

*How to correctly fill out and
submit a plan review packet*

Instructions for self-sufficient Mobile Food
Dispensing Vehicle operators who are
remodeling or building a MFDV.

Getting ready: Collect these items

1. **The HR 7006 plan review application or the HR 7031 plan review/license application.**
2. **Proof of water and waste water service at the physical address of commissary**
3. **A menu**
4. **A scale drawing of the plan for the food service, (*more information on “how to draw” in a following slide*)**
5. **The HR 7022 commissary notification form**
6. **\$150 Plan Review fee OR Combo application fee (see next pages**



Why do we have two applications?

The plan review process is separate from applying for your food service license. Usually, we recommend you apply for your plan review first, since this must be done before you construct your facility. Applying for plan review first will allow you to take advantage of our experts' advice before building your establishment. Additionally, if circumstances prevent you from moving forward on your business venture as quickly as you expect, license costs will be minimized since they are assessed on an annual basis. If you choose to complete the HR 7006 plan review application, you will still need to apply for license later when you are ready to open.

We realize that sometimes you just can't wait to open your business. In these cases, we recommend you use the HR 7031 "combo" plan review/license application. For these applications, we will process the license at the same time as we process your plan review.

Verify your total fee for the Combo applications

For your convenience, an Excel fee calculator is available at the link below. It is important to accurately answer all 6 questions to ensure proper fee calculation.

Be sure to check “Yes” on Question 4 when using the Combo application to include the \$150 plan review fee in the calculation.

DIVISION OF HOTELS AND RESTAURANTS LICENSE FEE CALCULATOR
PUBLIC FOOD SERVICE ESTABLISHMENTS

NOTE: The results of the calculation are only as good as the information input. If you are unsure of your input or have questions, please call the Customer Contact Center at 850.487.1395 before paying. License fees are only part of the requirements for licensure. For renewals, please check DBPR Online Services.

1. What Florida county is your business in? Choose one.
Jackson
Jefferson
Lafayette
Lake
Lee
Leon
Levy

2. What kind of license are you applying for? Choose one.
Permanent Food Service - Seating
Permanent Food Service - Nonseating
Theme Park Food Cart
Catering
Mobile Food Dispensing Vehicle or Hot Dog Cart
Vending Machine
Temporary Event Vendor: 1-3 days
Temporary Event Vendor: 4-30 days

3. How many seats or carts will be covered under this license? Must be numeric.
15

4. Are you filing for plan review with your license? (Forms 7030 & 7031 only)
 Yes

5. Is this a:
 New License or Owner Change?
 Renewal?

6. Opening date?
1/30/2012

That county is in H&R District 6 which is located at:
**Division of Hotels and Restaurants
Beach Shopping Center
7946 Front Beach Road
Panama City Beach, Florida
32407-4817**

Next renewal: **June 1, 2012**
Last renewal: **June 1, 2011**

*Since application for a new license is within 180 days before the next renewal, eligible for a payment of 1/2 year fees until next renewal.

Plan Review Fee	\$ 150.00
Application Fee	\$ 50.00
Basic Fee	
Capacity Fee	
HEP Fee	
Epi Fee	
*1/2 Yr Basic	\$ 92.50
*1/2 Yr Capacity	\$ 27.50
*1/2 Yr HEP	\$ 10.00
*1/2 Yr Epi	\$ 6.00
Total Fee	\$ 336.00

<http://www.myfloridalicense.com/dbpr/HR/licensing/documents/FeeCalculator--FoodService.xls>

MFDV plan review information

Florida Department of
**Business &
Professional
Regulation**

License efficiently. Regulate fairly.

All DBPR licensed Mobile Food Dispensing Vehicle (MFDV) operators must have an approved commissary.

Florida law (61C-4.0161, Florida Administrative Code) requires a MFDV to operate from an approved commissary. A commissary provides the necessary support for the MFDV to operate in a safe and sanitary manner. A plan for a MFDV will not be approved without a commissary.

Residential property cannot be used as a commissary. A commissary must be a licensed or permitted food service establishment.

Use the commissary address as the “license location” on the application

Read all of the information

Full instructions on how to fill out the application are located at the following links. Go to the web links below to print the instructions.

Read the instructions completely!

Plan Review Only Application Packet

http://www.myfloridalicense.com/dbpr/hr/forms/documents/application_packet_for_mfdv_plan_review.pdf

Combo Plan Review and License Application

http://www.myfloridalicense.com/dbpr/hr/forms/documents/application_packet_for_mfdv_license_and%20plan.pdf

Mistakes cost you time:

The processing time of any plan review application depends on how complete the packet is when submitted for review.

- **Did you print and read the application instructions?**
- Following the instructions can save an applicant days of delays in which the plan reviewer may be waiting on you to send correct or revised information for approval.
- **Plan review applications which are not complete and approvable will be denied, and the applicant must reapply and pay a new fee.**
- DBPR plan review receives more than 5000 plans per year which are reviewed in the order in which they are received.
- Questions? Email us at: dhrr.planreview@dbpr.state.fl.us

Step 1: The Combo Plan/License application

Pick one: either the Word or PDF format (it is the same form)

- MS Word:
http://www.myfloridalicense.com/dbpr/hr/forms/documents/dbpr_hr_7031_application_for_mfdv_license_and_plan.doc
- Fill-in PDF:
http://www.myfloridalicense.com/dbpr/hr/forms/documents/dbpr_hr_7031_application_for_mfdv_license_and_plan.pdf

Read “Plan Review Guidelines” before filling out the application:

<http://www.myfloridalicense.com/dbpr/hr/licensing/planreviewguidelines.html>

Step 1 Alternate: The Plan Review application

Pick one: either the Word or PDF format (it is the same form)

- MS Word:
http://www.myfloridalicense.com/dbpr/hr/forms/documents/dbpr_hr_7006_mfdv_application_for_plan_review.doc
- Fill-in PDF:
http://www.myfloridalicense.com/dbpr/hr/forms/documents/dbpr_hr_7006_mfdv_application_for_plan_review.pdf

Read “Plan Review Guidelines” before filling out the application:

<http://www.myfloridalicense.com/dbpr/hr/licensing/planreviewguidelines.html>

Step 2: Proof of water and waste water

If your commissary has city/county water and sewer service,
proof of service can be any **one of the following:**

- a municipal water and sewer bill for the **commissary address** which shows the services offered.
- a letter from the municipal provider.
- The municipal provider may also approve and sign the “Interagency onsite sewage (septic) and water supply evaluation form” found here:
<http://www.myfloridalicense.com/dbpr/hr/forms/documents/InteragencyWaterWastewaterForm.doc>

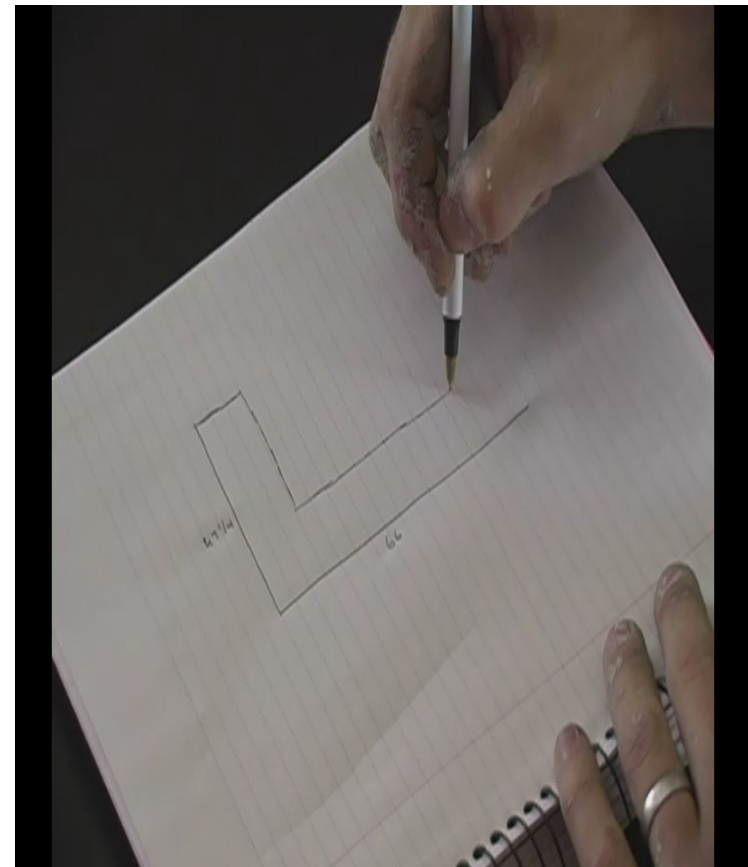
If your commissary has a well or septic system:

- Contact the local Department of Health to determine if they will evaluate and approve the **well**, or if it is regulated by the Department of Environmental Protection in your area.
- The local Department of Health will evaluate all **septic** systems.
- **The regulating authority (DOH or DEP) must evaluate, approve and sign the “Interagency onsite sewage (septic) and water supply evaluation form” found here:**
<http://www.myfloridalicense.com/dbpr/hr/forms/documents/InteragencyWaterWastewaterForm.doc>

Step 3: How to draw your plan to scale

The plan does not have to be drawn by a professional, but must be to scale and clear for review.

- *Measure inside the MFDV to get your scale.*
- *Get a piece of paper and draw the outline of the vehicle. Imagine your vehicle has an invisible roof on which you are standing.*
- *Draw in all equipment, sinks, hot water heater, etc.*
- *Submit a side view photo or drawing of the vehicle which shows its wheels and service window.*



How to draw your plan to scale continued...

If you plan on using a smoker with your self-sufficient MFDV



External smokers (used for bulk, closed, long-term cooking only) may be submitted for review. A smoker must be mounted trailers which is properly protected.

- No grills or fryers are approved to work outside of an approved MFDV.
- **No tents, no outdoor cooking is allowed.**
- A smoker may be used with an approved MFDV if added in plan review. The smoker must be vehicle mounted (on a wheeled trailer)

Step 4: Submit a menu

- The menu must have all food and drink to be served.
- The menu does not have to be printed professionally.
- The menu does not need to have pricing.



Step 5:

Submit the HR 7022 Commissary notification form

**Download and fill out the HR 7022
Commissary notification form:**

http://www.myfloridalicense.com/dbpr/hr/forms/documents/dbpr_hr_7022_commissary_notification.pdf

Do you still have questions?



- **Please visit the DBPR Plan Review Frequently Asked Questions website:**
<http://www.myfloridalicense.com/dbpr/hr/FAQ-RestaurantPlanReview-MFDVHotDogCartsandCommissaries.html>
- **Email all further inquiries to:**
dhr.planreview@dbpr.state.fl.us

Many resources can be found online to get ready for opening day

The plan review is the first step to starting a new food service. You must also apply for a **Food Service License** (HR 7007) - *unless a Combo Plan/License application was used* - and have a **Certified Food Manager** which will train the employees.

- DBPR License application information:
<http://www.myfloridalicense.com/dbpr/hr/licensing/Apply-License.html>
- License Checklists:
<http://www.myfloridalicense.com/dbpr/hr/forms/hr-publications.html>
- Certified Food Manager training:
<http://www.myfloridalicense.com/dbpr/hr/food-lodging/ManagerCertification.html>



Submit all items for plan review to:

DBPR

**Division of Hotels and
Restaurants**

Plan Review Office

1940 N Monroe St.

Tallahassee, FL 32399-1011

The logo for the Florida Department of Business & Professional Regulation. It features the text "Florida Department of" in a small blue font at the top. Below it, the words "Business", "Professional", and "Regulation" are stacked vertically in a larger, bold blue font. A stylized blue graphic element, resembling a swirl or a signature, is positioned to the right of the word "Professional". The entire logo is framed by two thick dark blue horizontal bars, one above and one below the text.

License efficiently. Regulate fairly.

Or email chr.planreview@dbpr.state.fl.us

While plans are accepted by hardcopy or electronically, we cannot accept faxed submissions

Submit all items for plan review to:

You may also submit your plan review application, supporting documents and fees electronically using DBPR Online Services @ <https://www.myfloridalicense.com/intentions2.asp?chBoard=true&boardid=200&SID=>. Please be aware that any omissions of necessary information or documents may result in delays processing your application. If you have any questions about this option you can email dhr.planreview@dbpr.state.fl.us

For submittal of your application in any format, please be sure to provide a contact name, current phone number and e-mail address (when available) so we may work with you to facilitate processing.

Hand wash sinks are important to plan reviewers

Hand washing is one of the top ways food services can prevent food-borne illness.

- Every vehicle in which food preparation (including the scooping of ice) will occur must have an approved number of hand washing sinks. No food prep is allowed outside of an approved MFDV.
- Hand washing sinks are for hand washing only. No food prep can occur in a hand washing sink.
- Hand sinks may need to be properly plumbed and must have hot water which reaches 100 degrees.



Review: Necessary items

- ❑ **The Plan Review application or the Combination Plan review/license application.**
- ❑ **Proof of water and waste water service at the physical address of the commissary**
- ❑ **A menu**
- ❑ **A scale drawing of the plan for the vehicle**
- ❑ **Plan Review or Combo Plan/License application fee**