



**Consumer  
Health & Food  
Safety**

**General Guidelines  
for Building, Remodeling,  
or Changing the  
License 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 license 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 Arizona Food Code and the Pima County Code of Ordinances Title 8, Chapters 8.04 and 8.08 in all areas of the establishment

<http://www.pimahealth.org/healthfood/documents/PCC808FoodCodeComplete.pdf>

**For more information  
Call 243-7908**

or

**Visit the Consumer Health &  
Food Safety webpage at  
[www.pimahealth.org](http://www.pimahealth.org)**

**"Food Establishment"** means an operation that stores, prepares, packages, serves, vends, or otherwise provides food for human consumption.

*Arizona Food Code 2000  
1-201.10 (B) (31)*

<http://www.pimahealth.org/healthfood/documents/fc2000.pdf>

**Step 1:**

**Submit Plan  
Review Packet**

Submit your plan to Pima County Development Services Department. The plan must be prepared by a professional designer registered in the State of Arizona. 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 speciality 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.
- Standard operating procedures - include procedures established to prevent foodborne illnesses.

**Step 2:**

**Schedule the Final  
Preoperational  
Inspection**

- Call 243-7908 at least three (3) days in advance to schedule a final preoperational inspection
- Apply and pay for the operating license 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 110° 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 Person-in-Charge as required by the Arizona Food Code Chapter 2-102.11.
- Have the permit-holder or manager on site for final preoperational inspection.
- Contact the Health Department if you have any questions or concerns.

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# 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 Development Services, 201 N. Stone.

- 2: For previously licensed food establishments that changes the license holder,**

- an operating license may not be transferred from one person to another person, from one food establishment to another, or from one type of operation to another (Arizona Food Code 2000 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 license 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 license 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 (243-7908) 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/License Holder

| Age of Facility         | Fee      |
|-------------------------|----------|
| 1-3 year old facility   | \$250.00 |
| 4-6 year old facility   | \$375.00 |
| 7 years or older facil- | \$500.00 |

## 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 |
| Ice & Bottling Plant     | \$135.00 |
| Other Health Review      | \$66.00  |
| Onsite Field Inspection  | \$56.00  |

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