

Maricopa County Environmental Services Department  
Environmental Health Division  
Phone: (602)506-6824  
[Esplanreview@maricopa.gov](mailto:Esplanreview@maricopa.gov)

# **FOOD ESTABLISHMENT PERMIT APPLICATION**

**If you need assistance, please contact us or visit one of our locations:** [Office Locations](#)

If you are visiting one of our regional offices, we recommend that you call the office first to ensure the office is open so as to better serve your needs.

## **Resources:** [Food & Restaurant](#)

Please visit our Food & Restaurant page for guidance and resources.

## **Things to Know**

### [Responsibilities to Qualify for a Permit](#)

Please review this document to ensure you are prepared for your inspection.

## **Consultation (no cost):**

If you would like to set up an appointment with a plan review inspector, at no cost to you, to discuss your project prior to submittal, please contact us at (602)506-6824 or via email at [esplanreview@maricopa.gov](mailto:esplanreview@maricopa.gov). Please provide the address of the project location so that we can serve your needs.

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

## **Application Steps**

1. Fill out and submit your application.
2. Our office will review the application, assess the application fees, and send you your confirmation.
3. After the confirmation is received, pay the application fees (online, in person, over the phone, via fax, or by mail).
4. Annual permit fees are assessed once the establishment qualifies for a permit.

## **Check all that apply**

- New Business – Taking Ownership of an existing/previously permitted establishment or sharing space/adding an additional permit in an existing permitted establishment.
- Minor Review (e.g. outdoor food service, new hood install, restroom remodel, new beverage station with counters, new custom equipment, etc.)
- New Construction/Major Construction/Major Remodel.

Note: Depending on extent of minor review/remodel (e.g. multiple areas impacted or phased installation, etc.), then you may be assessed a fee for a major remodel.

## **Ownership Change Date**

Date:

Please be advised that the first inspection will be conducted once the ownership change has taken place.

## **30 Day Transition Application**

### [30 Day Transition Application](#)

Complete this application if you are purchasing a currently permitted food business and want to remain in business while the Department reviews your Food Establishment Application.

## **Construction/Installation Dates**

Start Date:  End Date:

## **Inspection Upon Request**

If you are interested in obtaining a detailed list of items requiring correction prior to taking ownership of an establishment, please submit an [Inspection upon Request form](#)

**Expedited Plan Review for Minor Reviews or New Construction Major Construction/Major Remodels**  Yes  No

## **Checklist New Business - no new construction (new owner of permitted establishment)**

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

## **Checklist for Minor Review**

- Complete Application (please indicate n/a, if not applicable rather than leaving empty boxes on the application).
- Application fees (see table below).
- Diagrams/Cut sheet/schematics of any equipment to be installed. This includes any custom built equipment.
- Plumbing and Finish schedule (if not already indicated in the plan otherwise, complete plumbing/finish schedule for the impacted areas).
- Plan/layout for area affected by the minor review.
- Plans are to be a minimum of 8.5" x 11"
- All equipment must be clearly labeled.

## **Checklist for Major Construction/Remodel**

- Complete Application (please indicate n/a, if not applicable rather than leaving empty boxes on the application).
- Application fees (see table below).
- Proposed menu(s) with consumer advisory (if applicable).
- Plumbing and Finish schedule (if not already indicated in the plan otherwise, complete plumbing/finish schedule for the impacted areas).
- Diagrams/Cut sheet/schematics of any equipment to be installed. This includes any custom built equipment.
- Shared Restroom/Mop sink agreement (if applicable).
- Complete set of plans (refer to Construction Guide for guidance).
- Plans are to be full size, printed to scale as indicated on plan/drawing, and legible.
- Plans are to be a minimum 8.5" x 11".
- All equipment must be clearly labeled.
- Plans contain all lighting, ventilation, plumbing layout, and locations of sinks and equipment.
- Plans show restrooms, mop basin, alleys, streets, vacant lots, adjacent buildings, and outside equipment (dumpsters, well, septic, etc.).

\*\*\*Note: Annual permit fees are assessed once the establishment qualifies for a permit. For fee schedule, visit:  
<http://www.maricopa.gov/DocumentCenter/Home/View/5500>

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

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

**Fees are non-refundable.**

# Food Establishment Permit Application

## BUSINESS INFORMATION (Name on Establishment)

Business Name:

Business Address:

City:  State:  Zip:

Business Phone:

## BUSINESS OWNERSHIP INFORMATION (Responsible Party)

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

If Other, please describe:

Owner/Corporation:

Address:

City:  State:  Zip:

Phone Number:  Fax Number:

Email Address:

## MAILING/BILLING INFORMATION If same as above, please check box.

Owner Name:

Owner Address:

City:  State:  Zip:

Owner Phone:  Owner Fax:  Email:

## INSPECTION or PLAN REVIEW RESPONSE CONTACT

Name:

Address:

City:  State:  Zip:

Phone:  Email Address:

**Contractor Contact Information** If not applicable, please check box.

Name:

Phone:  Email Address:

**Architect Contact Information** If not applicable, please check box.

Name:

Phone:  Email Address:

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**Permit Questionnaire**

**Brief Description of Project\***

Please be as detailed as possible to convey to the reviewer what will be taking place at the establishment.

**Electronic Delivery of Layout, Cut Sheets, Plumbing/Finish schedule, Menus\***

- I will deliver hard copies to the Department.
- I will attached copies to an email along with the application [esplanreview@maricopa.gov](mailto:esplanreview@maricopa.gov) .
- I will attached copies to the Cloud Drive (see instructions below).

**Instructions for uploading files to the cloud drive**

[Instructions](#)

Please make sure you follow instructions to ensure your application is process and reviewed without delay.

**Plan Review Cloud Drive**

[Link to the Cloud Drive](#)

Please use this link to upload files for plan review (layout, equipment cut sheets, schematics, menu, and any other supporting documentation).

**Are you also applying for a Dog Friendly Patio?**

Yes  No If yes, please submit a [Dog Friendly Patio Application](#).

**Are you also planning on conducting Outdoor Food Operations?**

Yes  No

An additional review/remodel fee may also be assessed.

**Are you planning on having continuous openings/garage/roller doors off the dining room or bar area to the exterior?**

Yes  No

**Do you have drive-thru windows?**

Yes  No

**Total Square Feet of Facility**

**Number of floors on which operations are conducted**

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**Menu/Operation information**

**Menu**

Provide brief list of menu items. Please ensure you attach complete menu.

**Menu/Cuisine Type**

**Operation Categories (please check all that apply)**

Restaurant Full Service	Restaurant Quick Service	Convenience Store	Hotel/Resort Food Service	Retail - Grocery Store/Market	School Food Service	Institutional Food Service	other
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Hours of Operation**

**Type of Food Service**

**Seating Capacity**

## Plumbing/Finish Schedule

**Type of Water Service**

**Name of Water Provider**

**Type of Sewer Provider**

**Name of Sewer Provider**

**Water Heater Capacity**

(gallons)

**Recovery Rate**

(gallons/hour)

### Plumbing and Finish Schedule

- I attached this information with my plan documents electronically on the prior page or will be providing a hard copy of the information.
- I will provide this information by filling out the information below.

This information needs to be provided with all applications for Minor Review/Major Remodel/Major Construction. For minor reviews, this information is only required for the areas impacted by the project.

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

Write "n/a" if not applicable

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

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

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

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

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

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

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

**Delivery of Inspection Reports**

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

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

**Disclaimer**

Information entered on this form will be retained by Maricopa Environmental Services Department and is a record as defined by Arizona law. This form will be provided without redaction in response to a public record request unless any of the information is exempt from release under Arizona law.

By checking the check box and typing your name you have digitally signed this application.

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

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

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

## For Office Use Only

Business Name:

Business Address:

Submittal Date:  Site Location:

District:  Expedite (Yes/No):

Permit #	Permit Type	Classification

### Fees

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





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## Notice

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

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

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

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

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

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

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

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