

FOOD ESTABLISHMENT PERMIT APPLICATION

If you need assistance, please contact us or visit one of our locations

If you are visiting one of our regional offices, we recommend that you call the office first to ensure the office is open so as to better serve your needs.

Resources: [Food & Restaurant](#)

Please visit our Food & Restaurant page for guidance and resources.

Things to Know

[Responsibilities to Qualify for a Permit](#)

Please review this document to ensure you are prepared for your inspection.

Consultation (no cost):

If you would like to set up an appointment with a plan review inspector, at no cost to you, to discuss your project prior to submittal, please contact us at (602)506-6824. Please provide the address of the project location so that we can serve your needs.

Follow all instructions below to avoid delays in the application review process.

Application Steps

1. Fill out and submit your application.
2. Our office will review the application, assess the application fees, and send you your confirmation.
3. After the confirmation is received, pay the application fees (online, in person, over the phone, via fax, or by mail).
4. Annual permit fees are assessed once the establishment qualifies for a permit.

Check all that apply

- ☐ New Business – Taking Ownership of an existing/previously permitted establishment or sharing space/adding an additional permit in an existing permitted establishment.
- ☐ Minor Review (e.g. outdoor food service, new hood install, restroom remodel, new beverage station with counters, new custom equipment, etc.)
- ☐ New Construction/Major Construction/Major Remodel.

Note: Depending on extent of minor review/remodel (e.g. multiple areas impacted or phased installation, etc.), then you may be assessed a fee for a major remodel.

Ownership Change Date

Date:

Please be advised that the first inspection will be conducted once the ownership change has taken place.

30 Day Transition Application

[30 Day Transition Application](#)

Complete this application if you are purchasing a currently permitted food business and want to remain in business while the Department reviews your Food Establishment Application.

Construction/Installation Dates

Start Date: End Date:

Inspection Upon Request

If you are interested in obtaining a detailed list of items requiring correction prior to taking ownership of an establishment, please submit an [Inspection upon Request form](#)

Expedited Plan Review for Minor Reviews or New Construction Major Construction/Major Remodels

Food Establishment Permit Application

BUSINESS INFORMATION (Name on Establishment)

Business Name:	<input type="text"/>		
Business Address:	<input type="text"/>		
City:	<input type="text"/>	State:	<input type="text"/>
		Zip:	<input type="text"/>
Business Phone:	<input type="text"/>		

BUSINESS OWNERSHIP INFORMATION (Responsible Party)

Entity Type:	<input type="checkbox"/> Sole proprietor (Must Show Lawful Presence)	<input type="checkbox"/> Corporation	<input type="checkbox"/> Association	<input type="checkbox"/> Other	
If Other, please describe:	<input type="text"/>				
Owner/Corporation:	<input type="text"/>				
Address:	<input type="text"/>				
City:	<input type="text"/>	State:	<input type="text"/>	Zip:	<input type="text"/>
Phone Number:	<input type="text"/>	Fax Number:	<input type="text"/>		
Email Address:	<input type="text"/>				

MAILING/BILLING INFORMATION If same as above, please check box. ☐

Owner Name:	<input type="text"/>				
Owner Address:	<input type="text"/>				
City:	<input type="text"/>	State:	<input type="text"/>	Zip:	<input type="text"/>
Owner Phone:	<input type="text"/>	Owner Fax:	<input type="text"/>	Email:	<input type="text"/>

INSPECTION or PLAN REVIEW RESPONSE CONTACT

Name:	<input type="text"/>				
Address:	<input type="text"/>				
City:	<input type="text"/>	State:	<input type="text"/>	Zip:	<input type="text"/>
Phone:	<input type="text"/>	Email Address:	<input type="text"/>		

Contractor Contact Information If not applicable, please check box. ☐

Name:

Phone:

Email Address:

Architect Contact Information If not applicable, please check box. ☐

Name:

Phone:

Email Address:

Permit Questionnaire

Brief Description of Project*

No persons shall commence construction unless the required plans have been approved. It shall be the full responsibility of said person that construction is done in conformance with the approved plans and specifications.

The approval of plans and specifications shall lapse and become invalid one year from the date of approval unless a substantial portion of the work described in the plans and specifications has commenced by such anniversary date. An approval of plans and specifications can be renewed for one year if an application for renewal is submitted within 180 days prior to expiration and a fee equal to one-half (1/2) of the flat fee or initial plan review fee is paid. The approval will be effective for one year from the date of expiration.

Should it be necessary or desirable to make any material change in the approved plans and specifications, revised plans and specifications shall be submitted to the department for review, and approval shall be obtained before the work affected by the change is undertaken. Once submitted, the plans will be review for compliance with the County Environmental Health code (CEHC). A response letter will be drafted and delivered to the applicant using the method indicated on the application. The letter will indicate items of noncompliance that need to be addressed during the construction of the establishment

Approval of these plans and specifications by this Regulatory Authority does not indicate compliance with any other code, law or regulation that may be required--federal, state, or local. It further does not constitute endorsement or acceptance of the completed establishment (structure or equipment). A pre-opening inspection and final inspection of the establishment with equipment in place and operating will be necessary to determine if it complies with the County Environmental Health Code governing establishments.

Approval of a permit by this Department does not indicate compliance with any other code, law, or regulation that may be required - federal, state, or local. In order to ensure compliance with local mechanical and building codes, obtain a Certificate-of- Occupancy "C-of-O" from the local municipality or "Green Tag" from the local fire department, if required.

A "grandfather" clause or provision is not provided for in County Environmental Health Code. All establishments under new ownership, newly built, or remodeled shall meet current construction, equipment, facility, and operational regulations as adopted and provided for in the County Environmental Health Code, guidelines, and procedures, and policy statements. A permit shall not be issued to a facility for which a permit is required, and shall not be allowed to operate until the applicant demonstrates to the Department full compliance with applicable provisions of the County Environmental Health Code. Any construction, alteration, or addition shall be made in accordance with specifications approved by the Department. The owner, operator, or authorized agent shall certify in writing that the establishment will comply with these regulations. On-site inspections of the facilities and premises with equipment in place and operating will be necessary to determine compliance with the County Environmental Health Code.

Delivery of Inspection Reports

Pursuant to R.S. § 41-1009, the Department may enter your establishment to conduct inspections. You have the right to receive a copy of the Department's inspection report at the time of the inspection, within thirty (30) days after the inspection, or as otherwise provided by federal law. I agree that the Department may send me a copy of its inspection report by e-mail or by facsimile transmission to the e-mail or fax number provided under the Business Ownership Information provided above. It is the responsibility of the permit holder to update the Department if there is a change in contact information.

I hereby certify that the above information is correct, agree to comply with the County Environmental Health Code, agree to allow the regulatory authority access to the establishment as specified under § 8-402.11 and to the records specified under §§ 3-203.12 and 5-205.13 and Subparagraph 8-201.14(D)(6), and I fully understand that any deviation from the above without prior permission from the County Environmental Services Department may nullify final approval.

Disclaimer

Information entered on this form will be retained by Environmental Services Department and is a record as defined by State law. This form will be provided without redaction in response to a public record request unless any of the information is exempt from release under State law.

By checking the check box and typing your name you have digitally signed this application.

Notice

RS § 11-1604. Prohibited acts by county and employees; enforcement; notice

A county shall not base a licensing decision on whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule, ordinance or delegation agreement. A general grant of authority does not constitute a basis for imposing a licensing requirement or condition unless the authority specifically authorizes the requirement or condition.

Unless specifically authorized, a county shall avoid duplication of other laws that do not enhance regulatory clarity and shall avoid dual permitting to the maximum extent practicable.

This section does not prohibit county flexibility to issue licenses or adopt ordinances or codes.

A county shall not request or initiate discussions with a person about waiving that person's rights.

THIS SECTION MAY BE ENFORCED IN A PRIVATE CIVIL ACTION AND RELIEF MAY BE AWARDED AGAINST A COUNTY. THE COURT MAY AWARD REASONABLE ATTORNEY FEES, DAMAGES AND ALL FEES ASSOCIATED WITH THE LICENSE APPLICATION TO A PARTY THAT PREVAILS IN AN ACTION AGAINST A COUNTY FOR A VIOLATION OF THIS SECTION.

A COUNTY EMPLOYEE MAY NOT INTENTIONALLY OR KNOWINGLY VIOLATE THIS SECTION. A VIOLATION OF THIS SECTION IS CAUSE FOR DISCIPLINARY ACTION OR DISMISSAL PURSUANT TO THE COUNTY'S ADOPTED PERSONNEL POLICY.

THIS SECTION DOES NOT ABROGATE THE IMMUNITY PROVIDED BY SECTION 12-820.1 OR 12-820.02.