



1001 N. Central Avenue #695
Phoenix, Arizona 85004
Phone: (602) 372-1778
Fax: (602) 372-0904
TDD 602 372-0622

SUBSTANTIVE POLICY STATEMENT
SPS-EH-2015-006

A substantive policy statement (SPS) is advisory only. In accordance with A.R.S. §11-1601, SPS's do not include internal procedural documents that only affect internal procedures of the Maricopa Environmental Services Department and do not impose additional requirements or penalties on regulated parties or confidential information.

1. SPS Subject:

The purpose of this SPS is to clarify how many inspections are included with a New Business Permit Application.

2. Statutory Overview:

Maricopa County Environmental Health Code (MCEHC)

3. SPS:

When a New Business Permit Application is submitted to the Department, staff will conduct a file review and one initial inspection (Accela inspection purpose of Ownership Change Inspection). If there are items that were not corrected during the initial inspection, one follow-up inspection (Accela inspection purpose of Ownership Change Re-inspection) will be conducted at no additional charge.

If additional inspections are needed for final permit approval, an Inspection Upon Request will be required for each inspection. In addition, investigative fees of \$130/hour will be charged for any Inspection Upon Request that exceeds 1½ hours.

4. SPS Effective Date

May 14, 2015

5. SPS New Document/Revision Statement:

SPS-EH-2015-006 is a new SPS.

6. Contact Us:

For questions or comments regarding this SPS or to obtain a copy of this document, please contact the Department Records Custodian at the address and/or phone number above.