



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

PLAN REVIEW SUBMITTAL – Outdoor Food Operations

Introduction

All outdoor food 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 food 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 food 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 food 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 Food 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](tel:6025066980) to have a copy mailed or faxed to you. Construction Guideline packets may be purchased for a nominal fee. In addition, review and signature of the outdoor food location/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 at the time of plan submittal.

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 food 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 food 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 food operations.
5. A construction and final inspection are required. The outdoor food operation must be in full compliance before approval to operate will be granted.

Plan Review Process

Step 1: Submit Plans

- Request a variance/exemption for the outdoor food 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 variance request fee of \$90 is required.
- 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 food 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 5 to 6 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 construction 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 construction 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 food 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 food 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.



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PLAN REVIEW APPLICATION– Outdoor Food Operations

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

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 FOOD - FEE SUBMITTAL AMOUNT (Note: Fees are subject to change.)

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

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

** Outdoor food submittals in conjunction with a new construction or remodeling project will be reviewed under the original set of plans and fees.

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

- 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:

- ✓ Intended menu (Including the cooking style, types of food, the number of customers expected, and the time and frequency of the outdoor food 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 food 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.

SIGNATURE **TITLE** **DATE**

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 construction 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.