

NOTICE TO PROSPECTIVE FOOD SERVICE OPERATORS



IF YOU ARE PLANNING ON OPENING A RESTAURANT OR FOOD SERVICE ESTABLISHMENT IN FOUNTAIN HILLS, YOU MUST FIRST CONTACT THE FOLLOWING THREE GOVERNMENTAL ENTITIES:



1. TOWN OF FOUNTAIN HILLS

The Town of Fountain Hills is responsible for items such as building codes and permits, business licenses, sales tax information and planning and zoning, all of which may impact your restaurant.



2. MARICOPA COUNTY ENVIRONMENTAL SERVICES

The following information is from an MCESD flyer:

To open a food/drink service establishment, public school, hotel, or pet shop/pet groomer, you must complete one of the 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.

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



3. FOUNTAIN HILLS SANITARY DISTRICT

Your restaurant may require the installation or upgrade of grease removal facilities. The need for and the type of facilities are determined by your specific situation. Please contact Chris Kiriluk at the District at 480-837-9444 for assistance in determining what your specific requirements are. **If you do not have the correct grease removal facilities in place, it will delay the opening of your food service operation.**