



1001 N. Central Avenue #695
Phoenix, Arizona 85004
Phone: (602) 372-1778
Fax: (602) 372-0904
TDD 602 372-0622

SUBSTANTIVE POLICY STATEMENT
SPS-EH-2015-003

A substantive policy statement (SPS) is advisory only. In accordance with A.R.S. §11-1601, SPS's do not include internal procedural documents that only affect internal procedures of the Maricopa Environmental Services Department and do not impose additional requirements or penalties on regulated parties or confidential information.

1. SPS Subject:

To clarify the plan review procedure to approve additional food establishment permits which are under the same ownership on the premises.

2. Statutory Overview:

Maricopa County Environmental Health Code (MCEHC)

3. SPS:

In order for the owner of a food establishment to obtain an additional permit for the same premises, the owner must submit the appropriate application and pay the "New Permit Application Inspection" fee. This requirement also applies to food establishment owners currently undergoing plan review who wish to add permits for the same premises. Applications for additional permits will be assigned to the Plan Review team for review.

During the review of the additional food establishment permit(s), Plan Review staff will limit their assessment of the facility to those items affected by the addition of the new permit (i.e. additional refrigeration/cooking equipment, vehicles and self-contained hand washing sinks for Food Caterers, etc.).

A Remodel Plan Review Application and fees may also be required if the following are observed:

1. Installation of a walk-in cooler
2. Installation of equipment that may affect water demands (i.e. dishwasher/sink installation)
3. Outdoor Foodservice
4. Barrier exemption
5. Food/Beverage concept change that requires new fixtures/equipment, such as adding raw juice processing, new beverage/ice stations, or

growler service wherein sinks, backflow protection, or food storage areas may need to be added or modified.

6. Renovation of restrooms (all new fixtures/finishes/water demands affected)

A New Construction Plan Review Application and associated fees will be required in lieu of the New Business Permit Application and fees if the additional permit is in an area of the establishment that has not previously qualified or currently in the process of qualifying for a permit.

4. SPS Effective Date

March 5, 2015

5. SPS New Document/Revision Statement:

SPS-EH-2015-003 is a new SPS.

6. Contact Us:

For questions or comments regarding this SPS or to obtain a copy of this document, please contact the Department Records Custodian at the address and/or phone number above.