



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

## **School Physical Facility Plan Review**

- Construction or Remodeling of Schools must be in compliance with Arizona Administrative Code, Title 9, Chapter 8, Article 7.

What items do I need for my submittal?

- School Physical Facilities- 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. 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.
- Identify the School name, Physical Address, and Scope of work to be completed.
- **Indicate the Grade Levels, maximum number of Students the State has approved to attend this school**
- **Layout of premises—Identify all class rooms, indicate water/sewer connections, garbage/compactor area (located on concrete or asphalt), toilet rooms, lavatory, etc.**
- **Plumbing layout - indicate sinks, floor sinks, drains, and hot and cold water lines to all sinks. Show mop sink/janitorial room**
- **Finish schedule - show type of construction and finishing of floors, walls, and ceilings.**
- **Water fountains/drinking water coolers. Identify quantity and show location on plan**
- **Number of restrooms**
- If the school or other approved food establishment provides food to the students, a separate permit to operate for food service will be required.

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 fee for the school physical facility plan review is \$66.00.

All application fees shall be collected prior to conducting the review upon application submittal. Fees may be paid by 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 changes.

