



**Note:** Bolded items are required for Administrative Completeness determination when applicable to project.

## **Hotels, Motels, and Tourist Courts**

- PIMA COUNTY CODE 8.16 Hotels, Motels, and Tourist Courts  
**8.16.030 - Permit—Required.**  
B. The health officer shall not issue a permit to operate until plans and specifications for the hotel, motel or tourist court have been submitted and approved in accordance with Sections 8.04.040 through 8.04.120

What items do I need for my submittal?

- Hotel, Motels, and Tourist Courts - plans and specifications shall include but not be limited to the following information to demonstrate code conformance:
- Identify the Scope of work to be completed.
- **Provide scaled drawings of the work to be done. Sufficient detail must be shown on the drawings to make clear to the department what work is to be done.**
- **Layout of premises—indicate water/sewer connections, garbage/compactor area, toilet rooms, lavatory, and bathing facilities, etc. Refuse disposal. Dwelling units—Ventilation. Storage space for bedding. Laundry facilities if provided onsite.**
- **Plumbing layout - indicate sinks, floor sinks, drains, and hot and cold water lines. Specify if water and sewage are public or private. Water supply approval required-safe water. Grounds maintenance -shall be properly drained.**
- **Electrical - lighting and reflected ceiling.**
- **Mechanical ventilation - include method, location, type and location of exhaust fans. - windows**
- **Finish schedule - show type of construction and finishing of floors, walls, and ceilings.**
- If the facility has a pool or spa a separate plan review must be submitted. If the facility provides food a separate plan review must be submitted.

How do I apply and pay for the review application?

The owner or owner's agent shall submit application for the CHFS review at the Consumer Health and Food Safety office located at 3950 S Country Club RD. The plan review fee for Hotels, Motels, and Tourists Courts is \$225.00. All application fees shall be collected prior to conducting the review upon application submittal. Fees may be paid online, check via mail, via phone, or in person at our office. Reviews will be completed at the Consumer Health and Food Safety office.

A CHFS Environmental Health Specialist will complete the administrative review within ten (10) business days.

Applicants shall provide the following information:

Establishment Owner's name and contact information (including email address)

Project description

Business name

Project Address

Who do I contact with Questions or concerns?

- CHFS Environmental Health Specialist will be available at the Consumer Health and Food Safety office every Monday, Wednesday, and Friday from 9:00 AM to 11:00 AM or by appointment.
- When there are questions concerning a CHFS plan review or inspections contact Health Department at 724-7908.

Plan review is required for;

A new or remodeled establishment with equipment, layout, or design change