



Maricopa County Environmental Services Department
Environmental Health Permitting Services Program
Vending Machine Permit Application
1645 E. Roosevelt St. Phoenix, AZ 85006 Phone: (602)506-6872
esplanreview@mail.maricopa.gov

VENDING MACHINE PERMIT APPLICATION

Follow all instructions below to ensure a complete application and to avoid delays in the application review process.

Checklist for review:

- Complete Application (please indicate n/a, if not applicable, rather than leaving empty boxes on the application)
- Fees (see table on page 3)
- Proposed menu(s)
- Current Letter of certification from NAMA (National Automatic Merchandizing Association)
- Cut sheets/schematics of all equipment to be installed; this includes any custom built equipment
- Water sampling results (water and ice machines); must be provided prior to approval and at renewal each year
- List of all locations where machines will be set-up, along with details on type of machine (i.e. water, ice, frozen, fresh, coffee, etc.)

Application Steps

1. Fill out and submit your application
2. Our office will review, assess the required fees, and send you your confirmation
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.
If submitting application electronically, payment can be made online once the application is accepted and reviewed.



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BUSINESS INFORMATION (Name on Establishment)

Business Name:

Business Address:

City: State: Zip:

Business Phone: Business Fax:

BUSINESS OWNERSHIP INFORMATION (Responsible Party)

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

Owner/Corporation Name:

Owner Address:

City: State: Zip:

Owner Phone: Owner Fax: Email:

MAILING/BILLING INFORMATION

Owner/Corporation Name:

Owner Address:

City: State: Zip:

Owner Phone: Owner Fax: Email:

INSPECTION CONTACT

Name:

Phone: Email:

How many vending machines are owned by this business?

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% extension.

Signature: Date:

Fees (office use only)					
Application Type	Plan Review	Expedite Plan Review	# of Machines	Annual Permit Fee	Permit #
Vending Machine Plan Review (machines not certified by NAMA only)	\$615	\$1230		\$220/year	
Vending Machines (certified by NAMA)	N/A	N/A		\$220/year	

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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.