



## General Guidelines for Building, Remodeling, or Changing the Permit Holder for a Food Establishment In Pima County, Arizona

### These guidelines apply to:

- Building or remodeling a food establishment
- Food establishments that have been closed for six (6) months or longer
- Food establishments that changes the permit holder (the person responsible for the operation of the food establishment)

### Food Establishments

- are subject to regulatory oversight by the Pima County Health Department
- must be in compliance with the FDA Food Code 2013 and the Pima County Code of Ordinances Title 8, Chapters 8.04 and 8.08 in all areas of the establishment

[https://www.municode.com/library/az/pima\\_county/codes/code\\_of\\_ordinances?nodetid=TIT8HESA](https://www.municode.com/library/az/pima_county/codes/code_of_ordinances?nodetid=TIT8HESA)

**For more information Call  
724-7908**

or

**Visit the Consumer Health &  
Food Safety webpage at  
[www.pima.gov/health](http://www.pima.gov/health)**

**“Food Establishment”** means an operation that stores, prepares, packages, serves, vends food directly to the consumer, or otherwise provides food for human consumption.

*FDA Food Code 2013*  
Chapter 1-201.10

<http://www.fda.gov/downloads/Food/GuidanceRegulation/RetailFoodProtection/FoodCode/UCM374510.pdf>

### Step 1:

#### Submit Plan Review Packet

Submit your plan to Pima County Health Department at 3950 S. Country Club Rd. Ste. 2301. 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. Complete specifications to supplement the drawings; include a site map of where the food establishment will be located.

Plans and specifications must include:

- Intended menu - list all food items sold or served, including items that may be sold or served in the future. Describe any non-traditional processes used in preparing menu item(s).
- Type of establishment - grocery, restaurant, processing plant.
- Layout of premises - indicate water/sewer connections, garbage/compactor area, toilet rooms, etc.
- Equipment layout - show all equipment to be installed, including the make and model number. Have specification sheets available upon request, but include specification sheets for specialty or unusual equipment.
- Plumbing layout - indicate sinks, floor sinks, drains, grease interceptor, and hot and cold water lines. Specify if water and sewage are public or private.
- Electrical - show breaker boxes and receptacles.
- Lighting and reflected ceiling - indicate the type of lights and shielding, and ceiling finish. For acoustical tile ceilings include the manufacturer and name or number of the tile.
- Mechanical ventilation - include method, location, type of hoods and type and location of exhaust fans.
- Finish schedule - show type of construction and finishing of floors, walls and ceilings in food preparation, utensil washing, toilet rooms, walk-ins, and wait station areas.

### Step 2: Schedule the Final Preoperational Inspection

Standard operating procedures –

Include procedures established to prevent foodborne illnesses.

- Call 724-7908 at least three (3) days in advance to schedule a final preoperational inspection
- Apply and pay for the operating permit at the Consumer Health & Food Safety office, 3950 S. Country Club Rd.  
Final preoperational inspections will only be conducted if this has been completed.
- Have the approved plans on site.
- Have all utilities functioning.
- Turn the water heater on and set to 100° F or higher so all sinks have hot and cold water.
- Place thermometers in all refrigerators, including the walk-in. Thermometers must show 40° F or lower to be approved for storing food.
- Clean up debris from the construction or remodel. Remove debris from food equipment and food storage areas.
- Designate a Certified Food Protection Manager and Person-in-Charge as required by the FDA Food Code 2013 Chapter 2-102.11, 2-102.12 & 2-102.20
- Have the permit-holder or manager on site for final preoperational inspection.
- Contact the Health Department if you have any questions or concerns.

# Tips for a Successful Health Plan Review

**1: If you are building, remodeling, or reopening a Food Establishment that has been closed for six (6) months or longer,**



you must submit plans for approval at **least 30 days before** beginning construction or opening for

business. Submit plans to Pima County Health Department at 3950 S Country Club Rd.

**2: For previously permitted food establishments that changes the permit holder,**

- an operating permit may not be transferred from one person to another person, from one food establishment to another, or from one type of operation to another (Pima County Code 8.08 8-304.20).
- Because you are a new business, the food establishment is a “new food establishment” as defined in P.C.C. §8.08.020(7). As a new food establishment, it must comply with the current food code regulations.
- Before an operating permit can be issued, your business must be inspected for how food will be prepared and served; and for structural, equipment and other non-operational deficiencies.
- These inspections will determine if plan review will be required before an operating permit can be issued.

**3: All food establishments must have a minimum of a:**

- hand-washing sink (In some cases, a food preparation sink or a dishwasher is required)
- three-compartment sink
- utility (mop) sink

**4: Plans that are submitted for remodeling a food establishment must show the same information as for new construction except:**

- Existing and new equipment must be labeled as such, so that existing equipment can be differentiated from new equipment.
- Mechanical ventilation drawings may be excluded unless the remodel includes the addition or replacement of hoods or fans, the cook line increases beyond the current length of the hood, or a different type of cooking equipment is installed, such as a wood-burning grill in place of a gas-burning grill.

**5: Food establishments that continue food service during a remodel**

must include an action plan that states how the establishment will comply with the sanitary code while remodeling.

**6: Health Department approval is required for:**

- using the sanitizing sink for food preparation
- any changes to the submitted plan, including the number and location of plumbing fixtures, cooking or refrigeration equipment (these changes may require submission of revised plans)
- all food storage at an establishment before the final preoperational inspection is completed

**7: Consult with the Development Services, Planning and Zoning, and Fire Departments**

of the jurisdiction where the business will operate for any additional requirements, licenses or permits.

**8. To minimize any delay of business,**

make an appointment with Consumer Health & Food Safety (724-7908) at least 30 days before the proposed lease or purchase date to make sure the establishment meets all the sanitary code requirements.

- *Health Department Consultations do not replace plan review and do not constitute approval to construct or operate.*



## Food Establishment Consultation Fees

New Business Owner, Remodeling, Change of Owner/Permit Holder

Consultation	Fee
Plan Review – On site	\$250.00

## Plan Review Fees

For each establishment shown in the plan for which a permit will be issued

Type of Facility	Fee
Fixed Food Establishment	\$480.00
Other Health Review	\$66.00
Micro Market	\$60.00
Expedited Plan Review Fee	1 & ½ x plan review fee
Plan review additional hourly cost beyond the initial review time	\$60.00/ Hour
Onsite Construction Inspection	\$56.00

Pima County Health Department  
Consumer Health & Food Safety  
3950 South Country Club Road  
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520-724-7908