



Maricopa County

Environmental Services Department

Environmental Health Division
Plan Review Program
1001 N. Central Ste. #300
Phoenix, Arizona 85004
Phone: (602) 506-6980
Fax: (602) 506-6862
www.maricopa.gov/envsvc

A PLAN REVIEW GUIDELINE - Outdoor Food Operations

4-8-11

Introduction

The purpose of this guideline is to provide the requirements and limitations on how to conduct an outdoor food operation and to assist in obtaining a variance. The regulations and requirements adopted and contained herein provide the minimum standards for the protection of the health of the people of Maricopa County and to prevent the creation or maintenance of unhealthful, unsanitary conditions to public health and shall be liberally construed to accomplish these purposes.

This document is not all inclusive and facilities and menus will be evaluated on an individual case-by-case basis to determine the limitations of the outdoor food operation.

However, it is intended to service as a reference in helping an establishment obtain an outdoor food operation variance and to inform the limitations placed on outdoor food operations.

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, consistent with the criteria defined in the Maricopa County Environmental Health Code Chapter VIII, Section 2, and Regulation 1, subsections §8-201.11 and §8-201.12 and §8-103.10.

The Maricopa County Environmental Health Code (MCEHC) requires the issuance of a variance prior to the initiation of particular processes as defined in MCEHC §3-502.11. The establishment shall prove that modification to the Health Code will not cause a public nuisance, health hazard, or safety risk.

Variance request applications will be reviewed and evaluated on a case-by-case basis to determine the needs of the outdoor food service operation.

Each outdoor food service operation shall be required to operate in full compliance with all applicable provisions of the Maricopa County Environmental Health Code and other applicable regulations governing outdoor food operations.

Use the Attached Application. Contact the contact the Plan Review Program or HACCP Program Coordinator for questions.

Submit applications and plans to 1001 N. Central Ave. Ste. 300, Phoenix, Arizona 85004. The Plan Review Program phone number is 602-506-6980. The Variance/HACCP Program Coordinator phone number is 602-506-6972.

Applications, fees, plan review process, the Maricopa County Environmental Health Code, food handler information and additional information can be obtained at www.maricopa.gov/ensvc.

NOTICE: An establishment may not begin or resume outdoor food operations until the review and approval process is completed. Once final approval has been given, the establishment may conduct outdoor food operations within approved parameters.

Procedure for Review of Outdoor Food Operations

The procedure for obtaining a variance is comprised of the following components:

- a) **Variance Application Review.** A review of the intended menu and food operations will be conducted by the Variance/HACCP Program to determine if an establishment meets the criteria for outdoor food operation variance approval. If the initial review of the menu and food operations meets the criteria for approval, then the Variance/ HACCP Program will make a written recommendation to the Plan Review Program to begin the second component of the variance review process.
- b) **Plan Review Application.** An assessment of the permitted support kitchen, outdoor cooking site, food service operation and premises to determine if the establishment meets the minimum physical facilities requirements for an outdoor food operation variance to be issued. This component is conducted by Plan Review Program and requires a plan and fee submittal.
- c) **Official Written Approval.** Once the Plan Review Program determines that an establishment meets all the minimum criteria to conduct outdoor food operations, the Department will issue official written approval. Within this official notification will be stipulations that the establishment shall abide by. Failure to abide by these requirements may lead to the variance being withdrawn and violations being documented.

Please refer to the step by step plan review process and flow chart attached at the end of this guideline for additional procedure details.

Definitions

“Condiments” means and refers to shelf stable sauces added to a food by the consumer for taste. Examples of condiments include but are not limited to ketchup, mustard, mayonnaise or hot sauce. Note: Salsa is not considered a condiment.

“Food Assembly” means but is not limited to the handling, working with or engaging in activities with raw, cooked or ready-to-eat food items/ ingredients that will be served to the consumer.

“Food Preparation” means but is not limited to raw, cooked or ready-to-eat food items/ingredients that require rinsing, chopping, slicing, dicing, mincing, cutting, mixing, filleting, marinating, breading, battering, slacking, thawing, juicing, etc.

“Hot Held Products” means cooked hot food items such as chicken, beef, hot dogs, rice, beans, etc. Hot held products are limited to 5 items at one time. Side items such as refried beans and Spanish rice may be required to be pre-portioned. Open, covered containers of hot held foods shall be kept to a minimum.

“Minimum Food Assembly” means the limited onsite assembly of food items/ingredients that will be served to the consumer. It is defined as the assembly of less than 2 hot held items and 3 cold held toppings. An example of minimum food assembly is a hamburger placed on a bun with lettuce, tomato and pickles.

“Outdoor Food Operation” means and refers to the cooking, grilling, roasting and hot/cold holding and or limited service of foods outside the fully enclosed establishment that does not meet the definitions of a “food caterer, adventure food, mobile food unit, pushcart, food peddler, temporary, 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 to the outdoor food location. 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. 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.

“Time/Temperature Control for Safety Food (TCS)” means a food that requires time/temperature control for safety (TCS) to limit pathogenic microorganism growth or toxin formation.

“Toppings” means and refers to fruits and vegetables added to cooked or ready to eat foods to enhance flavor or texture. Examples of toppings include but are not limited to lettuce, tomato, pickles, relish, cilantro, onions, and salsa.

“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.

“Variance Stipulation” means the establishment specific requirements that must be maintained for an establishment to continue outdoor cooking operations.

General Requirements for Outdoor Food Operations

Outdoor food at an eating and drinking establishment is considered secondary to the operation of the main, fixed food establishment. The purpose of this becomes apparent when faced with inclement weather, breakdown of equipment, or city ordinance that precludes outdoor food activity at certain hours or length of time.

The fixed permitted food establishment must be of sufficient size and have the capability to accommodate its own operation, as well as the support needs of the outdoor food operation. The outdoor food operation shall be conducted only during the “posted” operating hours of the fixed permitted support food establishment.

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 fixed permitted establishment must be adequately equipped and capable of cooking and serving food on the 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. Example: The operation is not allowed to cook meat outside, cut it into smaller pieces outside, and then serve it to customers.

It is allowed to cook the meat outside, bring it inside the fixed food establishment, cut it into smaller pieces, place it in a covered warming pan, take it outside and hold it at the required temperature, and then serve it to customers.

In order to cook/grill/roast outside, the food service establishment must have equal or greater cooking and hot holding equipment inside the fixed permitted support establishment. All cooking equipment is evaluated on a case-by-case basis.

Location of Outdoor Food Operations

The final site selected and the method of food service shall be approved by this Department. The outdoor food area shall be located on the physical premises of the fixed permitted food establishment and should not be more than 50-feet from the entrance or service doors of the permitted establishment. The fixed permitted support facility and outdoor food operation shall be conducted on the same elevation level.

The outdoor food area should be located at least 25-feet away from a thoroughfare, and at least 5-feet away from customers or a parking lot. Effective barriers will be required to provide adequate separation.

All food areas shall be protected from contamination and shall be segregated from the public. Patrons must be prevented from accessing areas of the outdoor site where food, food contact surfaces, or equipment are located. All food shall be protected from customer handling, coughing, sneezing, or other contamination by the use of sneeze guards, shields, or other approved effective barriers.

A barrier shall be provided around the food area to prevent food contamination and customer access. The minimum distance between approved "open" type barriers (i.e. ropes chains, tables, etc.) and cooking/food contact surfaces shall at least 5-feet. All open and solid barriers shall be approved on a case-by-case basis.

Hand washing, restroom facilities, and plumbing shall meet Department regulations and requirements.

A certified food service manager is required to be on-site at all times during the hours of operation.

A permitted outdoor food operation is not intended to serve as a full open food service establishment. It is not meant to be used as an open concession stand or open area food service establishment.

Intended Menu

A copy of the intended menu is required upon initial plan submittal and must include all foods intended to be cooked or served at the outdoor food operation including the cooking style, types of food, the number of customers expected, and the time and frequency of the outdoor food operations. At time of final a copy of the approved is required and will be kept on file by the Department.

Only the cooking, grilling and roasting of food will be allowed outside at permitted establishments. All menu items requiring preparation shall be completed within the fixed permitted support establishment.

All menus, food preparation, food assembly, food handling practices, cooking and food service methods will be evaluated and approved on an individual case-by-case basis.

Many food and beverage menu items may be restricted (i.e. Rotisserie type gyro and al pastor meat items, etc.) and food service methods will be limited at outdoor food operations.

Hot food items cannot be cooled and reused. Cooked, grilled and roasted foods should be immediately served to the customer.

The menu cannot be changed without prior written approval from the Department. Items can be removed but not new, unapproved items added. All menu items requiring preparation shall be completed within the fixed permitted support establishment. All menus, food preparation, food assembly, food handling practices, cooking and food service methods will be evaluated and approved on a case-by-case basis. Many food and beverage menu items may be restricted and food service methods limited at outdoor food service operations.

Cooked, grilled and roasted foods are recommended to be served immediately. However, if the cooked products need to be held, they must be held above 135°F. Hot food items cannot be cooled and reused. Foods may be cooked outdoors and transferred indoors for holding, but once a food is hot held outdoor, then it shall be discarded at the end of the day's business hours.

Hot held products are limited to no greater than 5 items at one time. Side items such as refried beans and Spanish rice are required to be pre-portioned. Open, covered containers of hot held foods shall be kept to a minimum. The use of outdoor self-service buffets is not allowed. This includes salad bars and salad bar-style condiments/topping service.

Condiments shall be served individually packaged, in pump style dispensers, or squeeze bottle style. Toppings need to be dispensed in individual portions or plated by employees.

A consumer advisory shall be posted on the menu or in a visible location at the outdoor food service location for consumers to read prior to placing orders, if any raw or undercooked animal foods will be served. The consumer advisory shall contain both the disclosure and reminder statements.

Food Protection

Food production and sales shall be conducted in a safe and sanitary manner at all times. Improper preparation, storage or handling of food can promote bacterial growth and transmit viruses which can lead to foodborne illness.

In order to reduce this risk to the public outdoor food service operations shall comply with the following minimum food protection standards. The standards are not all inclusive and additional food protection requirements may apply:

- Hand washing shall be operational and set-up at all times. Employees shall wash their hands, as minimum, before starting work, between tasks, after smoking, and before returning from a toilet break.

- All employees shall use non-latex gloves when handling ready-to-eat foods. Bare hand contact with ready-to-eat foods such as hamburger buns, tortillas, chips, produce, breads, etc. is prohibited. Tongs, utensils, wax paper or single service wraps shall be used to dispense food item.
- Employee drinks must have lids and straws to prevent hand-to-mouth contamination and should be properly stored. Employees cannot eat or smoke in the food establishment's area at any time.
- All foods shall be from an approved source. Home canned, cooked, or prepared foods are prohibited. No home prepared food items are allowed.
- All food must be protected from insects, birds, rodents, animals, and inclement weather conditions. Effective dust control measures shall be taken in the vicinity of all outdoor food service operations.
- All food shall be properly transported in approved covered containers and protected during transport between the indoor preparation site and the outdoor food service and serving site. Cold foods shall be received at 41° F or below.
- Calibrated metal-stem or digital probe thermometers (with a range of 0°F to 220°F) are required to check cooking, hot-holding and cold-holding temperatures. The thermometers shall be provided and located in a conspicuous place at all times for the taking of hot and cold food temperatures.
- The establishment and outdoor food operation shall have approved sufficient equipment to maintain all food at the proper temperature. Cold foods must be held at 41°F or colder. Hot foods must be held at 135°F or hotter.
- "Time as a control" is prohibited. Carryover of TCS foods and any leftover portions of displayed, hot or cold foods held outside shall be discarded at the end of operation. All foods shall be held at proper temperatures or served immediately to the customer.
- Food items shall not be stored at an outdoor food service site when the site is not in operation. All foods stored outside during cooking or service must be maintained in vermin resistant containers and stored at appropriate temperatures in accordance with the Maricopa County Environmental Health Code.
- Open or uncovered containers of food are not allowed. Condiments must be dispensed in individual single-service type packets, pump dispensers, squeeze bottles, shakers, or similar dispensers which minimize contamination of food items by food workers, patrons, vermin, environmental conditions, or other sources. Open salad, salsa, topping or condiment bars are prohibited.
- All food preparation shall be completed inside the fixed permitted food establishment. Outdoor assembly of food will be limited to, for example, placing a hamburger patty on a bun or placing meat and toppings on a tortilla. All outdoor food service assembly must be done by the food handler, not the customer.
- The exterior use of cutting boards is not allowed. Outdoor food preparation is prohibited.

- Assembled and prepared foods (e.g. lettuce, tomatoes, fruits, salsa, etc.) shall be placed into individual portioned pre-packaged containers (i.e. small plastic “to-go” salsa containers, plastic clamshell containers, plastic-wrapped food items) for service to the customer.
- When observation or inspection discloses that an establishment is creating a nuisance, such operation shall cease and desist and abate the nuisance.
- An approved sanitizing solution and test strips shall be available to check the concentration of these approved sanitizers: chlorine, quaternary ammonia, or iodine.
- Overhead misting systems shall be constructed of approved piping, fittings, and connections and shall be install in a manner to prevent contamination of food and food contact surfaces. Misting systems shall not be installed over cooking equipment, food assembly areas, or food storage areas.
- Employee food handler cards and the certified food manager card shall be on-site at all times for inspection purposes. The certified food manager must be available during the hours of operation. Failure of the certified food manager to be available during hours of operation may result in revocation of the outdoor food operation variance.
- Dog friendly patios are not permissible at establishments permitted to conduct outdoor food operations.

Construction and Equipment Standards

Outdoor food operations shall comply with the following minimum standards:

- A. Floors:** Floor surfaces in an outdoor food operation shall be in good repair and graded to drain to an approved sewerage system. Approved flooring materials may be sealed concrete, sealed machine-laid asphalt, or sealed tile. All flooring materials shall be smooth, durable, non-absorbent, and easily cleanable. Effective dust control measures shall be implemented in the vicinity of the outdoor food site. All outdoor food site floor areas shall be washed daily. All flooring materials at outdoor food sites shall be durable to withstand daily steam cleaning or power washing with high pressure water.
- B. Walls:** If there is food service, storage, and/or hot or cold holding performed at the outdoor food site, consideration must be made to environmental conditions to provide adequate food protection. This may be accomplished through the use of waterproof tents with sides, screening, air curtains, block walls, or other approved effective barrier methods.
- C. Overhead Protection:** All outside areas in which food is stored or assembled are required to have approved overhead protection. Examples of acceptable overhead protection are waterproof tents, canopies, awnings, or permanent structures. Poly-material type sheet tarps would not be permitted for use as overhead protection.
- D. Sneeze Guards, Shields and Barriers:** All sneeze guards, shields, and effective barriers shall be of approved design, materials and construction. They must be of sufficient height to provide protection and be of sufficient strength to prevent collapse. A barrier shall be provided around the food area to prevent food contamination and customer access. The minimum distance between approved “open” type barriers (i.e. Ropes, chains, tables, etc.) and cooking/food contact surfaces shall at least 5-feet.

- E. Ventilation and Fire Protection:** If necessary, mechanical ventilation of sufficient capacity shall be provided to keep areas free of excessive heat, steam, condensation, vapors, obnoxious odors, smoke, and fumes. Notice: Approval from local/city authorities that govern ventilation and fire protection may be required.
- F. Lighting:** Adequate lighting for day and night operations shall be provided. The minimum lighting intensity requirements are 50-footcandles for food and assembly areas. Minimum lighting requirements are 20-foot candles for hand washing, equipment and utensil storage areas, including reach-in refrigeration units. All light bulbs shall be shatterproof or shielded. Consideration should be given at to the type of lighting used during night time hours of operation to reduce insect attraction to the outdoor food area.
- G. Equipment and Food Contact Surfaces:** All outdoor food equipment, including custom-made equipment shall meet construction designs and standards set forth by this Department. Surfaces shall be smooth, easily cleanable, free of rust, dents or pitting, and durable under normal outdoor use conditions. Permanent in-place food equipment shall be provided with lids or covers to protect the equipment and food contact surfaces from insects, birds, animals, contaminants and inclement weather conditions.
- H. Cooking/ Hot Holding Equipment:** A continuous heat source such as electric, propane, or natural gas is preferred in an outdoor food operation. The use of wood or charcoal is acceptable if consistent temperatures can be achieved and/or maintained in accordance with the Maricopa County Environmental Health Code. Hot holding equipment is not to be used for reheating or cooking. Hot foods must be maintained at a temperature of 135°F or above. Wood or charcoal heat sources shall not be used for the hot holding of cooked food items.
- I. Cold Holding Equipment:** Refrigerators and freezers are required to maintain potentially hazardous foods at or below 41° F and 0°F respectively. The units shall be equipped with approved thermometers. These units must provide mechanical refrigeration and be commercial grade and meet NSF standards. Domestic-type refrigerators and freezers are not approved for food storage.

Cold holding equipment must be capable of holding appropriate temperatures at the outdoor food site during extreme heat. Outdoor cold holding equipment is not to be used for the cooling of any cooked foods. The units are intended for the cold holding only of foods to be cooked outdoors. The use of ice for refrigeration of potentially hazardous foods is not permitted. Ice chests are prohibited. Ice machines are not permitted outside approved permanent structures, unless the machines are National Automatic Merchandising Association (NAMA) approved and meet Department criteria for installation and service.

Note: It is strongly recommended that potentially hazardous food to be cooked outdoors should be brought out from the main kitchen and cooked immediately. This would eliminate the risk of potentially hazardous food reaching hazardous temperatures. (Above 41°F to 135°F)

Refrigeration units, unless designed for such use, should not be located directly adjacent to cooking equipment or other high heat producing equipment which may tax the cooling system's operation. Refrigerators and freezers must maintain internal (cabinet) air temperature of 41°F and 0°F respectively at an ambient air temperature of 100°F or below, with no more than 70% compressor run time. Unless modified, most cold holding equipment is not intended or performance-evaluated to operate in ambient air temperatures in excess of 100°F.

- J. Plumbing:** Install and maintain plumbing according to the 2006- present International Plumbing Code and local requirements: If a well or septic is used, plans must be submitted to our Department (Water & Waste Management Division) for approval.
- K. Backflow Prevention:** All equipment and fixtures connected to a water supply shall be equipped with an approved backflow prevention device or air gap to prevent backflow. If the establishment serves carbonated beverages, an approved reduced pressure backflow preventer, or other approved testable, continuous pressure, backflow device, shall be installed between the water supply line and the carbonator. Conduit and fittings between the backflow preventer and the carbonator should be flex line and stainless steel, do not use copper or brass. Provide an approved funnel drain assembly with an approved air gap plumbed to a floor sink to provide drainage for the relief valve of the backflow device. Install water filters on the upstream (water supply side) of the backflow preventer. These units shall meet all other plumbing code requirements. The Department recommends the use of a stainless steel backflow preventer. Certify the backflow preventer and provide copy of the backflow preventer test certification.
- L. Soda Systems and Ice:** Soda towers and unapproved ice machines are prohibited. Properly installed soda gun systems and jockey boxes with closing lids are acceptable. Ice must 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.
- M. Restroom Facilities:** Approved and accessible toilet facilities located inside the permitted establishment shall be located no more than 500-feet from the outdoor food site.
- N. Hand Washing:** Exterior hand washing facilities shall be provided within 25 feet of all exterior workstations and shall be centrally located and directly accessible. Provide hot and cold water or tempered running water (85°F to 110°F) under pressure to all hand sinks. All hand sinks must have mixing faucets or valves. Hot water or tempered water shall be provided within 45 seconds to all hand wash sinks. All hand wash sinks shall be NSF or equivalent, meet department standards and installed according to the 2006 International Plumbing Code (IPC). All waste water from the hand wash station shall be disposed of into an approved sanitary sewer.
- All new outdoor food operations shall be equipped with permanent approved hand washing facilities in the area where outdoor food operations are conducted. Outdoor food operations permitted prior to March 1, 2011 equipped with approved portable hand wash stations are still permissible. A minimum 5-gallon potable water-dispensing tank and a minimum 7 ½ gallon waste water holding tank are required. The sink must be provided with soap and disposable paper towels.
- Advisory: All hand washing facilities shall be operational and set-up at all times during operation. All outdoor food operations will require outdoor hand wash facilities as described above. Failure to maintain adequate hand washing facilities will result in the immediate suspension of the outdoor food operation and may result in revocation of the outdoor food operation variance.
- O. Garbage/Refuse Disposal:** An adequate number of non-absorbent, easily cleanable covered waste receptacles shall be provided at each outdoor food site.
- P. Mop Basin, Water and Sewer Facilities:** An approved mop basin/utility sink located inside the fixed permitted establishment shall be located no more than 500-feet from the outdoor food site.

Wastewater from the site shall not be disposed of through storm drains. All liquid and solid wastes including the waste water from a holding tank shall be disposed of in an approved manner by the Department.

Potable water components-tanks, hoses, connections, etc. shall meet the current requirements of the Department and all local regulatory authorities. Also, grease and waste disposal methods shall be approved by local regulatory authorities.

- Q. Equipment and Utensil Washing:** Ware washing is not permitted outside. 3-compartment sinks installed outside are not permissible. All utensils and cooking equipment used in the outdoor cooking of food must be returned inside to the fixed permitted support establishment for proper cleaning; except that in place cleaning may be allowed for steam tables, grills, and other similar equipment. Sufficient quantities of clean utensils shall be provided to conduct the outdoor food activities.
- R. Cooking/Grilling Equipment Cleaning:** An approved location shall be provided for the cleaning and sanitizing of the outdoor food equipment.
- S. Cooking/Grilling Equipment Storage:** An approved location shall be provided for the storage of portable food equipment. The portable equipment shall be properly stored under an approved exterior canopy/enclosure or inside a storage room or receiving area. Proper consideration should be given to protecting the equipment from contaminants and inclement weather.
- T. Insect and Vermin Control:** Insect and rodent control shall be implemented to ensure adequate protection of the outdoor food area and equipment. The outdoor food area shall be properly protected from birds and other animals. Failure to provide adequate insect and vermin control will result in the immediate suspension of the outdoor food operation.

Plan Review Process

Step 1: Variance Request Application and Plan Review Submittal

- Submit a properly completed Outdoor Food Operation application.
- A variance request fee of \$200.00 is required.
- A plan review submittal fee is required for the review of the outdoor food location.
- Submit one (1) complete set of plans (minimum size 8.5" x 11" or larger) for the outdoor food operation including the interior and exterior layouts of the support establishment.
- Include site location plan.
- Submit photos of the permitted fixed support establishment, premises and the proposed outdoor food operation location. Include a copy of the intended menu. An intended menu is required including the cooking style, types of food, the number of customers expected, and the time and frequency of the outdoor food service operations.
- Include all other applicable documents (i.e. equipment specification sheets, etc.)
- Variance application review required with the HACCP coordinator at time of submittal.

Step 2: Menu and Preliminary Review Process

- After an application and plans are submitted and logged in, the Department will first review the variance application, menu, plans, site-layout and photos.
- The initial menu review of the variance application by the Variance/HACCP Coordinator may take up to 30-days after initial submittal.

- A preliminary on-site assessment of the proposed outdoor food operation may be made by the Plan Review Program within the first 30-days after initial submittal.
- Once the menu has been reviewed by the Variance/HACCP Coordinator, the establishment will be notified of the menu approval status.
- Review of the plans by the Plan Review Program may take up to 45-days after initial submittal.

Step 3: Plan Review and Approval

- Plans may require additional information or changes before approval, including additional fees and on-site evaluations of the proposed outdoor food operation.
- Once the plan has been reviewed, correspondence will be sent to the party indicated on the application informing the status of the variance and plans.
- Plan approvals expire at the end of (1) year unless the project in the approved plans is under construction by that time.

Step 4: Construction

- Be sure all owners, operators, contractors, sub-contractors, etc. are made aware of the corrections and or plan stipulations from the Plan Review Program.
- Upon approval of the plans, construction may begin.
- Please contact the Plan Review Program regarding any project questions.

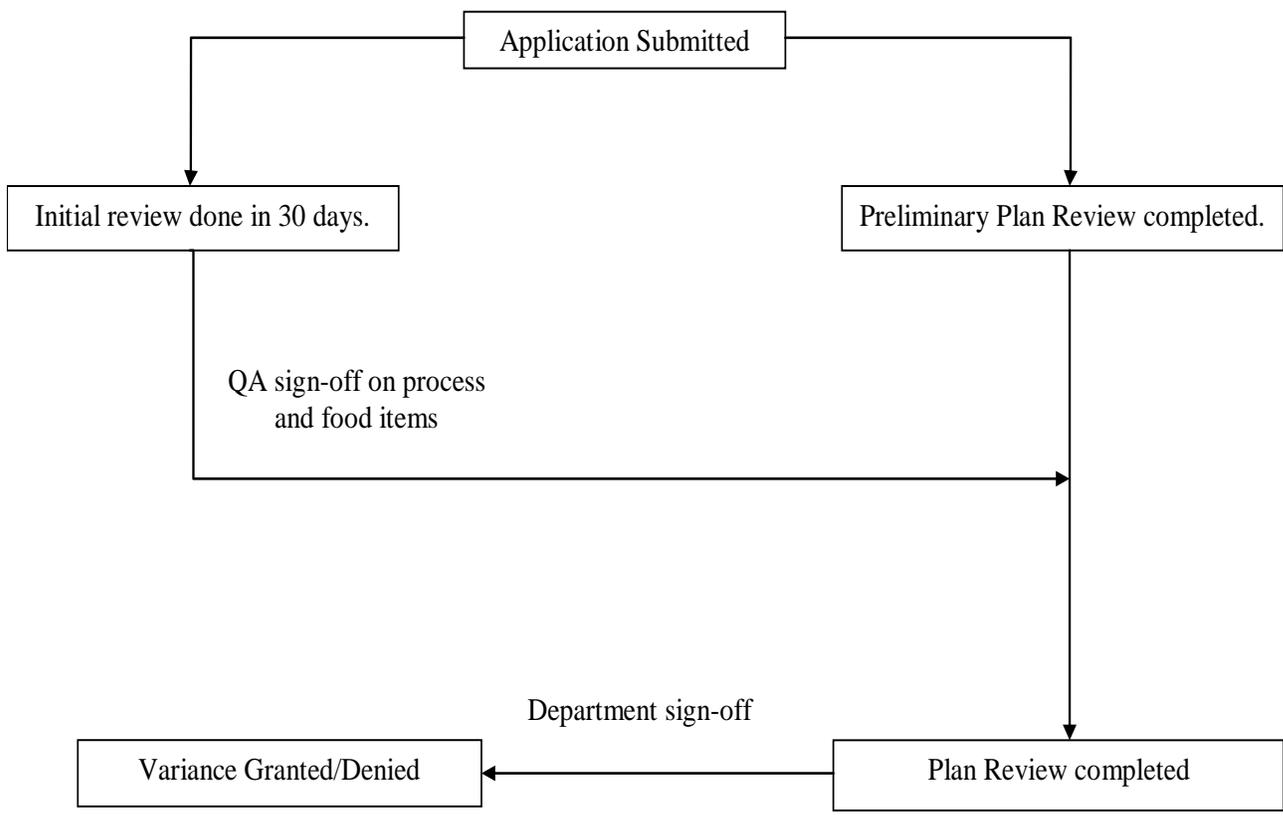
Step 5: Inspections

- Preliminary construction, equipment and final inspections will be conducted during the construction phases to check on the status and make corrections as needed. You may schedule these inspections and additional by contacting the Plan Review Program.
- Request a construction inspection when the project is 75% complete. Please allow 7 to 10 business days to schedule the inspection. Future inspections can be determined at that time, by the inspector. (Note: It is ultimately the responsibility of the owner or operator to contact this office for inspections.)
- Arrange for a final inspection after the establishment has passed all other regulatory inspections and has obtained permission to operate. All water, plumbing and equipment shall be operational at time of the final inspection.
- A final inspection shall be requested at least 7 to 10 business days prior to the proposed opening of the outdoor food operation. (Note: Inspections will be conducted during normal business hours Monday to Friday, between the hours of 8am and 5pm.)

Step 6: Approval to Operate

- The establishment shall not begin or resume outdoor food operations until final approval has been granted in writing by the Department. The outdoor food operation shall be in full compliance before approval to operate will be granted.
- Once final approval has been given by the Department, the establishment is free to conduct outdoor food operations.
- At time of final, a copy of the approved menu will be provided and kept on file by the Department.
- At time of final, photos of the permitted fixed support establishment, premises and the approved outdoor food operation location will be provided and kept on file by the Department.
- Please call [\(602\)506-6980](tel:6025066980) if you have any questions regarding this process.

Outdoor Food Operations Flow Chart



Note: Maricopa County Environmental Services Department follows the review time frames outlined in the Arizona Administrative Code Title 9, R9-8-104. Variance requests may take up to the maximum time frame allowed under the code.

A Notice of Deficiencies is a request from the Department to provide more information about the variance request. This application will be considered withdrawn if this additional information is not received by the Department within 180 calendar days from the date of the request.