



**Maricopa County Environmental Services Department  
Environmental Health Division  
Plan Review Application**

1001 N. Central Ave. #150 Phoenix, AZ 85004 phone: (602)506-6824  
<http://esd.maricopa.gov>



Environmental Services  
Department

**Follow all instructions below to ensure a complete application packet and to avoid delays in the review process.**

**SUBMIT (Please refer to the construction guideline for assistance.)**

- ✓ One (1) complete set of plans (minimum size 8.5" x 11" or larger)
- ✓ Plan Review Fee(s)
- ✓ Include one (1) plumbing site plan (including wells & septic systems if project is not in any city).

**ENCLOSE THE FOLLOWING DOCUMENTS:**

- ✓ Proposed menu (Including seasonal, off-site and catering menus).
- ✓ Finish schedule of interior finishes.
- ✓ Plumbing schedule.
- ✓ Plumbing layout showing type and location of equipment with drains.
- ✓ Equipment schedule showing type, manufacturer, and model numbers.
- ✓ Floor plan layout. All equipment shall be clearly labeled on the plan with its common name.
- ✓ Manufacturer specification sheets (cut sheets) for each piece of equipment shown on the plan.
- ✓ Shop drawings of all custom-built equipment.
- ✓ Complete exhaust ventilation plans (HVAC), including restroom ventilation.
- ✓ Lighting plan.
- ✓ Definitions of all existing equipment and finishes.
- ✓ Site plan showing the location of restrooms, mop basin, alleys, streets, vacant lots, adjacent businesses, and outside equipment (dumpsters, well, septic system, etc.).

**No person shall commence construction unless the required plans have been approved. It shall be the full responsibility of said person that construction be 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 of expiration. A fee equal to one-half (1/2) of the 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 reviewed 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.



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During the construction of the establishment, the applicant shall request a Plumbing inspection at 20% completion, an Equipment inspection at 75% completion, and a Final Construction inspection at full completion. The Plumbing and Equipment inspections will assess the progress of construction to ensure it is aligned with the Department's response letter and is compliant with the MCEHC. The Final Construction inspection will be conducted to evaluate the facility for full compliance. If the facility meets current MCEHC standards at the time of inspection, the applicant will then contact the Business Services office to finalize the issuance of the permit by the payment of the operational permit fee. **The permit is not valid until the operational permit fee is paid.** No person shall conduct an operation or an establishment for which a permit is required without holding the necessary and valid permit to do so.

If the establishment fails to meet minimum standards it will not be approved to operate. An establishment is not allowed to operate unless approved by the Environmental Health Officer and must remain closed until such approval is granted. Department enforcement actions for establishments operating without a permit include Cease & Desist Order, Notice of Violation, Citation, and/or filing an action in Superior Court.

For questions, please contact us at (602)506-6824 and a Development Services Technician can assist you.



## PERMIT/APPROVAL APPLICATION PROCESS

1. Steps required to obtain a Food or Non-Food permit/approval are included in this application packet.
2. Applicable licensing time frames are defined in A.A.C. R9-8-104.

Once submitted, the Department has up to 30 days to determine if the application and supporting information is administratively complete. If determined the application is incomplete, a notice of deficiency will be sent to the applicant requesting additional information. At this time, the timeframe clock will be suspended until the applicant provides the Department with the requested information.

Once administratively complete, the Department will evaluate the submittal for compliance with applicable codes. The Department has up to 60 additional days to make a final determination on the status of the permit. If a comprehensive request for additional information is made by the Department, the timeframe clock will be suspended until the applicant provides the Department with the requested information.

Administrative Review Time (working days)	Substantive Review Time (working days)	Overall Time (working days)
30	60	90

3. If there are questions about the application process or assistance is needed please contact a Development Services Technician at [602-506-6824](tel:602-506-6824).
4. The Department's website is located at <http://maricopa.gov/EnvSvc/>
5. You may receive clarification from the Department of its interpretation or application of a statute, ordinance, regulation, delegation agreement or authorized substantive policy statement as provided in A.R.S. §11-1609.



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## A.R.S. §11-1602: REGULATORY BILL OF RIGHTS

A. TO ENSURE FAIR AND OPEN REGULATION BY COUNTIES, A PERSON:

1. IS ELIGIBLE FOR REIMBURSEMENT OF FEES AND OTHER EXPENSES IF THE PERSON PREVAILS BY ADJUDICATION ON THE MERITS AGAINST A COUNTY IN A COURT PROCEEDING REGARDING A COUNTY DECISION AS PROVIDED IN A.R.S. §12-348.
2. IS ENTITLED TO RECEIVE INFORMATION AND NOTICE REGARDING INSPECTIONS AS PROVIDED IN A.R.S. §11-1603 (*EFFECTIVE JUNE 30, 2012*).
3. IS ENTITLED TO HAVE A COUNTY NOT BASE A LICENSING DECISION IN WHOLE OR IN PART ON LICENSING CONDITIONS OR REQUIREMENTS THAT ARE NOT SPECIFICALLY AUTHORIZED AS PROVIDED IN A.R.S. §11-1604.
4. MAY HAVE A COUNTY APPROVE OR DENY THE PERSON'S LICENSE APPLICATION WITHIN A PREDETERMINED PERIOD OF TIME AS PROVIDED IN A.R.S. §11-1605 (*EFFECTIVE DECEMBER 31, 2012*).
5. IS ENTITLED TO RECEIVE WRITTEN OR ELECTRONIC NOTICE FROM A COUNTY ON DENIAL OF A LICENSE APPLICATION (*EFFECTIVE DECEMBER 31, 2012*):
  - (A) THAT JUSTIFIES THE DENIAL WITH REFERENCES TO THE STATUTE, ORDINANCE, REGULATION, DELEGATION AGREEMENT OR AUTHORIZED SUBSTANTIVE POLICY STATEMENTS ON WHICH THE DENIAL IS BASED AS PROVIDED IN A.R.S. §11-1605.
  - (B) THAT EXPLAINS THE APPLICANT'S RIGHT TO APPEAL THE DENIAL AS PROVIDED IN A.R.S. §11-1605.
6. IS ENTITLED TO RECEIVE INFORMATION REGARDING THE LICENSE APPLICATION PROCESS AT THE TIME THE PERSON OBTAINS AN APPLICATION FOR A LICENSE AS PROVIDED IN A.R.S. §11-1606.
7. MAY INSPECT ALL ORDINANCES, REGULATIONS AND SUBSTANTIVE POLICY STATEMENTS OF A COUNTY, INCLUDING A DIRECTORY OF DOCUMENTS, AT THE OFFICE OF THE COUNTY OR ON THE COUNTY'S WEBSITE AS PROVIDED IN A.R.S. §11-1607.
8. UNLESS SPECIFICALLY AUTHORIZED, MAY EXPECT COUNTIES TO AVOID DUPLICATION OF OTHER LAWS THAT DO NOT ENHANCE REGULATORY CLARITY AND TO AVOID DUAL PERMITTING TO THE MAXIMUM EXTENT PRACTICABLE AS PROVIDED IN A.R.S. §11-1604.
9. MAY FILE A COMPLAINT WITH THE BOARD OF SUPERVISORS CONCERNING AN ORDINANCE, REGULATION OR SUBSTANTIVE POLICY STATEMENT THAT FAILS TO COMPLY WITH A.R.S. §11-1602.



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**Provide all requested information below (please print)**

Business Name (e.g. Name on the building): \_\_\_\_\_

Business Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Business Fax: \_\_\_\_\_

Business Owner Name (e.g. LLC, Corp, or Sole Proprietor - must provide photo ID at time of submittal): \_\_\_\_\_

Business Owner Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Business Owner Phone: \_\_\_\_\_ Business Owner Fax: \_\_\_\_\_

Business Owner Email: \_\_\_\_\_

Billing Name: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Billing Phone: \_\_\_\_\_ Billing Fax: \_\_\_\_\_

Billing Email: \_\_\_\_\_

START DATE OF THE PROJECT: \_\_\_\_\_

PROJECTED COMPLETION DATE: \_\_\_\_\_

**Please provide contact information for the plan review response letter**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Preferred Method:  Email  Fax  U.S. Mail





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**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. By signing below, I agree that the Department may send me a copy of its inspection report by e-mail to the following email address or by facsimile transmission to the following fax number. It is the responsibility of the permit holder to update the Department if there is a change in contact information.

<b>Email Address:</b>	
<b>Fax Number:</b>	<b>Signature:</b>

**I hereby certify that the above information is correct and these documents comply with the Maricopa County Health Code, and I fully understand that any deviation from the above without prior permission from this Environmental Health Regulatory Office may nullify final approval.**

**Signature**

**Printed Name**

**Date**

**NOTE:** 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). Multiple construction inspections and a 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.



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**Supplemental Requests for Additional Information**

Arizona law, A.R.S. 11-1605, limits Maricopa County Environmental Services Department (MCESD) to one request for additional information (set of review comments) when reviewing your application, unless the applicant agrees to allow additional requests.

A County Ordinance requires MCESD and the applicant to agree to extend the time frame by 25% if an agreement is made to allow MCESD to submit supplemental requests for additional information.

Indicate below your choice to either agree to supplemental information requests, or acknowledge that MCESD is limited to one request. The agreement will remain in place for the duration of the licensing process unless a revised agreement is approved by the parties.

Select One:

I agree that MCESD may submit supplemental requests for additional information and I agree to an extension of 25% of the supplemental review and overall licensing timeframe.

I acknowledge that MCESD is limited to one set of review comments. MCESD will approve or deny my application based on my application materials and my response to not more than one set of review comments.

Project Name/Location: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Department Approval \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Project Number: \_\_\_\_\_



### Office Use Only

**Application Fees** (Fees are subject to change)

Quantity	Application Type	Fee	As-Built	Expedite	Total Fee
	Eating & Drinking 0-9 Seating	\$545	\$545		\$
	All Other Food Establishments	\$615	\$615		\$
	School Facility Food Service	\$480	\$480		\$
	Public School Grounds	\$640	\$640		\$
	Public Accommodation	\$680	\$680		\$
	Pet Shop / Pet Groomer	\$520	\$520		\$
	Plan Review Permit Extension	½ Original plan review fee			\$

<b>Total Fees Due</b>	\$
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<b>Business Name:</b>		
<b>Business Address:</b>		
<b>Submittal Date:</b>		<b>Site Location:</b>
<b>Plan Review District:</b>		
Permit Number	Permit Type	Classification