



## Plan Review Requirements: References and Resources

### References from the Pima County Code:

#### *Section 8.04 — All regulated entities*

##### **8.04.060 - Plan approval required.**

The following regulated establishments and/or engineering projects are required to submit plans and specifications for the health officer's approval:

- A. Food establishments, new or remodeled;
- B. Public or semi-public swimming pools, new or remodeled;
- C. Mobile home and travel trailer parks, new or remodeled;
- D. Motels, hotels and tourist courts, new or remodeled;
- E. Ice and beverage plants.  
(Ord. 2002-23 § 2 (part), 2002; Ord. 1991-137 § 21, 1991; Ord. 1991-78 § 3, 1991; Ord. 1988-14 § 1 (part), 1988; prior code § 23.04.020(C))

##### **8.04.125 - Fees for plan reviews and final inspections.**

- A. Fees for plan reviews are due when an application for approval is submitted. Fees are not refundable. If a certificate of approval to construct becomes void, a new fee is required.
- B. Fees for onsite field inspections must be paid before the department conducts the inspection.
- C. Fee Schedule. Fees are assessed for plan reviews and onsite field inspections according to the fee schedule established by the board of supervisors for the following:
  1. Fixed food establishments, new or remodeled, four hundred eighty dollars;
  2. Mobile food establishments, new or remodeled, two hundred thirty dollars;
  3. Ice and beverage plants, new or remodeled, one hundred thirty-five dollars;
  4. Mobile home and travel trailer parks, new or remodeled, two hundred twenty-five dollars;
  5. Motels, hotels, resorts, and tourist courts, new or remodeled, two hundred twenty-five dollars;
  6. Other health reviews sixty-six dollars:
    - a. Public and semi-public pools, new or remodeled,
    - b. Public schools, new or remodeled,
    - c. Children's camps, new or remodeled,
    - d. Campgrounds, new or remodeled,
    - e. Adult amusement establishments, new or remodeled;
  7. Onsite field inspections, fifty-six dollars;
  8. Consultation services for new owner, change of owner, remodel:
    - a. Facilities, one to three years old, two hundred fifty dollars,
    - b. Facilities, four to six years old, three hundred seventy-five dollars,
    - c. Facilities, seven and more years old, five hundred dollars.

(Ord. 2009-26 § 1, 2009; Ord. 2002-23 § 2 (part), 2002; Ord. 2000-2 § 2 (part), 2000; Ord. 1998-25 § 2 (part), 1998; Ord. 1992-7 § 1, 1992; Ord. 1991-137 § 22, 1991; Ord. 1991-78 § 4, 1991; Ord. 1990-112 § 1, 1990; Ord. 1990-40 § 2, 1990; Ord. 1989-166 § 1, 1989; Ord. 1988-14 § 1 (part), 1988; Ord. 1987- 95 (part), 1987; Ord. 1985-166 (part), 1985; prior code § 23.04.020(J))

## ***Section 8.08 — Food Establishments***

### **8.08.020 - Definitions.**

For the purpose of enforcement of this chapter, all definitions found in Chapter 8.04 of this code, the definitions stated in the current Arizona Food Code, and the following definitions shall apply to all food establishments:

7. **"New establishment"** means a new or remodeled establishment or a change of ownership of an existing establishment or an establishment which has been closed for six months or more.

### **Examples of Facilities Requiring Plan Review from the Pima County Health Department Based on Above Codes:**

In addition to the facilities below, any facility that stores, prepares or serves food, regardless of whether a fee is charged or not, requires a health plan review for a "food establishment."

- 99 Cent & Family Dollar Stores with Food Products
- Adult Amusement Establishments
- Adult Day Care Health Providers
- Assisted Living Centers
- Bakeries and Tortilla Makers
- Bed and Breakfast and Inns
- Beverage Bottlers
- Bottled Water Providers
- Cafeterias
- Campgrounds
- Children Camps
- Caterers
- Catered Feeding Sites
- Child Care Centers
- Coffee Shops
- Coffee Roasters
- Common Area Kitchen of Multi-Family Housing
- Community Food Banks and Distribution Sites
- Convenience Stores
- Drug Stores or Pharmacies with Food
- Flour Mills
- Food Gift Basket Businesses
- Food Processors and Manufacturers
- Food and Water Warehouses and Distributors
- Herb and Spice Purveyors
- Homeless Feeding Programs
- Hotels
- Ice Plants
- Juice Bottlers
- Meat Markets
- Mobile Food Vendors
- Mobile Home & RV Parks
- Motels
- Natural Food Stores
- Non-Residential Pools and Spas
- Public and Charter Schools
- Restaurants
- Retail Stores with Food Products
- Sandwich Shops
- Skilled Nursing Facilities
- Supermarkets
- Thrift Stores with Food Products
- Vending Machines Holding Perishable Foods
- Water Treatment Facilities Offering Water Direct to Customers
- Water Vending Machines
- Work Site Cafeterias

### ***References from the Arizona Food Code (FDA 1999 Model Food Code):***

#### **Chapter 1—Definitions**

#### **(31) Food Establishment.**

- (a) **"Food establishment"** means an operation that stores, prepares, packages, serves, vends, or otherwise provides FOOD for human consumption:
- (i) Such as a restaurant; satellite or catered feeding location; catering operation if the operation provides FOOD directly to a CONSUMER or to a conveyance used to transport people; market; vending location; conveyance used to transport people; institution; or FOOD bank; and

- (ii) That relinquishes possession of FOOD to a CONSUMER directly, or indirectly through a delivery service such as home delivery of grocery orders or restaurant takeout orders, or delivery service that is provided by common carriers.
- (b) "Food establishment" includes:
  - (i) An element of the operation such as a transportation vehicle or a central preparation facility that supplies a vending location or satellite feeding location unless the vending or feeding location is PERMITTED by the REGULATORY AUTHORITY; and
  - (ii) An operation that is conducted in a mobile, stationary, temporary, or permanent facility or location; where consumption is on or off the PREMISES; and regardless of whether there is a charge for the FOOD.
- (c) "Food establishment" does not include:
  - (i) An establishment that offers only prePACKAGED FOODS that are not POTENTIALLY HAZARDOUS;
  - (ii) A produce stand that only offers whole, uncut fresh fruits and vegetables;
  - (iii) A kitchen in a private home if only FOOD that is not POTENTIALLY HAZARDOUS is prepared for sale or service at a function such as a religious or charitable organization's bake sale if allowed by LAW and if the CONSUMER is informed by a clearly visible placard at the sales or service location that the FOOD is prepared in a kitchen that is not subject to regulation and inspection by the REGULATORY AUTHORITY;
  - (iv) An area where FOOD that is prepared as specified in Subparagraph (c)(iv) of this definition is sold or offered for human consumption;
  - (v) A kitchen in a private home, such as a small family day-care provider; or a bed-and-breakfast operation that prepares and offers FOOD to guests if the home is owner occupied, the number of available guest bedrooms does not exceed 6, breakfast is the only meal offered, the number of guests served does not exceed 18, and the CONSUMER is informed by statements contained in published advertisements, mailed brochures, and placards posted at the registration area that the FOOD is prepared in a kitchen that is not regulated and inspected by the REGULATORY AUTHORITY; or
  - (vi) A private home that receives catered or home-delivered FOOD.

(69a) "Remodel" means to change the physical facilities or plumbing fixtures in a food establishment's food preparation, storage, or cleaning areas through construction, replacement, or relocation, but does not include the replacement of old equipment with new equipment of the same type.

(57) "Physical facilities" means the structure and interior surfaces of a food establishment including accessories such as soap and towel dispensers and attachments such as light fixtures and heating or air conditioning system vents.

(58) "Plumbing fixture" means a receptacle or device that:

- (a) Is permanently or temporarily connected to the water distribution system of the PREMISES and demands a supply of water from the system; or
- (b) Discharges used water, waste materials, or sewage directly or indirectly to the drainage system of the premises.

### **Examples of Food Establishments:**

If any person or organization provides (stores, prepares or serves) food to unrelated persons and does this food operation outside of a private home kitchen, then the operation may require a food permit issued by the Pima County Health Department.

- Adult Health Day Care Providers
- Assisted Living Centers
- Bakeries and Tortilla Makers
- Bed and Breakfast Operations
- Behavioral Health Centers
- Beverage Bottlers
- Caterers
- Catered Feeding Sites
- Charities
- Child Care Centers
- Churches, Temples and Synagogues
- Civic Organizations
- Coffee Shops
- Coffee Roasters
- Common Area Kitchen of Multi-Family Housing
- Community Food Banks and Distribution Sites
- Convenience Stores
- Flour Mills
- Food Gift Basket Providers
- Food Processors and Manufacturers
- Food Sampling Booths
- Food Warehouses and Distributors
- Homeless Feeding Programs
- Juice Bottlers
- Motels & Hotels
- Private Clubs
- Private Schools
- Public and Charter Schools
- Restaurants
- Sandwich Shops
- Shelters
- Skilled Nursing Facilities
- Spice Purveyors
- Supermarkets
- Vending Machines Holding Perishable Foods
- Water Vending Machines
- Work Site Cafeterias

#### **8-201.11 When Plans Are Required.**

A LICENSE applicant or LICENSE HOLDER shall submit to the REGULATORY AUTHORITY properly prepared plans and specifications for review and approval before:

- (A) The construction of a FOOD ESTABLISHMENT;
- (B) The conversion of an existing structure for use as a FOOD ESTABLISHMENT; or
- (C) The remodeling of a FOOD ESTABLISHMENT or a change of type of FOOD ESTABLISHMENT or FOOD operation as described in A.A.C. R9-8-103(A)(6)-(7) if the REGULATORY AUTHORITY determines that plans and specifications are necessary to ensure compliance with this Code.

#### **8-201.12 Contents of the Plans and Specifications.**

The plans and specifications for a FOOD ESTABLISHMENT, including a FOOD ESTABLISHMENT specified under § 8-201.13, shall include, as required by the REGULATORY AUTHORITY based on the type of operation, type of FOOD preparation, and FOODS prepared, the following information to demonstrate conformance with Code provisions:

- (A) Intended menu;
- (B) Anticipated volume of FOOD to be stored, prepared, and sold or served;
- (C) Proposed layout, mechanical schematics, construction materials, and finish schedules;
- (D) Proposed EQUIPMENT types, manufacturers, model numbers, locations, dimensions, performance capacities, and installation specifications;
- (E) Evidence that standard procedures that ensure compliance with the requirements of this Code are developed or are being developed; and
- (F) Other information that may be required by the REGULATORY AUTHORITY for the proper review of the proposed construction, conversion or modification, and procedures for operating a FOOD ESTABLISHMENT.

**Resources-Web Links:**

- Arizona Food Code: <http://www.azdhs.gov/phs/beh/rs/pdf/fc2000.pdf> or [http://www.azsos.gov/public\\_services/Title\\_09/9-08.htm#Article\\_1](http://www.azsos.gov/public_services/Title_09/9-08.htm#Article_1)
- Conference for Food Protection: <http://www.foodprotect.org/guides/>
- Consumer Health and Food Safety's Web Page: <http://www.pimahealth.org/healthfood/index.asp>
- FDA Plan Review Guide: <http://www.fda.gov/Food/FoodSafety/RetailFoodProtection/ComplianceEnforcement/ucm101639.htm>
- Pima County Code: <http://www.municode.com/Library/clientCodePage.aspx?clientID=7301>