YAVAPAI COUNTY COMMUNITY HEALTH SERVICES ENVIRONMENTAL HEALTH

PERMIT/APPROVAL APPLICATION PROCESS

- The steps to obtain a Food Facility plan review approval are as follows: 1) Submit this completed application, set of plans and plan review fee; 2) submit completed Food Safety Plan, if applicable.
- The applicable licensing time frames are referenced in Arizona Revised Statutes ("A.R.S.") §§ 11-1605, 41-1072 and Arizona Administrative Code ("A.A.C.") Title 9, Chapter 8, Article 1, Table 1. The overall time frame for review is 90 days which allows for up to 30 days for administrative review and up to 60 days for the substantive review.
- If you have questions about the application process or need assistance, please contact the Yavapai County Health Department (the "Department") at 928-771-3149 or visit the website at www.yavapaihealth.com/environmental-health.
- As provided in A.R.S. § 11-1609, you may request clarification from the Department about its interpretation or application of any applicable statute, ordinance, regulation, delegation agreement or authorized substantive policy statement.

PLAN REVIEW APPLICATION FOR FOOD FACILITY

Please provide all information requested. Missing information may delay the Plan Review or cause this application to be denied. The Department will evaluate construction plans and the Food Safety Plan for compliance with the requirements of the Food Code. Please print information.

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Facility Name	LICENSE #
Physical Address	Telephone
City/State/Zip	APN# (Assessor's Parcel Number)
Business Owner	Telephone
Mailing Address	Fax
City/State/Zip	Email
Applicant/Contact Person	Telephone
Mailing Address	Fax
City/State/Zip	Email
New Square Footage: Remodel / Conversion Square Footage Food Se	rvice/Restroom Square Footage

The following <u>must</u> be submitted before plans can be reviewed:

- o Plan review application (pages 1-6) along with the appropriate plan review fee.
- o Proposed food menu or the complete list of foods to be served or offered.
- o Floor plan layout. (All equipment must be clearly labeled on the plan.)
- o Plumbing schedule and layout showing type and location of equipment with drains.
- o Equipment schedule showing type, manufacturer and model numbers.
- o Finish schedule of interior finishes.
- o Complete exhaust ventilation plans (HVAC), including restroom ventilation.
- o Lighting plan.

Overall site plan showing the location of the food establishment building and the surrounding site. Include alleys, streets and the location of any outside equipment or facilities (i.e. dumpsters, well, grease interceptor, septic system etc...).

Prescott Office 1090 Commerce Drive Prescott, AZ 86305 (928) 771-3149 FAX (928) 771-3369 Prescott Valley Office 3212 N. Windsong Prescott Valley, AZ 86314 (928) 771-3377 FAX (928) 771-3379 Cottonwood Office 10 S. Sixth St. Cottonwood, AZ 86326 (928) 639-8138 FAX (928) 639-8140

A.R.S. § 41-1001.01. REGULATORY BILL OF RIGHTS: SMALL BUSINESSES

- A. TO ENSURE FAIR AND OPEN REGULATION BY STATE AGENCIES, A PERSON:
- 1. IS ELIGIBLE FOR REIMBURSEMENT OF FEES AND OTHER EXPENSES IF THE PERSON PREVAILS BY ADJUDICATION ON THE MERITS AGAINST AN AGENCY IN A COURT PROCEEDING REGARDING AN AGENCY DECISION AS PROVIDED IN SECTION 12-348.
- 2. IS ELIGIBLE FOR REIMBURSEMENT OF THE PERSON'S COSTS AND FEES IF THE PERSON PREVAILS AGAINST ANY AGENCY IN AN ADMINISTRATIVE HEARING AS PROVIDED IN SECTION 41-1007.
- 3. IS ENTITLED TO HAVE AN AGENCY NOT CHARGE THE PERSON A FEE UNLESS THE FEE FOR THE SPECIFIC ACTIVITY IS EXPRESSLY AUTHORIZED AS PROVIDED IN SECTION 41-1008.
- 4. IS ENTITLED TO RECEIVE THE INFORMATION AND NOTICE REGARDING INSPECTIONS AND AUDITS PRESCRIBED IN SECTION 41-1009.
- 5. MAY REVIEW THE FULL TEXT OR SUMMARY OF ALL RULEMAKING ACTIVITY, THE SUMMARY OF SUBSTANTIVE POLICY STATEMENTS AND THE FULL TEXT OF EXECUTIVE ORDERS IN THE REGISTER AS PROVIDED IN ARTICLE 2 OF THIS CHAPTER.
- 6. MAY PARTICIPATE IN THE RULEMAKING PROCESS AS PROVIDED IN ARTICLES 3, 4, 4.1 AND 5 OF THIS CHAPTER, INCLUDING:
- (A) PROVIDING WRITTEN COMMENTS OR TESTIMONY ON PROPOSED RULES TO AN AGENCY AS PROVIDED IN SECTION 41-1023 AND HAVING THE AGENCY ADEQUATELY ADDRESS THOSE COMMENTS AS PROVIDED IN SECTION 41-1052, SUBSECTION D, INCLUDING COMMENTS OR TESTIMONY CONCERNING THE INFORMATION CONTAINED IN THE ECONOMIC, SMALL BUSINESS AND CONSUMER IMPACT STATEMENT.
- (B) FILING AN EARLY REVIEW PETITION WITH THE GOVERNOR'S REGULATORY REVIEW COUNCIL AS PROVIDED IN ARTICLE 5 OF THIS CHAPTER.
- (C) PROVIDING WRITTEN COMMENTS OR TESTIMONY ON RULES TO THE GOVERNOR'S REGULATORY REVIEW COUNCIL DURING THE MANDATORY SIXTY-DAY COMMENT PERIOD AS PROVIDED IN ARTICLE 5 OF THIS CHAPTER.
- 7. IS ENTITLED TO HAVE AN AGENCY NOT BASE A LICENSING DECISION IN WHOLE OR IN PART ON LICENSING CONDITIONS OR REQUIREMENTS THAT ARE NOT SPECIFICALLY AUTHORIZED BY STATUTE, RULE OR STATE TRIBAL GAMING COMPACT AS PROVIDED IN SECTION 41-1030, SUBSECTION B.
- 8. IS ENTITLED TO HAVE AN AGENCY NOT MAKE A RULE UNDER A SPECIFIC GRANT OF RULEMAKING AUTHORITY THAT EXCEEDS THE SUBJECT MATTER AREAS LISTED IN THE SPECIFIC STATUTE OR NOT MAKE A RULE UNDER A GENERAL GRANT OF RULEMAKING AUTHORITY TO SUPPLEMENT A MORE SPECIFIC GRANT OF RULEMAKING AUTHORITY AS PROVIDED IN SECTION 41-1030, SUBSECTION C.
- 9. MAY ALLEGE THAT AN EXISTING AGENCY PRACTICE OR SUBSTANTIVE POLICY STATEMENT CONSTITUTES A RULE AND HAVE THAT AGENCY PRACTICE OR SUBSTANTIVE POLICY STATEMENT DECLARED VOID BECAUSE THE PRACTICE OR SUBSTANTIVE POLICY STATEMENT CONSTITUTES A RULE AS PROVIDED IN SECTION 41-1033.
- 10. MAY FILE A COMPLAINT WITH THE ADMINISTRATIVE RULES OVERSIGHT COMMITTEE CONCERNING:
- (A) A RULE'S, PRACTICE'S OR SUBSTANTIVE POLICY STATEMENT'S LACK OF CONFORMITY WITH STATUTE OR LEGISLATIVE INTENT AS PROVIDED IN SECTION 41-1047.
- (B) AN EXISTING STATUTE, RULE, PRACTICE ALLEGED TO CONSTITUTE A RULE OR SUBSTANTIVE POLICY STATEMENT THAT IS ALLEGED TO BE DUPLICATIVE OR ONEROUS AS PROVIDED IN SECTION 41-1048.
- 11. MAY HAVE THE PERSON'S ADMINISTRATIVE HEARING ON CONTESTED CASES AND APPEALABLE AGENCY ACTIONS HEARD BY AN INDEPENDENT ADMINISTRATIVE LAW JUDGE AS PROVIDED IN ARTICLES 6 AND 10 OF THIS CHAPTER.
- 12. MAY HAVE ADMINISTRATIVE HEARINGS GOVERNED BY UNIFORM ADMINISTRATIVE APPEAL PROCEDURES AS PROVIDED IN ARTICLES 6 AND 10 OF THIS CHAPTER AND MAY APPEAL A FINAL ADMINISTRATIVE DECISION BY FILING A NOTICE OF APPEAL PURSUANT TO TITLE 12, CHAPTER 7, ARTICLE 6.
- 13. MAY HAVE AN AGENCY APPROVE OR DENY THE PERSON'S LICENSE APPLICATION WITHIN A PREDETERMINED PERIOD OF TIME AS PROVIDED IN ARTICLE 7.1 OF THIS CHAPTER.
- 14. IS ENTITLED TO RECEIVE WRITTEN NOTICE FROM AN AGENCY ON DENIAL OF A LICENSE APPLICATION:
- (A) THAT JUSTIFIES THE DENIAL WITH REFERENCES TO THE STATUTES OR RULES ON WHICH THE DENIAL IS BASED AS PROVIDED IN SECTION 41-1076.
- (B) THAT EXPLAINS THE APPLICANT'S RIGHT TO APPEAL THE DENIAL AS PROVIDED IN SECTION 41-1076.
- 15. IS ENTITLED TO RECEIVE INFORMATION REGARDING THE LICENSE APPLICATION PROCESS BEFORE OR AT THE TIME THE PERSON OBTAINS AN APPLICATION FOR A LICENSE AS PROVIDED IN SECTIONS 41-1001.02 AND 41-1079.
- 16. MAY RECEIVE PUBLIC NOTICE AND PARTICIPATE IN THE ADOPTION OR AMENDMENT OF AGREEMENTS TO DELEGATE AGENCY FUNCTIONS, POWERS OR DUTIES TO POLITICAL SUBDIVISIONS AS PROVIDED IN SECTION 41-1026.01 AND ARTICLE 8 OF THIS CHAPTER.
- 17. MAY INSPECT ALL RULES AND SUBSTANTIVE POLICY STATEMENTS OF AN AGENCY, INCLUDING A DIRECTORY OF DOCUMENTS, IN THE OFFICE OF THE AGENCY DIRECTOR AS PROVIDED IN SECTION 41-1091.
- 18. MAY FILE A COMPLAINT WITH THE OFFICE OF THE OMBUDSMAN-CITIZENS AIDE TO INVESTIGATE ADMINISTRATIVE ACTS OF AGENCIES AS PROVIDED IN CHAPTER 8, ARTICLE 5 OF THIS TITLE.
- 19. UNLESS SPECIFICALLY AUTHORIZED BY STATUTE, MAY EXPECT STATE AGENCIES TO AVOID DUPLICATION OF OTHER LAWS THAT DO NOT ENHANCE REGULATORY CLARITY AND TO AVOID DUAL PERMITTING TO THE EXTENT PRACTICABLE AS PRESCRIBED IN SECTION 41-1002
- **20.** MAY HAVE THE PERSON'S ADMINISTRATIVE HEARING ON CONTESTED CASES PURSUANT TO TITLE 23, CHAPTER 2 OR 4 HEARD BY AN INDEPENDENT ADMINISTRATIVE LAW JUDGE AS PRESCRIBED BY TITLE 23, CHAPTER 2 OR 4.
- 21. PURSUANT TO SECTION 41-1009, SUBSECTION E, MAY CORRECT DEFICIENCIES IDENTIFIED DURING AN INSPECTION UNLESS OTHERWISE PROVIDED BY LAW.
- <u>B.</u> THE ENUMERATION OF THE RIGHTS LISTED IN SUBSECTION A OF THIS SECTION DOES NOT GRANT ANY ADDITIONAL RIGHTS THAT ARE NOT PRESCRIBED IN THE SECTIONS REFERENCED IN SUBSECTION A OF THIS SECTION.
- C. EACH STATE AGENCY THAT CONDUCTS AUDITS, INSPECTIONS OR OTHER REGULATORY ENFORCEMENT ACTIONS PURSUANT TO SECTION 41-1009 SHALL CREATE AND CLEARLY POST ON THE AGENCY'S WEBSITE A SMALL BUSINESS BILL OF RIGHTS. THE AGENCY SHALL CREATE THE SMALL BUSINESS BILL OF RIGHTS BY SELECTING THE APPLICABLE RIGHTS PRESCRIBED IN THIS SECTION AND SECTION 41-1009 AND ANY OTHER AGENCY-SPECIFIC STATUTES AND RULES. THE AGENCY SHALL PROVIDE A WRITTEN DOCUMENT OF THE SMALL BUSINESS BILL OF RIGHTS TO THE AUTHORIZED ON-SITE REPRESENTATIVE OF THE REGULATED SMALL BUSINESS. IN ADDITION TO THE RIGHTS LISTED IN THIS SECTION AND SECTION 41-1009, THE AGENCY NOTICE OF THE SMALL BUSINESS BILL OF RIGHTS SHALL INCLUDE THE PROCESS BY WHICH A SMALL BUSINESS MAY FILE A COMPLAINT WITH THE AGENCY EMPLOYEES WHO ARE DESIGNATED TO ASSIST MEMBERS OF THE PUBLIC OR REGULATED COMMUNITY PURSUANT TO SECTION 41-1006. THE NOTICE MUST ARE THAT IF THE REGULATED PERSON HAS ALREADY MADE A REASONABLE EFFORT WITH THE AGENCY TO RESOLVE THE PROBLEM AND STILL HAS NOT BEEN SUCCESSFUL, THE REGULATED PERSON MAY CONTACT THE OFFICE OF OMBUDSMAN-CITIZENS AIDE.

A.R.S. § 11-1602: REGULATORY BILL OF RIGHTS

TO ENSURE FAIR AND OPEN REGULATION BY COUNTIES, A PERSON:

- 1. IS ELIGIBLE FOR REIMBURSEMENT OF FEES AND OTHER EXPENSES IF THE PERSON PREVAILS BY ADJUDICATION ON THE MERITS AGAINST A COUNTY IN A COURT PROCEEDING REGARDING A COUNTY DECISION AS PROVIDED IN SECTION 12-348.
- 2. IS ENTITLED TO RECEIVE INFORMATION AND NOTICE REGARDING INSPECTIONS AS PROVIDED IN SECTION 11-1603.
- 3. IS ENTITLED TO HAVE A COUNTY NOT BASE A LICENSING DECISION IN WHOLE OR IN PART ON LICENSING CONDITIONS OR REQUIREMENTS THAT ARE NOT SPECIFICALLY AUTHORIZED AS PROVIDED IN SECTION 11-1604.
- **4.** MAY HAVE A COUNTY APPROVE OR DENY THE PERSON'S LICENSE APPLICATION WITHIN A PREDETERMINED PERIOD OF TIME AS PROVIDED IN SECTION 11-1605.
- 5. IS ENTITLED TO RECEIVE WRITTEN OR ELECTRONIC NOTICE FROM A COUNTY ON DENIAL OF A LICENSE APPLICATION THAT:
- (A) JUSTIFIES THE DENIAL WITH REFERENCES TO THE STATUTE, ORDINANCE, REGULATION, DELEGATION AGREEMENT OR AUTHORIZED SUBSTANTIVE POLICY STATEMENTS ON WHICH THE DENIAL IS BASED AS PROVIDED IN SECTION 11-1605.
- (B) EXPLAINS THE APPLICANT'S RIGHT TO APPEAL THE DENIAL AS PROVIDED IN SECTION 11-1605.
- 6. IS ENTITLED TO RECEIVE INFORMATION REGARDING THE LICENSE APPLICATION PROCESS AT THE TIME THE PERSON OBTAINS AN APPLICATION FOR A LICENSE AS PROVIDED IN SECTION 11-1606.
- 7. MAY INSPECT ALL ORDINANCES, REGULATIONS, RULES AND SUBSTANTIVE POLICY STATEMENTS OF A COUNTY, INCLUDING A DIRECTORY OF DOCUMENTS, AT THE OFFICE OF THE COUNTY OR ON THE COUNTY'S WEBSITE AS PROVIDED IN SECTION 11-1607.
- 8. UNLESS SPECIFICALLY AUTHORIZED, MAY EXPECT COUNTIES TO AVOID DUPLICATION OF OTHER LAWS THAT DO NOT ENHANCE REGULATORY CLARITY AND TO AVOID DUAL PERMITTING TO THE MAXIMUM EXTENT PRACTICABLE AS PROVIDED IN SECTION 11-1604.
- 9. MAY FILE A COMPLAINT WITH THE BOARD OF SUPERVISORS CONCERNING AN ORDINANCE, REGULATION, RULE OR SUBSTANTIVE POLICY STATEMENT THAT FAILS TO COMPLY WITH THIS SECTION.
- 10. AS PROVIDED IN SECTION 11-1604, IS ENTITLED TO HAVE A COUNTY NOT REQUEST OR INITIATE DISCUSSIONS ABOUT WAIVING ANY OF THE RIGHTS PRESCRIBED IN THIS SECTION.
- 11. MAY PARTICIPATE IN THE RULE DEVELOPMENT PROCESS AS PROVIDED IN SECTION 11-251.18, INCLUDING PROVIDING WRITTEN OR VERBAL COMMENTS ON PROPOSED RULES TO A COUNTY DEPARTMENT OR AGENCY AND HAVING THE AGENCY OR DEPARTMENT ADDRESS COMMENTS AS PROVIDED IN SECTION 11-251.18.

A.R.S. § 11-1604: PROHIBITED ACTS BY COUNTY AND EMPLOYEES; ENFORCEMENT; NOTICE

- A. A COUNTY SHALL NOT BASE A LICENSING DECISION IN 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.
- **B.** 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.
- C. THIS SECTION DOES NOT PROHIBIT COUNTY FLEXIBILITY TO ISSUE LICENSES OR ADOPT ORDINANCES OR CODES.
- D. A COUNTY SHALL NOT REQUEST OR INITIATE DISCUSSIONS WITH A PERSON ABOUT WAIVING THAT PERSON'S RIGHTS.
- E. 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.
- F. 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.
- G. THIS SECTION DOES NOT ABROGATE THE IMMUNITY PROVIDED BY SECTION 12-820.01 OR 12-820.02.
- $\overline{\mathbf{H}}$. A COUNTY SHALL PROMINENTLY PRINT THE PROVISIONS OF SUBSECTIONS A, B, C, D, E, F AND G OF THIS SECTION ON ALL LICENSE APPLICATIONS.
- I. THE LICENSING APPLICATION MAY BE IN EITHER PRINT OR ELECTRONIC FORMAT.

ESTABLISHMENT NAME		LICE	ENSE #
The facility is best described as: (mark all ☐ Sit Down ☐ Bakery ☐ Take-Out ☐ Retail / Gro ☐ Sit Down & Take Out ☐ Processor ☐ Cafeteria ☐ Mobile Tru	Convenience Store Hospital/Institution School/College	☐ Catering ☐ Ho ☐ Buffet ☐ Da ☐ Bar/Tavern ☐ Oth ☐ Children's Camp	
Anticipated Indoor Seating:	Anticipated Outdoor Seating:		
Construction: Anticipated Start Date:	Anticipated Com	npletion Date:	
Complete the following information:			
Water Supply: Public Well / F	Private (If well / private pro	ovide copy of approval or po	ermit)
Sewer Type: Public Septic /	Private (If septic / private pr	covide copy of approval or p	permit)
Will a grease trap or grease interceptor be If yes, where will it be located?	provided? () Yes () No What is	the size of the unit?	
Do you have zoning clearance? () Yes If yes, what agency?		fire district approval? () gency?	
FOOD PREPARATION REVIEW			
Estimated number of meals served on an a	verage day: Breakfast	Lunch	Dinner
Place an "X" next to each type of food ser	vice system that most accurately des	scribes the system or system	ns you will use.
□ Cook, Serve□ Cook, Hot hold, Serve□ Cook, Chill, Reheat, Hot hold, Serve□ Cold hold, Serve	Menu items that are cooked and im Menu items that are cooked, held h Menu items either in their entirety or or reheated for service (i.e. soups, so Menu items that are received, no co	ot, and then served (i.e. source partially made in advance stews, rice, beans, gravy, ca booking (i.e. salads, deli sando	ips, gravy etc) e, cooled down then prepared sseroles, etc) dwiches, vegetables etc)
☐ Bakery goods only☐ Other: Please Describe:	Menu items that are baked (i.e. pie	s, custards, cream fillings &	toppings etc)
A Food Safety Plan is required by the Yay of the food establishment. Has a Food Sa	vapai County Health Code. The plan		operating procedures (SOP's)
Person responsible for Food Safety Plan	1	Phone #	
The applicable Arizona Department of I www.yavapaihealth.com/environmental-hupon request.			
STATEMENT: I hereby certify that the a proper permission from Yavapai County the Regulatory Bill of Rights in A.R.S.	Community Health Services may nu	llify final approval. I ack	
Applicant Signature	Date Submitted	Plan Review Fee Paid	Check #

A LICENSE TO OPERATE MUST BE OBTAINED FROM YCCHS BEFORE OPENING FOR BUSINESS

ECTADI	ISHMENT	NIANTE
RS LABL	ASHIVIRANT	NAIVIE

LICENSE #	
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FINISH SCHEDULE

INDICATE WHICH TYPE OF MATERIAL WILL BE USED IN THE FOLLOWING AREAS:

(Not required to be completed if all information is part of the submitted blueprint)

PLEASE PRINT. WRITE "n/a" IF NOT APPLICABLE.

PLEASE PRINT. WRITE "	n/a" IF NOT APPLIC	CABLE.			
	Floor(s)	Wall(s)	Base/Cove	Ceiling(s)	Remarks:
Kitchen					
Bar(s)					
241 (8)					
7. 10.					
Food Storage					
Other Storage					
Restroom(s)					
Restroom(s)					
Dressing Room(s)					
Garbage &					
Refuse Storage					
_					
Man Sinh Anag(s)					
Mop Sink Area(s)					
Ware Washing					
Walk-in Freezer(s)					
And Refrigerator(s)					
Interior(s) Under					
Vent Hood(s)					

ESTABLISHMENT	
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LICENSE #

PLUMBING SCHEDULE

INDICATE ALL PLUMBING CONNECTIONS APPLICABLE TO THE ESTABLISHMENT: (Not required to be completed if all information is part of the submitted blueprint)

PLEASE PRINT WRITE "n/a" IF NOT APPLICABLE

PLEASE PRINT. WRI			l	1 ~ .	
	Indirect drain Connection Air Gap	Direct drain Connection P-Trap	Water System Backflow Preventer(s)	Condensate Pump	Remarks
Sink(s):					
Hand sink					
Мор					
3-compartment					
Food Prep					
Dishwasher(s)					
Ice Machine(s)					
Water Station(s)					
Walk-in/Refrig Condensate Line(s)					
Steam Table(s)					
Dipper Well(s)					
Beverage Station(s)					
Garbage Disposal(s)					
Water Heater(s) (Indicate size & Recovery rate)					
Other					