



These guidelines apply to:

- Building or remodeling a food establishment.
- Change of Ownership. 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.
- Go to <https://codelibrary.amlegal.com/codes/pimacounty/latest/overview> and search Pima County ordinances. For more information Call (520) 724-7908 or Visit the Consumer Health & Food Safety webpage at 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

Go to www.fda.gov and search **Food Code 2013** for more information

Step I: Submit Plan for Review

Plans must be submitted and approved prior to construction. Submit plan to Pima County Health Department at [Consumer Health and Food Safety - Pima County](#) and click the link for the “Online Plan Review Application”

Plans submitted must include:

- Menu - list all food items sold or served, including items that may be sold or served in the future.
- Describe any specialized processes used in preparing menu items such as reduced oxygen packaging (ROP)
- 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. Specification sheets for all equipment should be provided. Indicate all equipment requiring an exhaust hood.
- Plumbing layout - indicate all fixtures and equipment, floor sinks, drains, indirect connections, backflow prevention devices, 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 – indicate finishes of floors, walls and ceilings in food preparation, ware washing,

restrooms, walk-ins, wait stations and storage areas.

- Additional information including standard operating procedures (SOP's) as requested by the reviewer.

Step 2: Schedule the Final Preoperational Inspection

- 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.
- Water temperature 100° F minimum required for hand washing sinks. All sinks must be supplied with hot and cold water.
- Place thermometers in all refrigerators, including the walk-in. Refrigerated units must be capable of holding all foods at 41° 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 Plan Review and Change of Ownership

1. If you are building or remodeling a food establishment, you must submit plans for approval at least 30 days before beginning construction or opening for business.
2. For previously permitted food establishments that change 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 to determine if structural and equipment deficiencies require correction and to determine a time line for correction.
 - These inspections will determine if plan review will be required before an operating permit can be issued.
3. 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.

4. Food establishments that continue food service during a remodel must include an action plan that states how the establishment will comply with the food code requirements while remodeling.
5. Health Department approval is required for:
 - using the sanitizing sink for food preparation.
 - any changes to the submitted approved plan, including the number and location of plumbing fixtures, cooking or refrigeration equipment (these changes may require submission of revised plans).
 - any food storage at an establishment before the final preoperational inspection is completed.
6. 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.
7. 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 food code requirements. Discussion at the office or via phone with a plan reviewer will ensure your project is moving in the right direction.
8. Health Department Consultations are available and recommended for new business owners planning to take over an existing facility. Consultation reports list deficiencies and acceptable corrective actions required for permit approval. Consultations do not replace plan review and do not constitute approval to construct or operate.

Food Establishment Consultation Fees

New Business, Remodeling, Change of Ownership Consultation Fee On site.....\$250

Plan Review Fees

Fixed Food Establishment.....\$480

Minor Remodel.....\$66

Micro Market.....\$60

School Physical.....\$66

Mobile Home/RV Park.....\$225

Hotel/Motel.....\$225

Expedited Plan Fee.....1.5 x plan review fee

Plan Review additional hourly cost beyond the initial review time.....\$60/hour

Onsite Construction Inspection.....\$56