



# Maricopa County

## Environmental Services Department

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

## PLAN REVIEW SUBMITTAL – Outdoor Cooking Operations

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### Introduction

All outdoor cooking operations shall be operated in full compliance with all applicable provisions of the Maricopa County Environmental Health Code together with other regulations and all local ordinances governing outdoor cooking operations. 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 cooking operation. The fixed permitted establishment must be adequately equipped and capable of cooking and serving food on the outside in a safe and sanitary manner. 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. The final site selected and the method of cooking/ grilling/ roasting shall be approved by this Department. Establishments seeking approval for an outdoor cooking operation shall submit one (1) complete set of plans to the Department for plan review consistent with the criteria provided in the Maricopa County Environmental Health Code Chapter VIII, Section 2, Regulation 1, subsections 8-201.11 and 8-201.12. Please refer to the [Outdoor Cooking Operation Guideline](#) for additional information. The guideline, application, checklist, plan review fees and additional information can be obtained on-line from our Department, at no charge. If you do not have access to the Internet, either visit our office to pick up copies, or call (602) 506-6980 to have a copy mailed or faxed to you. Construction Guideline packets may be purchased for a nominal fee. In addition, approval of the outdoor cooking location and operation and all appropriate documentation shall be obtained from the following local regulatory authorities – Municipal Building & Zoning Department, Fire Department and the Municipal Environmental Department. Copies of the documentation shall be provided prior to plan submittal.

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### Plan Submittal

The plan review submittal process shall include the following criteria:

1. One (1) complete set of plans (minimum size 8.5" x 11" or larger) of the outdoor cooking operation including the interior and exterior layouts of the support establishment and a site location plan.
2. A properly completed application with all applicable documents, including prior approval documentation from local regulatory authorities and request for a variance from the Variance/ HACCP Coordinator.
3. A plan submittal fee of \$415.00 is required for the review only of an outdoor cooking operation. *Note: Establishments already in operation or opening within 15 days of plan submittal will be charged an expedited fee, which is 2x the plan review fee amount.*
4. 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 cooking operations.
5. A pre-final inspection and final inspection are required. The outdoor cooking operation must be in full compliance before approval to operate will be granted.

## Plan Review Process

### **Step 1: Submit Plans**

- The establishment shall first obtain approval documentation for the outdoor cooking operation from all local regulatory authorities prior to plan submittal. Please see the Plan Review Checklist.
- Request a variance/exemption for the outdoor cooking operation. The variance must be submitted and received by the Variance/ HACCP Coordinator prior to plan submittal. Please see the Request for Variance Application.
- A properly completed application.
- One (1) complete set of plans (minimum size 8.5" x 11" or larger).
- Include all applicable documents (i.e. intended menu, specification sheets, etc.)
- Plan review fee.

**NOTICE: AN INCOMPLETE PLAN SUBMITTAL WILL BE REJECTED!**

### **Step 2: Plan Review Process**

- After plans are submitted and logged in, inspectors will review the plans.
- Review of the plans may take up to 30 days after submittal (15 days for expedited plans).

### **Step 3: Plan Approval Process**

- Plans may require additional information or changes before approval, including additional fees and an on-site evaluation of the proposed outdoor cooking operation.
- Once the plan has been reviewed, a letter is mailed to the corresponding party indicated on the plan review application informing them of the status of the plans. A letter will be mailed 6 to 8 weeks after plan submittal.
- 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 this Plan Review Office.
- Upon approval of the plans, construction may begin.
- Please contact the Plan Review Office regarding any project questions.

### **Step 5: Inspections**

- A pre-final inspection and final inspection are required. You may schedule these inspections and additional courtesy inspections by contacting the Plan Review Office.
- Inspectors may likely make random courtesy inspections during the construction to check on the status and make corrections as needed.
- Request the pre-final inspection when the project is 75% complete. Please allow 5 to 7 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 contractor to contact this office for inspections.)***
- The establishment shall not start or resume outdoor cooking operations until approval has been granted.
- 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 5 to 7 business days prior to the proposed opening of the outdoor cooking operation. ***(Note: Inspections will be conducted during normal business hours Monday to Friday, between the hours of 8am and 5pm.)***
- The variance request shall be approved from the Variance/HACCP Coordinator prior to a final inspection from this office.
- Once final approval has been given, the establishment is free to open for business.
- Please call (602) 506-6980 if you have any questions regarding this process.



**Maricopa County  
Environmental Services  
Department (MCESD)**

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**SUBJECT:** The following applicant is applying for an outdoor cooking operation. MCESD is requesting information from local regulatory authorities to ensure that the applicant is in compliance with your Department's requirements.

**OUTDOOR COOKING OPERATIONS – Plan Review Checklist**

Establishments seeking approval for outdoor cooking operations shall first obtain all appropriate signatures from local regulatory authorities. This completed checklist shall be completed and returned to the Plan Review Office prior to acceptance of the plan review application, plan, documents and the plan review fee.

**PLEASE PRINT**

- ❖ Name of Establishment \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_  
Phone ( ) \_\_\_\_\_
- ❖ Name of Owner \_\_\_\_\_
- ❖ Phone ( ) \_\_\_\_\_
- ❖ Name of Contact Person \_\_\_\_\_  
Phone ( ) \_\_\_\_\_
- ❖ Existing MCESD Business Permit Number \_\_\_\_\_

**NOTICE:** The establishment may not start or resume outdoor cooking operations until the plan review process is completed. Once final approval has been given, the establishment may conduct outdoor cooking operations.

**- MCESD OFFICE USE ONLY -**

Date Application and Checklist Received \_\_\_\_\_  
Plan Review Permit Number \_\_\_\_\_  
Plan Review District # \_\_\_\_\_

MCESD Plan Approval: [ ] Yes [ ] No

Comments:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of MCESD Representative

\_\_\_\_\_  
Date

Return this completed form to the Maricopa County Environmental Services Department Plan Review Office. Final approval by MCESD will not be given until all final reviews have been completed by the appropriate regulatory authorities. **Signatures and phone numbers from all agencies are required before the application will be accepted by the Department.**

**STEP 1: ZONING**

Do you object to outdoor cooking operations at this location?                     Yes     No  
If yes, please explain.

Comments:

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\_\_\_\_\_  
Signature of Zoning Department Representative

\_\_\_\_\_  
Phone number

\_\_\_\_\_  
Date

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**STEP 2: BUILDING/ CONSTRUCTION**

Do you object to outdoor cooking operations at this location?                     Yes     No  
If yes, please explain.

Comments:

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\_\_\_\_\_  
Signature of Building Department Representative

\_\_\_\_\_  
Phone number

\_\_\_\_\_  
Date

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**STEP 3: FIRE DEPARTMENT**

Do you object to outdoor cooking operations at this location?                     Yes     No  
If yes, please explain.

Comments:

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\_\_\_\_\_  
Signature of Fire Department Representative

\_\_\_\_\_  
Phone number

\_\_\_\_\_  
Date

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I hereby certify that the above information is correct. I fully understand that the establishment shall be in full compliance from the above regulatory authorities and from this Environmental Health Regulatory Office prior to final approval.

\_\_\_\_\_  
**APPLICANT'S SIGNATURE**

\_\_\_\_\_  
**TITLE**

\_\_\_\_\_  
**DATE**

**Notice:** Once final approval is granted, a signed copy of this form, along with a copy of the approved equipment layout, shall be kept on file at the establishment. Failure to provide these documents to a MCESD representative upon inspection may result in legal action taken against the establishment.



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### PLAN REVIEW APPLICATION– Outdoor Cooking Operations

**NOTICE: AN ILLEGIBLE OR INCOMPLETE PLAN SUBMITTAL WILL BE REJECTED!**

Permission must first be obtained from the following local City/County/State regulatory authorities if necessary, prior to plan review by this Department; Zoning, Building/ Construction, and Fire. Please see the Plan Review Checklist.

**PLEASE PRINT AND COMPLETE FOR THE PERMIT OFFICE.**

- ❖ Name of Establishment \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip Code \_\_\_\_\_  
Phone ( ) \_\_\_\_\_
- ❖ Name of Owner (Billing Party) \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip Code \_\_\_\_\_  
Phone ( ) \_\_\_\_\_
- ❖ Projected date for start of project \_\_\_\_\_
- ❖ Projected date for completion of project/ operation of business \_\_\_\_\_

**OUTDOOR COOKING - FEE SUBMITTAL AMOUNT (Note: Fees are subject to change.)**

<u>QUANTITY</u>	<u>PLAN TYPE*</u>	<u>AMOUNT</u>	<u>TOTAL \$</u>
_____	Outdoor cooking review**	\$415.00	_____
_____	EXPEDITE FEE***	2x Plan Fee	_____

\* Refers to the type of fixed permitted food support establishment. The outdoor cooking operation shall operate in conjunction with a permitted establishment that is in full compliance with the Maricopa County Environmental Health Code.

\*\* Outdoor cooking submittals in conjunction with a new construction or remodeling project will be reviewed under the original set of plans and fees. Municipal approvals with the attached checklist and a Department variance approval will still be required before final Department approval is given.

\*\*\* Establishments in operation or opening within 15 days of plan submittal will be charged and expedite fee.

TOTAL DUE \_\_\_\_\_

**- OFFICE USE ONLY -**

Plan Review SG #'s \_\_\_\_\_  
 Kind (New, Existing, Remodel, Expedite) \_\_\_\_\_ Type \_\_\_\_\_  
 Date Received \_\_\_\_\_ Receipt # \_\_\_\_\_  
 Site Location \_\_\_\_\_  
 Plan Review District # \_\_\_\_\_  
 Old permit SG#'s \_\_\_\_\_

**SUBMIT (Please refer to the appropriate construction guidelines):**

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

**ENCLOSE THE FOLLOWING DOCUMENTS:**

- ✓ Copies of approval documentation from local regulatory authorities.
- ✓ Intended menu (Including the cooking style, types of food, the number of customers expected, and the time and frequency of the outdoor cooking operations.)
- ✓ Finish schedule & plumbing schedules – Provide upon request.
- ✓ Equipment schedule
- ✓ Mfr. specification sheets for each piece of equipment shown on the plan.
- ✓ Lighting plan
- ✓ All existing equipment & finishes must be defined.
- ✓ Site plan showing the location of the outdoor cooking operation including the location of restrooms, mop basin, alleys, streets, vacant lots, adjacent businesses, and outside equipment (dumpsters, well, septic system, etc.)

**FILL IN OR CHECK ALL THAT APPLY. PLEASE WRITE “n/a” IF NOT APPLICABLE.**

Type of Fixed Permitted Food Establishment: \_\_\_\_\_  
Hours/ Frequency of Operation: \_\_\_\_\_ # Of Staff: \_\_\_\_\_  
Number of Food handler cards: \_\_\_\_\_ Certified Food Service Manager on Site? (Y/ N)  
Anticipated number of meals/ volume of food to be sold or served: Breakfast \_\_\_ Lunch \_\_\_ Dinner \_\_\_  
I have obtained the necessary approvals from the proper local City/ County/ State regulatory authorities prior to this submittal (Y/ N).

**PLEASE PRINT AND COMPLETE FOR PLAN REVIEW CORRESPONDENCE LETTERS.**

Name of Establishment \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_ Zip Code \_\_\_\_\_  
Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_  
Name of Owner (Billing Party) \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_ Zip Code \_\_\_\_\_  
Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_  
Name of Architect \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_ Zip Code \_\_\_\_\_  
Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_  
Name of Contractor \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_ Zip Code \_\_\_\_\_  
Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_

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.

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<b>SIGNATURE</b>	<b>TITLE</b>	<b>DATE</b>
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**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). 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.

6-9-05, 6-23-05, 7-7-05, 7-14-05, 7-13-06, 10-19-06 DB