



COCHISE COUNTY ENVIRONMENTAL HEALTH PERMIT APPLICATION PROCESS

The process required to obtain a Food Establishment, Hotel, Motel, Bed and Breakfast, Mobile Home/RV Park, Children's Camp, or Swimming Pool Permit is described below. This same process applies to remodeling projects of previously permitted facilities and whenever a change in ownership occurs:

- The owner or authorized agent must submit a Plan Review/Application, on forms provided by the Department, and pay the plan review fee.
- The licensing timeframe to determine Administrative Completeness of the Plan Review is 30 (calendar) days. If the Plan Review is incomplete, the owner or authorized agent will be notified in writing or electronically. Upon receiving notification of incompleteness, the timeframe for the administrative review is suspended until such time that the Plan Review is resubmitted. Once it has been determined that the Plan Review is complete, the owner or authorized agent will be notified in writing or electronically and the application moves to the Substantive Review process.
- The licensing timeframe for the Substantive Review process is 30 Days. The Substantive Review process consists of determining the accuracy of the information submitted in the Plan Review and whether the proposed location or unit is in compliance with the FDA Food Code (Food Establishments) and/or other applicable State Statutes, rules or regulations, including the Arizona Administrative Code.
- A pre-operational inspection of the proposed location or unit must be scheduled with the Department for the purpose of completing the Substantive Review.
- If deficiencies are noted during the pre-operational inspection, the owner or authorized agent will be notified in writing or electronically. The owner or authorized agent will then be given an opportunity to address the deficiencies and schedule a re-inspection. Failure to schedule a pre-operational inspection in a timely manner, or upon receiving notification of the pre-operational deficiencies, the timeframe for the Substantive Review process is suspended until such time that the owner or authorized agent schedules a pre-operational inspection.
- The Substantive Review process is considered to be complete when all deficiencies noted during the pre-operational inspection(s) have been corrected and the owner or authorized agent has been notified in writing or electronically. The written notice will also include an invoice for the applicable annual permit fee. Once payment has been received for the annual fee, a permit to operate will be issued.

- An appeal protesting any denial of an application can be made to Cochise County Environmental Health Division Acting Director, Danny Nikitas, 126 W. 5th St. Benson, Arizona 85602. The appeal shall set forth all relevant facts pertaining to the denial, and must be in writing. It must be filed within ten-days from the date of the denial letter.
- If the County does not issue to the applicant the written or electronic notice granting or denying a license within the overall time frame or within the mutually agreed upon time frame extension, the county SHALL refund the Applicant all fees charged for reviewing the applications and SHALL excuse any fees not yet paid. The refund SHALL be made within 30-working days after the expiration of the agreed upon time frame pursuant A.R.S. § 11-1605(J).

Signature

Date

Print Name/Firm

Owner

Agent