



Maricopa County Environmental Services Department
Environmental Health Division
New Business Permit Application

1001 N. Central Ave. #150 Phoenix, AZ 85004 phone: (602)506-6824
<http://esd.maricopa.gov>



Environmental Services
Department

To open a food/drink service establishment, public school, hotel, or pet shop/pet groomer, you must complete one of the 3 following processes to obtain a permit to operate.

- A. If you are constructing a new business, remodeling a previously permitted establishment or you will be operating from a fully completed space (e.g. church kitchen) that has never held a Maricopa County Environmental Services Department (Department) permit to operate, you must complete and submit a Plan Review Application, the required fee and your plans to the Department prior to beginning construction/modification. Please visit the [plan review program website](#) to view forms and instructions on how to complete this process.
- B. If you are purchasing an existing business permitted by this Department, are re-opening a previously closed business, or are opening a business in a shared/commissary facility, you must complete and submit the New Business Permit Application along with the fee to the Department located at the above address. Business hours are Monday through Friday from 8am to 5pm. **All applications must be submitted in person. Mailed applications will not be processed.** In addition to the application and fee, you must provide a copy of the proposed menu (food service establishments only). At the time of your application submittal, an inspection request will be logged and an inspector will call you to confirm the inspection. The inspection will be conducted to evaluate the facility for compliance. If the facility meets current Maricopa County Environmental Health Code (MCEHC) standards at the time of inspection, you will then contact the Business Services office to finalize the issuance of your permit by the payment of the operational permit fee. **The permit is not valid until the operational permit fee is paid.** No person shall conduct an operation or an establishment for which a permit is required without holding the necessary and valid permit to do so.
- C. If your business was posted closed by the Department due to permit fee payment lapses, your permit is invalid. To obtain a new permit, you are required to apply for a New Business Permit and must follow all instructions described in paragraph B above.

As stated above, the facility must meet current MCEHC standards. The Environmental Health Code does not 'grandfather' any part of an establishment regardless of the current condition or how the existing business was originally permitted. All new permits must meet and/or upgrade to current code standards. If the establishment fails to meet minimum standards it will not be approved to operate. An establishment is not allowed to operate unless approved by the Environmental Health Officer and must remain closed until such approval is granted. Department enforcement actions for establishments operating without a permit include Cease & Desist Order, Notice of Violation, Citation, and/or filing an action in Superior Court. Additionally, if noncompliance areas are extreme, a plan submittal for repairs will be required.



Maricopa County Environmental Services Department
Environmental Health Division
New Business Permit Application

1001 N. Central Ave. #150 Phoenix, AZ 85004 phone: (602)506-6824
<http://esd.maricopa.gov>



Environmental Services
Department

Although all permit holders must comply with the Environmental Health Code, operators may require Department guidance to effectively evaluate an establishment to determine if it meets current standards. The Department offers an evaluation tool that prospective operators can utilize, prior to acquiring ownership or entering into a lease agreement. This tool is referred to as an [Inspection Upon Request](#) and requires a \$240 fee. **If the prospective business is still in operation, the application must be completed and signed by the current business owner, not the prospective owner.** If the business is closed and does not currently possess a valid Department permit, the prospective owner should complete and submit the Inspection Upon Request application. The inspection will provide the applicant a written report of noncompliant issues.

In addition, a prospective owner may review Department public facility records upon request. If you have questions or concerns regarding the opening of a new business, please review the [Plan Review Minimum Requirements for Establishments](#) and the [Construction Guide](#) found on the Plan Review Program website.

For questions, please contact us at (602)506-6824 and a Development Services Technician can assist you.



PERMIT/APPROVAL APPLICATION PROCESS

1. Steps required to obtain a Food or Non-Food permit/approval are included in this application packet.
2. Applicable licensing time frames are defined in A.A.C. R9-8-104.

Once submitted, the Department has up to 30 days to determine if the application and supporting information is administratively complete. If determined the application is incomplete, a notice of deficiency will be sent to the applicant requesting additional information. At this time, the timeframe clock will be suspended until the applicant provides the Department with the requested information.

Once administratively complete, the Department will evaluate the submittal for compliance with applicable codes. The Department has up to 30 additional days to make a final determination on the status of the permit. If a comprehensive request for additional information is made by the Department, the timeframe clock will be suspended until the applicant provides the Department with the requested information.

Administrative Review Time (working days)	Substantive Review Time (working days)	Overall Time (working days)
30	30	60

3. If there are questions about the application process or assistance is needed please contact a Development Services Technician at [602-506-6824](tel:602-506-6824).
4. The Department's website is located at <http://maricopa.gov/EnvSvc/>
5. You may receive clarification from the Department of its interpretation or application of a statute, ordinance, regulation, delegation agreement or authorized substantive policy statement as provided in A.R.S. §11-1609.



**Maricopa County Environmental Services Department
Environmental Health Division
New Business Permit Application**

1001 N. Central Ave. #150 Phoenix, AZ 85004 phone: (602)506-6824
<http://esd.maricopa.gov>



Environmental Services
Department

A.R.S. §11-1602: REGULATORY BILL OF RIGHTS

A. TO ENSURE FAIR AND OPEN REGULATION BY COUNTIES, A PERSON:

1. IS ELIGIBLE FOR REIMBURSEMENT OF FEES AND OTHER EXPENSES IF THE PERSON PREVAILS BY ADJUDICATION ON THE MERITS AGAINST A COUNTY IN A COURT PROCEEDING REGARDING A COUNTY DECISION AS PROVIDED IN A.R.S. §12-348.
2. IS ENTITLED TO RECEIVE INFORMATION AND NOTICE REGARDING INSPECTIONS AS PROVIDED IN A.R.S. §11-1603.
3. IS ENTITLED TO HAVE A COUNTY NOT BASE A LICENSING DECISION IN WHOLE OR IN PART ON LICENSING CONDITIONS OR REQUIREMENTS THAT ARE NOT SPECIFICALLY AUTHORIZED AS PROVIDED IN A.R.S. §11-1604.
4. MAY HAVE A COUNTY APPROVE OR DENY THE PERSON'S LICENSE APPLICATION WITHIN A PREDETERMINED PERIOD OF TIME AS PROVIDED IN A.R.S. §11-1605.
5. IS ENTITLED TO RECEIVE WRITTEN OR ELECTRONIC NOTICE FROM A COUNTY ON DENIAL OF A LICENSE APPLICATION THAT:
 - (A) JUSTIFIES THE DENIAL WITH REFERENCES TO THE STATUTE, ORDINANCE, REGULATION, DELEGATION AGREEMENT OR AUTHORIZED SUBSTANTIVE POLICY STATEMENTS ON WHICH THE DENIAL IS BASED AS PROVIDED IN A.R.S. §11-1605.
 - (B) EXPLAINS THE APPLICANT'S RIGHT TO APPEAL THE DENIAL AS PROVIDED IN A.R.S. §11-1605.
6. IS ENTITLED TO RECEIVE INFORMATION REGARDING THE LICENSE APPLICATION PROCESS AT THE TIME THE PERSON OBTAINS AN APPLICATION FOR A LICENSE AS PROVIDED IN A.R.S. §11-1606.
7. MAY INSPECT ALL ORDINANCES, REGULATIONS AND SUBSTANTIVE POLICY STATEMENTS OF A COUNTY, INCLUDING A DIRECTORY OF DOCUMENTS, AT THE OFFICE OF THE COUNTY OR ON THE COUNTY'S WEBSITE AS PROVIDED IN A.R.S. §11-1607.
8. UNLESS SPECIFICALLY AUTHORIZED, MAY EXPECT COUNTIES TO AVOID DUPLICATION OF OTHER LAWS THAT DO NOT ENHANCE REGULATORY CLARITY AND TO AVOID DUAL PERMITTING TO THE MAXIMUM EXTENT PRACTICABLE AS PROVIDED IN A.R.S. §11-1604.
9. MAY FILE A COMPLAINT WITH THE BOARD OF SUPERVISORS CONCERNING AN ORDINANCE, REGULATION OR SUBSTANTIVE POLICY STATEMENT THAT FAILS TO COMPLY WITH A.R.S. §11-1602.
10. AS PROVIDED IN A.R.S. §11-1604, IS ENTITLED TO HAVE A COUNTY NOT REQUEST OR INITIATE DISCUSSIONS ABOUT WAIVING ANY OF THE RIGHTS PRESCRIBED IN A.R.S. §11-1602.



Maricopa County Environmental Services Department
Environmental Health Division

1001 N. Central Ave. #150 Phoenix, AZ 85004 phone: (602)506-6824

<http://esd.maricopa.gov>



Environmental Services
Department

Notice

A.R.S § 11-1604. Prohibited acts by county and employees; enforcement; notice

- A county shall not base a licensing decision in 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 12-820.01 OR 12-820.02.



**Maricopa County Environmental Services Department
Environmental Health Division
New Business Permit Application**

1001 N. Central Ave. #150 Phoenix, AZ 85004 phone: (602)506-6824
<http://esd.maricopa.gov>



Environmental Services
Department

Provide all requested information below (please print)

Business Name (e.g. Name on the building):

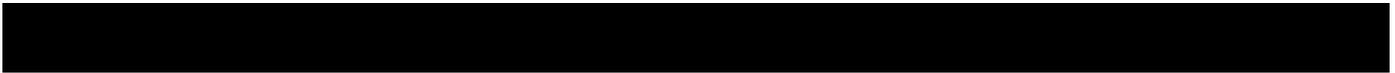
Business Address:

City:

Zip Code:

Business Phone:

Business Fax:



Business Owner Name (e.g. LLC, Corp, or Sole Proprietor – must provide photo ID at time of submittal):

Business Owner Address:

City:

State:

Zip Code:

Business Owner Phone:

Business Owner Fax:

Business Owner Email:



Billing Name:

Billing Address:

City:

State:

Zip Code:

Billing Phone:

Billing Fax:

Billing Email:

Please provide the following information for inspection requests:

Contact Name:	Phone:
Effective Date of Owner Change:	



**Maricopa County Environmental Services Department
Environmental Health Division
New Business Permit Application**

1001 N. Central Ave. #150 Phoenix, AZ 85004 phone: (602)506-6824
<http://esd.maricopa.gov>



Environmental Services
Department

Public School Ground Permits				
Type of School (<i>check one</i>):		Public	Charter	Grade levels:
Population	Male Students:	Female Students:	Staff:	
Is food or other concession service provided on the grounds?			Yes	No
Pet Shop/Groomer Permits				
Type of Operation (<i>check one</i>):				
Pet Shop		Pet Groomer		

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. By signing below, I agree that the Department may send me a copy of its inspection report by e-mail to the following email address or by facsimile transmission to the following fax number. It is the responsibility of the permit holder to update the Department if there is a change in contact information.

Email Address:	
Fax Number:	Signature:

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	Printed Name	Date
------------------	---------------------	-------------

NOTE: Approval of the permit(s) by this Regulatory Authority does not indicate compliance with any other code, law or regulation that may be required--federal, state, or local.



**Maricopa County Environmental Services Department
Environmental Health Division
New Business Permit Application**

1001 N. Central Ave. #150 Phoenix, AZ 85004 phone: (602)506-6824
<http://esd.maricopa.gov>



Environmental Services
Department

Application Addendum:

Agreement to Extend Licensing Time Frame

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 submitted to MCESD by written or electronic means.

Applicant Request:

- I agree to an extension of 50 percent of the substantive review time frame and overall licensing timeframe for the license application listed below.

Project Name/Location: _____

Applicant Name: _____ Title: _____

Signature _____ Date _____

Department Receipt:

Name _____ Title _____

Signature _____ Date _____

Project Number: _____

THIS PAGE IS BLANK



NEW MARICOPA COUNTY REGULATORY OUTREACH EFFORT

Last September 2012, The Maricopa County Board of Supervisors instructed the County's five regulatory departments – including the Environmental Services Department – to develop a comprehensive outreach program to the business community and other stakeholders before any new rules are adopted.

Known as The Enhanced Regulatory Outreach Program, the new County Policy was finalized in January 2013. Deputy County Manager Joy Rich is leading the effort that involves a formalized network of input from citizen boards, stakeholders, public participation, and communication.

The new program is designed to increase public participation, serve as a standardized process across all County regulatory departments, and facilitate review by the Board of Supervisors. Key elements of the formal, transparent process include:

- Additional public meetings prior to the adoption of regulatory changes,
- Publicized staff reports and unfiltered public comment to ensure decision makers consider all public input, and
- Enhanced electronic communications to make public participation more convenient for all.

Please visit the web site to learn more and to follow the County's regulatory process by signing up to receive notifications:

<http://www.maricopa.gov/regulations/>



You may also access the new web site by clicking this icon:



Located on the home page of the Environmental Services Department web site:

<http://esd.maricopa.gov>