



**La Paz County Health
Department**

Environmental Health Div.
1112 Joshua Ave. 206 Parker AZ
85344

928-669-1100
Fax 928-669-
6703

Office hours are Mon -
Thurs 7:00 am – 6:00 pm

ARS §11-1606 Application Process Notice for Food Establishment License

The following steps are required to obtain a food establishment license for:

NEW ESTABLISHMENTS:

1. If your food establishment has never been licensed before (you are the first owner), a plan review of the facility must be completed and submitted to Health Department PRIOR to any construction. The construction guide is available at:
http://www.co.la-paz.az.us/CoLaPazAzUs/Data_Folder/Health/Docs/FDA_Food_Plan_Review_2010.pdf
2. A plan review application (contained in the construction guide) must be filled out completely and turned in with the floor plan of the food service establishment, menu, and the applicable plan review fee to the Health Department.
3. A plan review will be conducted of your proposed facility by Health Department staff on the design, equipment, menu, and processes.
4. A letter will be sent to you indicating approval or conditional approval of the plans. Revisions to plans by applicant may be REQUIRED in order that the facility meet the *Arizona Food Code*.
5. Once the Health Department staff reviews and approves the plan, menu, equipment, and processes - construction may begin.
CONSTRUCTION MAY NOT BEGIN UNTIL THE PLAN REVIEW APPROVAL LETTER IS RECEIVED BY THE APPLICANT.
6. When construction is completed, a final inspection must be scheduled with a Health inspector in order to open for business.
7. If the inspector approves the construction, the operating license application should be filled out and submitted with annual operating license fee. An annual license will then be mailed to the applicant. This must be posted where customers can see the license.

EXISTING ESTABLISHMENTS:

1. If your food establishment has been licensed before and **no changes** are proposed (menu items, remodeling, etc.), you must fill out the Food Establishment License Application and submit with annual license fee. A pre-opening inspection with an inspector must take place prior to opening for business to verify that the establishment meets the current *Arizona Food Code*.
2. After the inspector approves the opening of the food establishment, a license to operate will be mailed to the applicant. This should be posted in a visible (to customers) location.
3. A plan review may be required for existing facilities at the discretion of the Health Department. Should you need to go through the plan review process, follow the steps above for "New Establishments."

-If a reinspection is required during any part of the licensing or inspecting process, a reinspection fee of \$100.00 will be assessed.

-If denied during any part of the licensing process, an appeal of the decision can be requested by written request to: Director, Environmental Health Division, 1112 Joshua Ave., 206, Parker, AZ 85344.

Applicable licensing time frames (in days): Time frames can be found in the Arizona Administrative Code, R9-8-104

Type of Approval	Statutory Authority	Overall Time-frame	Administrative Completeness Review	Substantive Review
FOOD ESTABLISHMENT LICENSE	A.R.S. §36-136(H)(4)	60	30	30
Approval of Plans and Specifications under FC §8-201.11	A.R.S. § 36-136(H)(4)	90	30	60
Approval of HACCP PLAN under FC §8-201.13	A.R.S. § 36-136(H)(4)	90	30	60
Approval of Quality Assurance Program	A.R.S. § 36-136(H)(4)	90	30	60

Name and telephone number of a person who can answer questions or provide assistance during the application process: Your assigned inspector either in person or at **(928) 669-1100**. If you are unable to receive assistance from the inspector, you may contact the Environmental Health Director at **(928)669-1100**. Under ARS §11-1609, you may request that the County clarify its interpretation or application of a statute, ordinance, regulation, delegation agreement or authorized substantive policy statement that affects the issuance of your food establishment permit by providing the County with a written request that states: 1. Your name and address; 2. The statute, ordinance, regulation, delegation agreement or authorized substantive policy statement that requires clarification; 3. Any facts relevant to the requested ruling; 4. Your proposed interpretation of the applicable statute, ordinance, regulation, delegation agreement or authorized substantive policy statement or part of the statute, ordinance, regulation, delegation agreement or authorized substantive policy statement that requires clarification; 5. Whether, to the best of your knowledge, the issues or related issues are being considered by the County in connection with an existing license or license application.

Application for a Permanent Food Establishment License (Arizona Administrative Code R9-8-101)

Licenses are NOT transferrable; new owners must submit an application for a food establishment license prior to opening for business. The license will be put in the new owner's name.

Please check the mailing address below that should be used for all official correspondence:

1. Food Establishment Information (AAC R9-8-103)

Name of Business:

Location Address:	Town:	Zip:
Mailing Address:		
Telephone Number:	Fax:	Email:
Cell Phone Number:		

License Holder Information:

Full Name:	Position in Company:
Telephone Number:	
Cell Phone Number:	Email:
Mailing Address:	Town: State: Zip:

Owner Name:

Mailing Address:	Town:	State:	Zip:
Telephone Number:	Fax:	Email:	
Cell Phone Number:			

Please check all applicable boxes below:

New Construction Food Establishment or Remodeled Food Establishment or existing building converted into a Food Establishment (Plan review is required)

Existing food establishment with new owner OR change of license holder

Existing food establishment that was closed and previous owner is re-opening

*Note: A food establishment that has been **remodeled** or is **new construction** or an existing building **converted** to a food establishment requires a complete Plan Review. Please request Form "Food Establishment Plan Review Application."*

Square Footage (SF) of Establishment (Check one) 2000 sf and under Over 2000 sf

OR Dimensions of Building(s):

2. Please determine the TYPE (AAC. R9-8-103) of Establishment (check all applicable statements):

TYPE A Food Establishment (Low Risk)

Non-potentially hazardous food which is prepackaged by an FDA approved processor (must have proper labeling) and/or,

Whole fruits and vegetables are sold – not cut or sliced – no samples allowed under this permit.

TYPE 1 Food Establishment (Minimal Risk)

Potentially hazardous food (PHF) that is pre-packaged by an FDA approved processor with all proper labeling (no service or ready to eat food), and/or,

Milk is the only PHF served (example milk in coffee drinks) and/or,

Non-PHF food requiring minimal preparation can be prepared and served (example: popped popcorn) and/or,

Only beverages are served (such as fountain drinks or coffee drinks).

TYPE 2 Food Establishment (Moderate Risk)

PHF is prepared from raw ingredients but requires only minimal assembly, and/or,

Hot and cold food preparation is restricted to same day service and/or,

PHF are heat and serve (no advance preparation) – not prepared from "scratch."

TYPE 3 Food Establishment (High Risk)

Hot and cold food is prepared and held for more than 12 hours before serving and/or,

Slow cooking is part of the cooking process (over 8 hours) and/or,

Cooking and cooling food is part of the handling process and/or,

Food is prepared for off-site service (such as catering or "meals on wheels") and/or,

Vacuum packaging and other forms of reduced oxygen packaging are performed in the operation, and/or,

Food is served to a highly susceptible population such as pre-school children, elderly, hospital, assisted living home.

3. Emergency Plan Information

What is the Emergency Plan if electricity goes off/water shuts off?

Is a generator available to keep food cool?

If not, how will food stay cool during power outages?

4. Menu/Food Prep/Storage (AZ Food Code, Chapter 3)

Full Service Food Establishment- List the Menu of Food to be Served – use a separate page if necessary

(Please mark foods prepared 12 hours in advance of service with an asterisk):*

Food supplier:

Frequency of Deliveries:

Retail Grocery Stores – Give a general list of products to be sold – use a separate page if necessary

Will there be refrigeration for Potentially Hazardous Food?

Are all prepackaged food items from FDA approved processer or will store be packaging food items?

If store will be packaging item, please list items that will be packaged in the store:

Note: Food that is sold as prepackaged (including wrapped cookies and wrapped baked goods) must be labeled per the Arizona Food Code 3-602.11.

Will there be food storage areas not immediately adjacent to food establishment?

If so, please give location (address/town/state)

9. Person In Charge Information (Arizona Food Code, Chapter 2)

A person in charge must be onsite during all hours of operation. Food workers must have a current La Paz County Food Handlers card prior to employment.

Hours of Operation:	Name(s) of Person(s) In Charge for each shift:
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10. Variance Request - \$75.00 additional fee per request (AZ Food Code 8-103.10)

Will you be submitting a Variance Request?

If yes, number of Variance Requests to be submitted:

Please attach Appendix F "General Variance Request" or Appendix E "Special Use Variance of Outdoor Cooking Grill/BBQ Unit" with request fee. Variance Request Fee is non-refundable.

11. Licensing Eligibility (Required per ARS 41-1090) / **Operator Responsibility and Signature**

Please attach a copy of identification – **both sides** of ID are required.

Check the type of I.D. you will be submitting:

- AZ driver license issued after 1996 or AZ non-operating I.D. license
- A driver license issued that verified lawful presence in U.S. (licenses from HI, IL, ME, MD, NM, TX, UT, and WA are NOT acceptable)
- A birth certificate issued in any state, territory or possession of the U. S. U. S. certificate of citizenship
- A U. S. certificate of birth abroad U. S. passport A foreign passport with U. S. visa
- I-94 form with a photograph U. S. certificate of naturalization Tribal certificate of Indian blood
- U.S. citizenship and immigration service employment authorization document or refugee travel document
- Tribal or Bureau of Indian Affairs affidavit of birth

By my signature below, I hereby certify, under penalty of perjury that the copy of the document I am providing is a true and accurate copy of the original document and that I am legally authorized to be present in the United States.

I further agree to operate under all requirements of the Arizona Food Code, State of Arizona, County of La Paz County, and Federal regulations.

Licensee Applicant Signature	Date
For Health Department Use Only	
Received Date:	
Action:	
