need to be in place to ensure water is dispensed in a safe and sanitary manner. Please see our information sheets “Guidelines for Dispensing Water at Sporting Events” and “Safe Handling of Drinking Water” for more information regarding drinking water requirements for permitted establishments and recommendations for non-permitted facilities and events.

- “Variance” means a written approval from The Department for an establishment to conduct operations that are required per the Maricopa County Environmental Health Code or The Department deems necessary. Variances must have written approval before operations can be conducted.