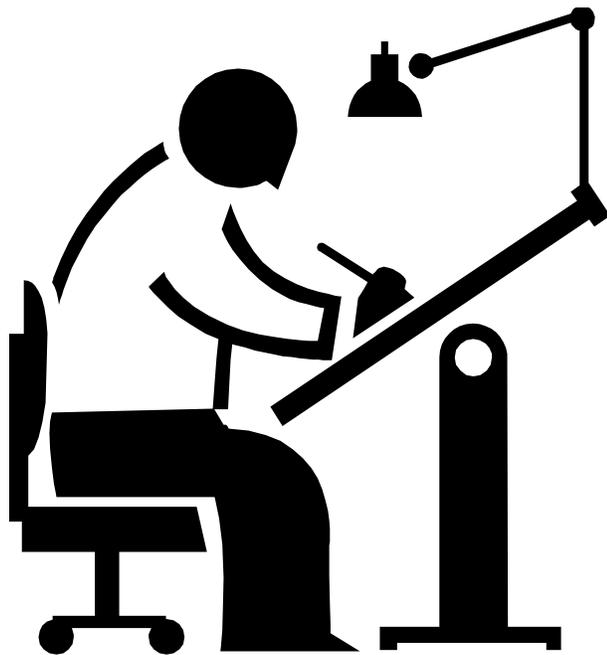


TRANSIENT DWELLING ESTABLISHMENTS



PLAN REVIEW PROCEDURES



COCONINO COUNTY
PUBLIC HEALTH SERVICES DISTRICT

"ENVIRONMENTAL SERVICES"

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Purpose

This packet is for the use of architects, building contractors, owner/operators and any other individuals involved in the design, construction and operation of any facility regulated by the Coconino County Public Health Services District (CCPHSD). What we have provided here are guides that include requirements and recommendations for permitted facilities in Coconino County. These packets are based on the Coconino County Environmental Health Services Code and various trade regulations and are not all inclusive.

This packet will provide the best information on facility construction, in accordance with Health Code Requirements, and will provide an efficient, low maintenance facility.

Plans and Specifications must be submitted, reviewed and approved:

1. Before starting construction; and
2. When a new establishment is being constructed; and
3. When an existing establishment (i.e. "licensed") is reconstructed, remodeled, renovated, expanded; and
4. When an existing structure (previously "unlicensed") is reconstructed, remodeled, renovated, expanded (i.e. tenant-improvements).

Sometimes, when changes are 'minor', an informal plan review is possible. "Minor" is not defined in the Health Code, but is a decision made by the assigned District Inspector. If you believe your project involves 'minor' changes, contact the assigned District Inspector or their Supervisor. You may contact our Support Staff at (928) 679-8750 for "District Assignments" or for the Supervisor.

Transient Dwelling Establishment means and includes any place where sleeping accommodations are available to transients or tourists on a temporary basis such as a hotel, motel, motor hotel, tourist court, tourist camp, rooming house, boarding house, inn and similar facilities by whatever name called, consisting of two (2) or more dwelling units; provided however, that the term shall not be construed to include apartments, clubs, boarding houses, rooming house, and similar facilities where occupancy of all dwelling units is typically, or is expected or intended to be, more than 90 days (see Chapter 10 of the Coconino County Environmental Health Code).

Development Requirements

In addition to our Department, other agencies may be involved before you begin your construction process.

Zoning: Contact the Planning Department of the City which has jurisdiction over your project for zoning requirements. If the project is located in the unincorporated area contact County Community Development at (928) 679-8850.

Building Permits: Contact the Building Department of the City which has jurisdiction over your project for building permits. If the project is located in the unincorporated area contact County Community Development at (928) 679-8850.

Water Systems: Is there an approved water system for your project? Contact the Arizona Department of Environmental Quality (ADEQ) at (928) 779-0313 and/or the Certified Water Operator.

Wastewater Systems: Is there an approved wastewater system for the facility? Contact Coconino County Environmental Quality for some onsite wastewater systems in unincorporated areas at (928) 679-8772 or ADEQ at (928) 779-0313 and/or the certified operator.

Fire Suppression Systems: Determinations about fire suppression systems will generally be made by building departments, fire departments, or the State Fire Marshall depending upon location and assigned jurisdictions.

It is strongly recommended that these baseline issues be addressed before your formal submittal for health code review, in the event that any might be limiting/prohibiting to the project. A license to operate is dependent upon these issues, regardless of an otherwise successful plan review exercise.

The Plan Review Process

Step 1 – Submittal of Plans and Specifications

1. Submit this packet with all the appropriate sections filled out. Note that the application for the “Approval to Construct, Alter, Remodel, and Improve” form must have a minimum of one (1) signature by a responsible party.
2. Fees – Submit appropriate fees (see fee schedule and definitions). Fees apply to license categories, so there may be more than one fee per project (example: a Hotel and a Restaurant within the same structure).
3. Submit a site plan (if never licensed previously); floor plan; equipment plan; plumbing plan with water, wastewater, and gas distributions; finish schedules for walls, floors, ceilings, and casework; and specification sheets on all food equipment (not just manufacturer and model numbers). Some information on ventilation, lighting, doors and windows must be verified in the process also, and these can be submitted as additional documents. Note: In so far as there are assigned Building Department jurisdictions for most properties within Coconino County which do complete U.P.C. (Uniform Plumbing Code) and U.M.C. (Uniform Mechanical Code) reviews, our Health Code review will normally not duplicate their exercise, but only overlap said reviews relative to certain Health Code requirements.
4. The submittal will be determined as “Administratively Complete”, when all required documents are received. If a submittal is incomplete the applicant will receive a Notice of Incomplete Application stating deficiencies with the submittal. Once the deficient items are re-submitted, CCPHSD will deem the application as Administratively Complete. This written notification will be provided within a maximum of 30 calendar days of the submittal.
5. Application for a Transient Dwelling Plan Review may be submitted incompletely with the understanding that the rest will be submitted in a timely manner. If the application remains incomplete for more than 180 days, the application will be deemed incomplete and deleted from our files, fees received are not returned.

Step 2 – Review and Approval to Construct Pending

1. When all items above have been received by our office, they will be logged in and dated; “First-Come/First-Serve Basis”. Submittals may be sent by mail, delivered in-person, or brought to a scheduled “Joint-Review” session with the plans examiner. The “Joint-Review” option is preferred to expedite the review and approval process.
2. There is only one (1) plans examiner for Health Code reviews, compared to one (1) or more examiners in each of the County’s six (7) Building Departments. Advance planning and submittal are therefore critical if turn-around time is important to the project, and why we recommend a scheduled “Joint-Review” approach. The overall time frame allowed by the Health Code for the Approval of Plans and Specifications is 90 days. This includes 30 days for the Administrative Completeness Review and 60 days for the Substantive Review Process. In reality, reviews very seldom, if ever, require this much time.

3. Once the Substantive Plan Review is started, only one written request for additional information may be made to the applicant during the Substantive Review Process.
4. CCPHSD utilizes the same Licensing Time Frames for plan review duties as those delegated by the Arizona Department of Health. As per A.R.S. § 36-136(H)(4) the overall time frame for plan reviews is 90 days which breaks down as follows:
 - The Administrative Completeness Review = 30 days (The completeness review conducted by the Plans Examiner on the submitted documents)
 - The Substantive Review = 60 days (Time allotted for changes and/or corrections and resubmissions as a result of the Administrative Completeness Review)
5. Upon completion of an acceptable submittal and review an “Approval to Construct Pending” letter will be issued which authorizes the submitter to begin construction. If the decision is to deny the application a denial letter will be issued. Any party may appeal a denial to the Board of Directors pursuant to Chapter 2 of the Environmental Health Services Code.

Step 3 – Inspections and Approval of Construction

1. “During Construction” – Current staffing and County size greatly restrict construction-phase inspections, but they can be scheduled in advance to deal with questions, unforeseen issues, or develop checklists of work to be completed.
2. “Final Inspections” – Inspections are required to verify code compliance and adherence to approved plans; must be scheduled a minimum of five (5) County working days in advance. Time must be allowed to correct any possible deficiencies and schedule required follow-up inspections. For “Final Inspections”, the facility must be “Turn-Key” status with all utilities approved and operable for testing of refrigeration equipment, water, ventilation, lighting, etc. It is also highly recommended that at least one (1) “operations” person be present for the “Final Inspection”. In addition, you will be required to provide evidence that the proper permits and approvals were obtained from other concerned agencies at the “Final Inspection”.
3. Building Department “certificates of occupancy” and/or other approvals are not an approval to operate from CCPHSD. Concerning existing “licensed” operations, it may be necessary to discontinue ongoing operations during construction; or for there to be temporary facilities/barriers installed to protect on-going operations. In any event, an approval to operate or to continue existing operations comes from CCPHSD.
4. Once approval has been granted an application for a license must be filled out and submitted with the appropriate fee. In most cases this application and fee are collected at the “Final Inspection”.

ENVIRONMENTAL SERVICES

2625 North King Street, Flagstaff, Az. 86004
 (928)679-8750 Fax: (928)679-8771

APPLICATION FOR APPROVAL TO CONSTRUCT, ALTER, REMODEL, IMPROVE:

Plans, Specifications

Onsite Inspection/Meeting

Name of Project: _____

Location: _____

Owner: _____

Mailing Address _____
(street/no.) (city) (state) (zip code)

Phone: _____ Fax _____ Email _____

PROJECT INFORMATION

Project Description: _____

Architect:
 Name _____
 Phone _____
 Fax _____
 Address _____

Project Supervisor:
 Name _____
 Phone _____
 Fax _____
 Address _____

Contractor:
 Name _____
 Phone _____
 Fax _____
 Address _____

Other:
 Name _____
 Phone _____
 Fax _____
 Address _____

Other:
 Name _____
 Phone _____
 Fax _____
 Address _____

Construction Time Estimates: *****
 Start of Construction: _____
 End of Construction: _____

DOCUMENTS SUBMITTED: _____

CONSTRUCTION AGREEMENT:

The undersigned hereby agree to construct the facilities according to the approved plan documents/specifications. The undersigned also understands that said plan documents/specifications must be reviewed and approved prior to construction.

 (Type or Print Name) (Affiliation) (Signature) (Date)

 (Type or Print Name) (Affiliation) (Signature) (Date)

User fee definitions

ENVIRONMENTAL HEALTH

A permit shall be issued to operate any of the following facilities. This includes one to two on-site inspections of the facility, an itemized review and education. These inspections are required by law.

Additional Follow-up Inspection: A fee charged for **more than** three inspections per year for any single facility.

Pre-Opening Inspections: Inspection of a facility that is opening under a new license, or a facility that has been closed and requires inspection before re-opening.

TYPE I FOOD SERVICE LICENSE:

1. Only commercially processed pre-packaged potentially hazardous foods are available or served; and/or
2. Only limited preparation of non-potentially hazardous foods and beverages; and/or
3. Only non-potentially hazardous beverages are served or dispensed.

TYPE II FOOD SERVICE LICENSE:

1. Foods prepared from raw (not cooked) ingredients require only minimal assembly; and/or
2. Hot or cold preparation is restricted to same day service; and/or
3. Commercially processed foods requiring only minimal assembly; and/or
4. Food processors that process only non-potentially hazardous foods for wholesale and distribution.

TYPE III FOOD SERVICE LICENSE:

1. Preparing and holding hot or cold food for more than 12 hours before serving; and/or
2. Cooking and cooling of foods as part of the handling process; and/or
3. Preparing food for off-site service; and/or
4. Vacuumed packaging and or other forms of reduced oxygen packaging are preformed at the retail level; and/or
5. Food processors that process potentially hazardous foods for wholesale and distribution; and/or
6. A food service for a HIGHLY SUSCEPTIBLE POPULATION.

Co-located Food Service License: This permit is for a food service business that is located on the same premises and uses the same equipment, food preparation area and facilities as another food service business that is owned by the same owner. The original permit cost will be for the highest level of food service type; the second permit of equal or lower level of food service

type will be charged for the co-located license that may be a FS1, FS2, or a FS3.

Seasonal Food Service Permits: A seasonal permit applies to food service operations that operate 6 months or less, meet all Food Code equipment and plumbing requirements, and operate outside of a special event. Facilities that qualify for a seasonal permit may include: Little league snack bars, some food stands, and some mobile food units. The following permits are good for 6 months:

Temporary Food Service Permits: The following permits are good for 6 months unless otherwise specified:

- Non-profit food and samplers (\leq 6mos)
- For profit vendors - one event only
- For profit food at non-profit event; vendors that sell non-phf's (lemonade, etc.) (\leq 6mos)
- For profit vendors (\leq 6mos)
- For non-profit vendors (\leq 6mos)
- Temporary Group (Mass) Event (1 event)
- Temporary Group (Mass) Event (\leq 6 mos)
- *Penalty fee* for application received less than 10 days before the event
- *Penalty fee* for application received at the event

Food Handler Certificate: A course that is required for anyone who handles food for the public (except individuals that have a Food Manager Certificate), which is obtained by taking the approved Food Handler Course; the certificate is valid for three years.

Food Manager Certificate: A course that is required for at least one person per shift (or a minimum of two per establishment) for any food service establishment, which is obtained by taking the approved Food Manager Course; the certificate is valid for three years.

Food Manager Re-certification: Food handlers who already hold a Food Manager Certificate from the County may renew their three-year certificate by re-taking the exam without re-taking the class.

River Guide Certificate: A course for commercial river guides who handle food, water and waste; the certificate is valid for three years.

Body Art Certificate: A course for body artists; the certificate is valid for two years.

Trailer Parks/Campgrounds: Sanitary inspection of places people park trailers and motor homes, and places people camp.

School Inspection > 500: Sanitary inspections of public, private and parochial schools with more than 500 students.

School Inspection < 500: Sanitary inspections of public, private and parochial schools with less than 500 students.

Motel/Hotel: Sanitary inspections of places the public sleeps overnight or for several nights.

Spa: Sanitary inspection of small pools of water used by people in public places or by multiple non-related people, e.g., hot tub in hotel or apartment complex.

Swimming Pool: Sanitary inspections of large pools of water used by the public for swimming and playing, e.g., schools, recreation centers, hotels, etc.

Type 3 Food Service Plan Review: Plan reviews for the highest risk food services including restaurant, bakery, catering, day care, and school cafeteria.

Type 2 Food Service Plan Review: Plan reviews for medium risk food services including ice manufacturing, meat department, limited services, food processing, bed & breakfast, rafting warehouse, river outfitter, mobile food unit.

Type 1 Food Service Plan Review: Plan reviews for lower risk food services including bar/lounge, retail food, food warehouse, vending machine operator.

Food Service Minor Remodel Plan Review: Plan reviews for the remodeling of the highest risk food services including restaurant, bakery, catering, day care, and school cafeteria.

Trailer Parks/Campgrounds Plan Review: Plan reviews for places people park trailers and motor homes, and places people camp.

Motel/Hotel Plan Review: Plan reviews for places the public sleeps overnight or for several nights.

Schools Plan Review: Plan reviews for all new schools, public or private, for grades kindergarten through 12th grade.

Body Art Facility Plan Review: Plan reviews for facilities that provide body art.

Revised by meg 11-1-07

Required Information (Please provide comments as needed)

1. Is the site properly graded and drained to prevent pooling/puddling of water? Yes or No

2. Does each room have an adjoining bath? Yes or No

3. Are there central/common baths? Yes or No

(Note: When not adjoining, separate & clearly marked toilet rooms for each sex; within 200 feet of all dwelling units; at least one toilet, one shower or tub, one lavatory for every ten dwelling units, and at least one urinal in men's rooms)

4. Hot and cold water provided? Yes or No

5. Restrooms ventilated? Yes or No

6. All rooms with adequate lighting? Yes or No

7. All rooms adequately ventilated? Yes or No

(Note: Window space must be at least 20% of floor space if relied on for lighting &/or ventilation)

8. Windows that open are screened? Yes or No

9. Walls & ceilings light-colored, smooth-surfaced (little or no texture), and washable: Yes or No

Bathrooms_____

Kitchens_____

Wet Bars_____

Laundry/Linen Storage_____

(Note: Any food/beverage operations **must** be separately reviewed)

10. Floors smooth-surfaced, nonabsorbent, and easy to clean: Yes or No

Bathrooms_____

Kitchens_____

Wet Bars_____

Vending Areas_____

Laundry/Linen Areas_____

Refrigeration Units in Rooms_____

(Note: Any food/beverage operations **must** be separately reviewed)

11. Multi use equipment/utensils/warewash facilities? Yes or No

Multi use items (Glasses, Cups, Pots & Pans, Ice Trays, Ice Buckets, Utensils, etc.)_____

NSF approved warewash facilities (Minimum of a three compartment sink with two drainboards, and/or commercial automatic dishwasher)_____

(Note: If ice buckets have liners or if single use utensils no three compartment sink is required)

12. Refuse storage/collection/transportation? Yes or No

Suitable storage containers (smooth, nonabsorbent, leakproof, tight-fitting lids)_____

Subscription to licensed hauler_____

Haul own refuse/suitable transport unit(s)_____

Haul own refuse/suitable canwash facility_____

(Note: If multi-use trash containers must have facility to wash them & must be in good repair)

13. Furnishings: Yes or No

Mattresses with mattress pads/covers_____

Kitchen equipment easily cleanable/durable_____

Millwork (counters, cupboards, shelves, etc.) is smooth, nonabsorbent, easy to clean_____

Beds, mattresses, pillows and bed linens in good repair, clean, Free of vermin and properly stored_____

14. Ice dispensing:

Ice not provided to guests: Yes or No

Ice provided by employee: Yes or No

Ice by self-dispensing machine: Yes or No

Ice machine depicted on plans: Yes or No

Ice equipment indirectly connected: Yes or No

Floor drain/sink accessible: Yes or No

Important

Associated facilities/operations requiring a health permit to operate will require additional plan submittal and plan review:

Food/Beverage operations: Yes or No

[Plan Review packets available online at www.coconino.az.gov or in our office location at 2625 North King Street, Flagstaff, AZ 86001. Call 928-679-8750 for further information].

Pool/Jacuzzi/Hot Tub: Yes or No

[Currently, ADEQ does plan review on pools & Jacuzzis, but Coconino County still permits the operation of such facilities; the County **will not** issue a permit to operate without an ADEQ approval of construction].