



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 shall 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) 506-6980.

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 shall be in compliance:

- 1) A copy of the finalized menu(s) shall be provided for the establishment's file. Approved consumer advisories shall be present on the menu(s) if necessary.
- 2) Approved water, sewer, electric, and gas service shall be in place and functioning.
- 3) All equipment shall be approved NSF commercial grade or equivalent as approved by the Department, and shall be fully operational. This includes sufficient cold holding and cooling equipment, plumbing, handwashing sinks, warewashing sinks, food preparation sinks (when applicable), mop/service sinks.
- 4) An approved properly sized and functioning water heater that meets peak demands of the establishment shall be provided. Hot and cold water, or approved tempered water, under pressure shall be provided to all required sinks and fixtures.
- 5) Sufficient number of accessible hand wash stations with soap and paper towels shall be provided.
- 6) Approved backflow devices and assemblies provided, tested, and certified as required by code shall be provided. A separate water line connection is required for chemical systems at the mop/service sink locations.
- 7) Approved solid surface materials shall be provided on all counter top surfaces.
- 8) All finishes, including trim/detail work shall be substantially complete. All gaps, cracks, crevices, and penetrations shall be sealed.
- 9) Ensure you have received and reviewed a copy of the Plan Review Approval Letter if plans were submitted, and all stipulations have been properly addressed and are in compliance. All establishments and premises undergoing remodeling or construction shall meet current code and Department requirements and follow the [plan review process](#).

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 do not guarantee that permits shall be issued by the Department.

❖ **Notice:** A permit shall not be approved if the above items are not in place. Additionally, the permit shall 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 review is required and has not been issued, 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.).

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.



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to ensure a safe and healthy environment

