

New Permits or Remodel Permits

-Responsibilities to Qualify for a Permit-

The Environmental Services Department wants to help ensure a successful start to your business, while making Maricopa County a better place to live. The basic goal of the permitting process is to ensure inspection requests are conducted in a timely manner, while ensuring projects are completed in compliance with applicable codes and minimum requirements. Department staff are here to assist you each step of the way in obtaining a permit to operate.

This handout is for informational purposes and is intended to provide basic information about common facility and/or construction requirements, and your responsibilities to qualify for a permit to operate. All facilities, systems, processes, and menus must be evaluated on an individual basis to determine compliance with minimum operational requirements. Additional regulations and requirements adopted by the Maricopa County Environmental Services Department may be required to prevent the creation, or maintenance of unhealthy, or unsanitary conditions. For additional information or assistance regarding current permit requirements, please contact the [Plan Review & Construction Program](#) at [602.506.6824](tel:602.506.6824).

Prior to approval of a permit to operate, the establishment and operator must demonstrate sufficient compliance with all applicable regulations. Please review the list of responsibilities below for items that must be in compliance:

1. Provide a copy of the finalized menu(s) for the establishment's file. Ensure approved consumer advisories are present on the menu(s), if necessary.
2. Approved water, sewer, electric, and gas service is in place and functioning.
3. An approved properly sized and functioning water heater that meets peak demands of the establishment.
4. Hot and cold water, or approved tempered water, is under pressure to all required sinks and fixtures.
5. Sufficient number of accessible approved hand wash stations with soap and paper towels are provided.
6. Approved backflow devices and assemblies provided, tested, and certified as required by code. A separate water line connection is required for chemical systems at the mop/service sink locations.
7. All equipment, including sufficient NSF or commercial grade cold holding and cooling equipment, plumbing, warewashing sinks, food preparation sinks (if needed as determined by menu items or processes), mop/service sinks are installed and fully operational.
8. All equipment must be approved NSF commercial grade or equivalent as approved by the Department.
9. All finishes, including trim/detail work are substantially complete. All gaps, cracks, crevices, and penetrations are sealed. Approved solid surface materials are provided on all countertop surfaces.
10. Ensure you have received and reviewed a copy of the "Notification of Construction Authorization with Conditions" Letter, if plans were submitted, and all stipulations have been properly addressed and are in compliance. All establishments and premises undergoing remodeling or construction must meet current code and Department requirements and follow the plan review permitting process.
11. In order to ensure compliance with local mechanical and building codes, obtain a Final Inspection, or Certificate-of-Occupancy "C-of-O" from the local municipality, or "Green Tag" from the local fire department, if required.

Department staff may discover inadequate conditions, deviations from codes, regulations, unapproved plans, alterations, modifications, or other violations that may result in unsafe conditions or risks for the

establishment or the public. The aforementioned responsibilities listed to qualify for permits are not all-inclusive and does not guarantee that the Department will issue permits.

❖ **Notice:** A permit will not be approved if the above items are not in place. Additionally, the permit will not be approved if:

1. If there are any Centers for Disease Control (CDC) risk factors present that cannot be corrected at the time of inspection.
 - a. Unapproved food sources.
 - b. Inadequate cooking.
 - c. Improper holding temperatures.
 - d. Contaminated equipment.
 - e. Poor personal hygiene
2. Any evidence of live roaches, bed bugs, rodents, or other insect/vermin activity is present.
3. Lacking approved exterior barrier protection (e.g. air curtains, window screens, doors, etc.).
4. Any situation where a variance or Hazard Analysis Critical Control Plan (HACCP), or additional review is required and has not been approved, including all outdoor food operations. If the operator removes the variance required item(s) at the time of inspection, the permit may be approved.
5. Any accumulation of other gross, insanitary, or poor maintenance conditions where the Department has determined public health is at risk.
6. Incomplete construction related items in the facility as determined by an on-site inspector.
7. Observance of any items listed in Maricopa County Environmental Health Code that would justify the suspension of a permit (e.g. lack of potable water, electric, sewage backup, insufficient food refrigeration, etc.).

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Approval of these plans and specifications by this Department does not indicate compliance with any other code, law or regulation that may be required - federal, state, or local. A “grandfather” clause or provision is not provided for in the Maricopa County Environmental Health Code. All establishments under new ownership, newly built, or remodeled must 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 will not be issued to a facility for which a permit is required and will 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 must be made in accordance with specifications approved by the Department. The owner, operator, or authorized agent must 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. (*MCEHC Chapter I*)

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