



**Maricopa County Environmental Services Department**  
**Environmental Health Division**  
**New Permit Instructions**  
1001 N. Central Ave. #150 Phoenix, AZ 85004



To open a food/drink service establishment, public school, hotel, or pet shop/pet groomer, you must complete one of the 3 following processes to obtain a permit to operate.

- A. If you are constructing a new business, remodeling a previously permitted establishment or you will be operating from a fully completed space (e.g. church kitchen) that has never held a Maricopa County Environmental Services Department (Department) permit to operate, you must complete and submit a Plan Review Application, the required fee and your plans to the Department prior to beginning construction/modification. Please visit the [plan review program website](#) to view forms and instructions on how to complete this process.
- B. If you are purchasing an existing business permitted by this Department, are re-opening a previously closed business, or are opening a business in a shared/commissary facility, you must complete and submit the New Business Permit Application along with the fee to the Department located at the above address. Business hours are Monday through Friday from 8am to 5pm. **All applications must be submitted in person. Mailed applications will not be processed.** In addition to the application and fee, you must provide a copy of the proposed menu (food service establishments only). At the time of your application submittal, an inspection request will be logged and an inspector will call you to confirm the inspection. The inspection will be conducted to evaluate the facility for compliance. If the facility meets current Maricopa County Environmental Health Code (MCEHC) standards at the time of inspection, you will then contact the Business Services office to finalize the issuance of your permit by the payment of the operational permit fee. **The permit is not valid until the operational permit fee is paid.** No person shall conduct an operation or an establishment for which a permit is required without holding the necessary and valid permit to do so.
- C. If your business was posted closed by the Department due to permit fee payment lapses, your permit is invalid. To obtain a new permit, you are required to apply for a New Business Permit and must follow all instructions described in paragraph B above.

As stated above, the facility must meet current MCEHC standards. The Environmental Health Code does not 'grandfather' any part of an establishment regardless of the current condition or how the existing business was originally permitted. All new permits must meet and/or upgrade to current code standards. If the establishment fails to meet minimum standards it will not be approved to operate. An establishment is not allowed to operate unless approved by the Environmental Health Officer and must remain closed until such approval is granted. Department enforcement actions for establishments operating without a permit include Cease & Desist Order, Notice of Violation, Citation, and/or filing an action in Superior Court. Additionally, if noncompliance areas are extreme, a plan submittal for repairs will be required.

Although all permit holders must comply with the Environmental Health Code, operators may require Department guidance to effectively evaluate an establishment to determine if it meets current standards. The Department offers an evaluation tool that prospective operators can utilize, prior to acquiring ownership or entering into a lease agreement. This tool is referred to as an [Inspection Upon Request](#) and requires a \$240 fee. **If the prospective business is still in operation, the application must be completed and signed by the current business owner, not the prospective owner.** If the business is closed and does not currently possess a valid Department permit, the prospective owner should complete and submit the Inspection Upon Request application. The inspection will provide the applicant a written report of noncompliant issues.

In addition, a prospective owner may review Department public facility records upon request. If you have questions or concerns regarding the opening of a new business, please review the [Plan Review Minimum Requirements for Establishments](#) and the [Construction Guide](#) found on the Plan Review Program website.

For questions, please contact us at (602)506-6824 and a Development Services Technician can assist you.