Maricopa County Environmental Services Department
Environmental Health Permitting Services Program
Mobile Food Establishment Application
1645 E. Roosevelt St., Phoenix, AZ 85006 Phone: (602)506-6872
esd.maricopa.gov

MOBILE FOOD ESTABLISHMENT PERMIT APPLICATION

Follow all instructions below to avoid delays in the application review process.
There are separate applications for Temporary and Seasonal Food Establishment permits.

Checklist for no new construction/review (new owners)

- ☐ 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)
- ☐ Commissary Agreement (if applicable)
- ☐ Toilet Use Agreement (if applicable)
- ☐ Location(s) of operation

Checklist for new construction/review (plan review is only required for Mobile Food Type II, Mobile Food Type III, & Annual Event Food Establishments)

- ☐ Complete Application (please indicate n/a, if not applicable rather than leaving empty boxes on the application)
- ☐ Plan Review fees (see table below)
- ☐ Proposed menu(s) with consumer advisory (if applicable)
- ☐ Commissary Agreement (must be submitted prior to permit issuance)
- ☐ Complete set of plans:
  - ☐ Plans are to be full size, printed to scale as indicated on plan/drawing, and legible. Plans shall be a minimum of 8.5"x11"
  - ☐ Plans shall include top view and side view(s) of unit/booth layout
  - ☐ Plumbing layout shall include: sizes of fresh water and waste water tanks, size of water heater, sink dimensions, inner diameter of fresh water inlet and waste water outlet, and flow rate at sinks)
  - ☐ Plans shall contain all lighting, ventilation, and locations of sinks and equipment
- ☐ Plumbing and Finish materials (if not already indicated on the plan otherwise provide on table on page 3)
- ☐ Cut sheets/schematics of all equipment; this includes any custom built equipment
- ☐ Toilet Use Agreement (if applicable, must be submitted prior to permit issuance)
- ☐ Location(s) of operation (must be provided prior to permit issuance)

Application Steps

1. Fill out and submit your application
2. Our office will review and assess the required fees
3. Pay fees (via online, in person, over the phone, fax, or by mail)

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

Fees are non-refundable.

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Please indicate which permit type you are applying for:

◯ Mobile Food Type I - 6 month ◯ Mobile Food Type I - 12 months ◯ Mobile Food Type II

◯ Mobile Food Type III ◯ Annual Event Food Establishment

BUSINESS INFORMATION (Name on Vehicle/Cart/Booth)

Business Name: _____ Vehicle/Cart #: _____

Business Address: _____

City: _____ State: _____ Zip: _____

Business Phone: _____ Business Fax: _____

License Plate: _____ VIN: _____

BUSINESS OWNERSHIP INFORMATION (Responsible Party)

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

Owner/Corporation: _____

Owner Address: _____

City: _____ State: _____ Zip: _____

Owner Phone: _____ Owner Fax: _____ Email: _____

MAILING/BILLING INFORMATION

Owner/Corporation: _____

Owner Address: _____

City: _____ State: _____ Zip: _____

Owner Phone: _____ Owner Fax: _____ Email: _____

BEST METHOD OF CONTACT

◯ Cell Phone Cell #: _____

◯ E-mail Email: _____

Permit Questionnaire

Provide complete menu (indicate if provided on separate sheet)

Which months do you plan on operating (mark all that apply):

◯ Jan ◯ Feb ◯ Mar ◯ Apr ◯ May ◯ Jun ◯ Jul ◯ Aug ◯ Sept ◯ Oct ◯ Nov ◯ Dec

Which days do you plan on operating (mark all that apply)?

◯ Mon ◯ Tues ◯ Wed ◯ Thurs ◯ Fri ◯ Sat ◯ Sun

Hours of operation (indicate AM/PM):

List of the events/farmers' markets you plan to operate at:

Finish/ Plumbing Schedule (provide if not detailed on plans)

Write "n/a" if not applicable.

Indicate type of finish (e.g frp, stainless steel, diamond plate, etc...)	Floors	Walls	Ceiling	Cove Base
Kitchen/Cart				
Area Under Vent Hood(s)			N/A	
Cabinet(s) under sinks				
Other:				

Fresh water tank size (gallons)

Inner diameter of fresh water inlet (in.)

Waste water tank size (gallons)

Inner diameter of waste water outlet (in.)

Water Heater tank size (gallons)

Flow rate at sinks (gallons/minute)

Handsink basin (LxWxD)

3 comp sink basin (LxWxD)

Disclosures

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-operational 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.

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. 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	Commissary Permit #	Food Production permit # (if applicable)

Fees			
Application Type	**Plan Review Fee**	**Expedited Plan Review Fee**	**Annual Permit Fee**
Mobile Food Type I (1 year)	N/A	N/A	$120/year/unit
Mobile Food Type I (6 months)	N/A	N/A	$60/6 months/unit
Mobile Food Type II	$45/unit	$90/unit	$240/year/unit
Mobile Food Type III	$75/unit	$150/unit	$610/year/unit
Annual Event Food Establishment	$75/unit	$150/unit	$180/year/unit

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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 DISCIPINARY 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