



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

The fee for plan review for fixed food establishments is \$480.00. Minor remodel fee \$66.00.

Facilities Serving Food- fixed food establishments

PCC 8.04.040 Plan approval required.

The following regulated establishments are required to submit plans and specifications for the department's approval for the construction or substantial alteration of their facilities:

- A. Food establishments;
- B. Public or semi-public aquatic facilities;
- C. Mobile home and travel trailer parks;
- D. Motels, hotels and tourist courts;
- E. Ice manufacturing and beverage plants;
- F. Schools, with respect to facilities regulated by Arizona Administrative Code (A.A.C.) Title 9;
- G. Camp grounds and children's camps.

(Ord. 2016-12, § 1 (part), 2016)

PCC 8.04.050 Application for approval to construct.

Before any regulated establishment may construct or enter into a contract for the construction or substantial alteration of any facility listed in Section [8.04.040](#) it must apply to the department for approval. The application must be submitted at least thirty days before the proposed start date of the project and be accompanied by the appropriate fee and the following:

- A. 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. All scaled drawings must be submitted electronically, with the exception of those for mobile food, limited manufacturing, and catered food sites;
- B. Complete specifications to supplement the drawings;
- C. Additional data as may be required by the health officer including a design report describing the project, the basis of design, together with design data and other pertinent information necessary to give a clear understanding of the work to be undertaken.

(Ord. 2016-12, § 1 (part), 2016)

What items do I need for my submittal?

- Food establishment plans and specifications shall include but not be limited to the following information to demonstrate code conformance:
- **Provide scaled drawings of the work to be done. Complete specifications to supplement the drawings.**
- Identify the Scope of work to be completed.
- **Intended menu listing all food items sold or served, including items that may be sold or served in the future**
- **Layout of premises—indicate water/sewer connections, garbage/compactor area, toiletrrooms, etc.**
- **Plumbing layout - indicate sinks, floor sinks, drains indirect connections, backflow prevention, 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.**
- **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.**
- **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**