



This process is an outline of the steps necessary for the purpose of establishing a commercial outdoor cooking facility. For further information, contact the city of Phoenix Planning & Development Department (P&D), 200 W. Washington Street, Second Floor, Counter 5, Phoenix, Arizona 85003 or call (602) 262-7811 (voice) or (602) 534-5500 (TTY).

This process is separate from the Mobile/Vending application process. For information on the County's Mobile Food process, please call (602) 506-6872 or visit <https://www.maricopa.gov/3977/Mobile-Food-Establishments>

For city Mobile Vending information and applications, please call (602) 262-4638 or visit <https://www.phoenix.gov/cityclerksite/Documents/mvbro.pdf>

Step 1: Obtain and fill out forms from Maricopa County Environmental Services Department (MCESD) regarding outdoor cooking operations.

Please see the following link for the appropriate forms: <http://www.maricopa.gov/documentcenter/view/6549> or visit one of the County Environmental Health offices (see <http://www.maricopa.gov/2241/Industry-Contacts> for office locations).

Apply for a variance request by submitting an application and one (1) complete set of plans to the MCESD for plan review, consistent with the criteria defined in the Maricopa County Environmental Health Code Chapter VIII, Section 2, and Regulation 1, subsections §8-201.11 and §8-201.12 and §8-103.10.

Step 2: Obtain approval from the P&D Planning Division (2nd Floor of City Hall) for the proposed outdoor cooking operation.

The applicant will need to discuss with Planning Division staff to determine if the location for the outdoor cooking operation and related activities are permitted or confirmation that a use permit is required. The Use Permit is a public hearing process that can take up to 6 weeks. Application must be made at the Zoning counter along with payment of applicable fees.

Please specify the location of the cooking facility on a site plan and indicate the hours and days of operation.

Please call 602-262-7131 or consult the website below for more information. <http://phoenix.gov/pdd/pz/index.html>

Step 3: Obtain approval from the P&D Commercial Building Services and Site Development sections on the 2nd floor of City Hall for the proposed outdoor cooking operation.

Commercial Building Services (Counter 5): A permit is required for electrical and plumbing work if part of the scope. If not, then no building safety permit is required from P&D. The fee for any required permits is based on the valuation of the proposed work. Consult the following website for more information: <http://phoenix.gov/pdd/devfees/fees/>

Site Development (Counter 6): In addition to the requirements reviewed by the Planning Division in Step 2 through the use permit process, Site Development Division staff must approve the location and configuration of the outdoor cooking operation, including tents/canopies, propane tanks, and other related equipment. The Site Plan must show the location of the cooking facility and indicate the hours and days of operation. Additionally, the plan must show accessible routes from the accessible parking to the building entrance and call out the location of any grocery cart staging area. The use of any power cords must be shown where they cross a pedestrian route. Also, the plan must provide dimensioning to show that the open flame cooking device is a minimum of 10 feet from the building (including eaves) and from the LP-gas cylinder. There must also be an approved means to prevent the public and vehicular traffic from approaching within 4 feet of the open flame cooking device or LP-gas cylinder.

For more information or for a copy of this publication in an alternate format, contact Planning & Development at 602-262-7811 voice or TTY use 7-1-1.

The P&D Planning Division may need to review the site plan again if it has changed from the site plan originally approved through the hearing process. Call 602-262-7811 for more information.

Step 4: Obtain approval from the Fire Department (150 S. 12th St.) for the proposed outdoor cooking operation.

- Fire Department permits are required for the use of propane tanks and tents/canopies (if applicable). Please call 602-262-6771 for more information.
 - Tents/canopies: Fire Department permits are required for tents in excess of 800 square feet and for canopies in excess of 1200 square feet. The plans will need to be submitted for review and approval by the Fire Department. The plan review will occur within 10 business days of the submittal. Inspections of the tent or canopy facilities will be performed by the Fire Department, and the tent permits are good for 3 weeks with temporary wiring and 45 days with permanent wiring (or no wiring). See the "Tent and Canopy Permit Packet" on the following website for more information:
https://www.phoenix.gov/firesite/Documents/Application_Tent%20and%20Canopy%20Permit%20Packet.pdf
 - LPG (Liquefied petroleum gas): A Fire Department permit is required when; a) aggregate water capacity of the containers is 125 gallons or greater, b) a container labeled/certified "ASME" or "DOT" is used for liquid service, or c) if an LP-gas exchange program is installed or modified. An operational permit is required to use an open flame to dispose of LP-gas from a container. Please see the link to Fire Prevention Fees on the following website for fees related to this permit:
http://codes.iccsafe.org/app/book/content/PDF/2006/2006_Phoenix/Phoenix_Fire/PDFs/Chapter%2046_Fees.pdf

Note: If the proposed outdoor cooking operation is part of a special event (such as a fair or festival), the requirements may be slightly different, so please explain your proposal thoroughly.

To determine if there are business or tax licenses that would apply to your outdoor cooking operation, additional information is available at <https://www.phoenix.gov/cityclerk/services/licensing/regbusinfo>