

	MOHAVE COUNTY DEPARTMENT OF PUBLIC HEALTH ENVIRONMENTAL HEALTH DIVISION Website: www.mohave.gov Email: EHpermits@mohave.gov	
BULLHEAD CITY 1130 HANCOCK ROAD ZIP 86442 (928) 758-0704	KINGMAN 3250 E. KINO AVENUE ZIP 86409 (928) 757-0901	LAKE HAVASU CITY 2001 COLLEGE DRIVE, STE. 95 ZIP 86403 (928) 453-0712

APPLICATION FOR PERMIT TO OPERATE FOOD SERVICE ESTABLISHMENT

Page 1 of 2

ESTABLISHMENT #:	DATE OF OPENING:	IF MOBILE, LICENSE PLATE #:
TYPE:	ASSESSOR PARCEL NUMBER:	IF MOBILE, VIN #:

NOTES:

- This application will not be processed unless completed in full
- Permit is NOT TRANSFERABLE
- Fees are NON-REFUNDABLE

BUSINESS INFORMATION:

NAME OF BUSINESS:			
BUSINESS ADDRESS/LOCATION:		CITY:	ZIP CODE:
BUSINESS PHONE:	SECONDARY PHONE:	BUSINESS EMAIL:	

BILLING INFORMATION:

BILL TO:			
BILLING ADDRESS:		CITY:	ZIP CODE:
BILLING PHONE:	SECONDARY PHONE:	BILLING EMAIL:	

OWNER INFORMATION:

NAME(S) OF BUSINESS OWNER:			
HOME ADDRESS:		CITY:	STATE:
		ZIP CODE:	
HOME TELEPHONE:	EMAIL ADDRESS:		
MAILING ADDRESS:		CITY:	STATE:
		ZIP CODE:	
PROPERTY OWNER:*	PROPERTY OWNER CONTACT NUMBER:		
<i>*If the business owner (permit holder) rents/leases, a <u>copy of lease agreement and/or notarized letter from property owner</u> is required.</i>			

EMERGENCY CONTACTS

EMERGENCY CONTACT #1:	EMERGENCY CONTACT NUMBER:
EMERGENCY CONTACT #2:	EMERGENCY CONTACT NUMBER:



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BULLHEAD CITY
1130 HANCOCK ROAD
ZIP 86442
(928) 758-0704

KINGMAN
3675 E. HWY 66, SUITE B
ZIP 86401
(928) 757-0901

LAKE HAVASU CITY
2001 COLLEGE DRIVE, STE. 95
ZIP 86403
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Page 2 of 2

MOBILE FOOD OPERATORS: Where do you intend to distribute/sell foods:

Bullhead City limits	Colorado City limits
Kingman City limits	Unincorporated Mohave County
Lake Havasu City limits	Other: _____

CHECK THE APPROPRIATE BOXES BELOW

This FOOD ESTABLISHMENT falls into the following category:	
☐	New construction
☐	Existing structure that is being converted to food facility
☐	Existing FOOD ESTABLISHMENT facility that is being remodeled
☐	Existing FOOD ESTABLISHMENT. No changes are proposed.

This food facility:	
☐	Does not prepare food, but offers for sale stores, or vends only pre-packaged food/drink.
☐	Will prepare, offer for sale or serve NON-POTENTIALLY HAZARDOUS FOOD
☐	Will prepare, offer for sale or serve POTENTIALLY HAZARDOUS FOOD
☐	Will prepare, offer for sale or serve POTENTIALLY HAZARDOUS FOOD <u>only to order</u> upon consumer request
☐	Will prepare, offer for sale or serve POTENTIALLY HAZARDOUS FOOD in advance, in quantities based on projected consumer demand
☐	Will prepare, offer for sale, or serve POTENTIALLY HAZARDOUS FOOD using time alone, rather than time and temperature, as the public health control as described in FC §3-501.19
☐	Will prepare POTENTIALLY HAZARDOUS FOOD in advance using a multiple stage food preparation method that may include the following: Combining POTENTIALLY HAZARDOUS FOOD ingredients, cooking, cooling, reheating, hot or cold holding, freezing or thawing.
☐	Will prepare POTENTIALLY HAZARDOUS FOOD for delivery to and consumption at a location off of the premises where prepared.
☐	Will prepare POTENTIALLY HAZARDOUS FOOD for service to a highly susceptible population.
☐	Other: _____

I _____ hereby certify that I am the operator/authorized agent of the above food service establishment. (applicant name)	
Signed: _____	Date: _____

****Development Services must sign-off on all brick & mortar food service establishments in unincorporated county areas.***

Mohave County D.S. Sign-off: _____ Date: _____

Application approved for Permit by (Inspector): _____			Date: _____
Amount Received \$	Cash/Credit or Check#	Receipt#	Permit Expires: _____
☐ Picture Identification verified and copy attached (check box if completed)		By _____	

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ARS §11-1606 Application Process Notice Food Establishment Permit

Under ARS §11-1606 Mohave County is required to give you the following information when you apply for a food establishment permit:

The following steps are required to obtain a food establishment permit

NEW ESTABLISHMENTS

1. If your food establishment has never been permitted before (you are the first owner), a plan review of the facility must be completed. The construction guide is available online or at any Environmental Health district office.
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 and the applicable plan review fee.
3. A plan review will be conducted of your proposed facility.
4. A letter will be sent to you indicating approval or conditional approval of the plans.
5. Once the Environmental Health Division (EHD) reviews and approves the plan, construction may begin.

CONSTRUCTION MAY NOT BEGIN UNTIL THE PLAN REVIEW LETTER IS RECEIVED BY THE APPLICANT.

6. When construction is completed, EHD must be called and a final inspection scheduled with an inspector.
 7. If the inspector approves the construction, your health permit may be obtained.
- #### EXISTING ESTABLISHMENTS
1. If your food establishment has been permitted before and **no changes** are proposed (menu items, remodeling, etc.), you must request a "consultation inspection" with an inspector. This inspection fee must be paid prior to the inspection being conducted.
 2. Should the inspector approve the opening of the food establishment at the time of inspection, you may obtain your permit to operate.
 3. A plan review may be required for existing facilities at the discretion of the EHD. Should you need to go through the plan review process, follow the steps above.

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 Request for VARIANCE under FC §8-103.10	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) 758-0704 (BHC); (928) 757-0901 (KGM); (928) 453-0712 (LHC). If you are unable to receive assistance, you may contact the Food Safety Supervisor at the Kingman office (number listed above).

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.

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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.