

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

**Instructions for food service  
operators who are remodeling or  
building a new fixed food service.**

## *Getting ready: Collect these items*

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1. The HR 7005 plan review application or the HR 7030 plan review/license application.
2. Proof of water and waste water service at the physical address of the food service
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. \$150 Plan Review fee OR Combo application fee (see next pages)



## *Why do we have two applications?*

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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 7005 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 7030 "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
<b>Total Fee</b>	<b>\$ 336.00</b>

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

## *New license review information*

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License efficiently. Regulate fairly.

A new food license – either newly built or converted from another use or a change of ownership with changes to the establishment:

- A completed **Plan Review or Combo Plan Review/License** application
- A scale drawing of the food service establishment
- A menu
- Proof of water and waste water service
- \$150 Plan Review or Combo plan/license fee (see previous page)

## *Remodel plan review information*

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License efficiently. Regulate fairly.

A DBPR licensed food service which is planning to make any changes needs to submit the same information as a new food service including:

- A completed Plan Review application
- **A complete drawing of the entire food service facility**, (not just the remodeled area)
- A menu
- Proof of water and waste water service
- \$150 plan review fee

## *Read all of the information*

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Full instructions on how to fill out the applications are located at the following links:

Read the instructions completely!

Plan Review Only Application Packet

[http://www.myfloridalicense.com/dbpr/hr/forms/documents/application\\_packet\\_for\\_plan\\_review.pdf](http://www.myfloridalicense.com/dbpr/hr/forms/documents/application_packet_for_plan_review.pdf)

Combo Plan Review and License Application

[http://www.myfloridalicense.com/dbpr/hr/forms/documents/application\\_packet\\_for\\_food\\_service\\_license\\_and\\_plan.pdf](http://www.myfloridalicense.com/dbpr/hr/forms/documents/application_packet_for_food_service_license_and_plan.pdf)

## *Mistakes cost you time:*

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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](mailto:dhrr.planreview@dbpr.state.fl.us)

## *Step 1: Combo License/Plan Review Application (Not for same owner remodels)*

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

- **MS Word:**  
[http://www.myfloridalicense.com/dbpr/hr/forms/documents/application\\_packet\\_for\\_food\\_service\\_license\\_and\\_plan.doc](http://www.myfloridalicense.com/dbpr/hr/forms/documents/application_packet_for_food_service_license_and_plan.doc)
- **Fill-in PDF:**  
[http://www.myfloridalicense.com/dbpr/hr/forms/documents/application\\_packet\\_for\\_food\\_service\\_license\\_and\\_plan.pdf](http://www.myfloridalicense.com/dbpr/hr/forms/documents/application_packet_for_food_service_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: Plan Review application*

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**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\\_7005\\_application\\_for\\_plan\\_review.doc](http://www.myfloridalicense.com/dbpr/hr/forms/documents/dbpr_hr_7005_application_for_plan_review.doc)

- Fill-in PDF:

[http://www.myfloridalicense.com/dbpr/hr/forms/documents/dbpr\\_hr\\_7005\\_application\\_for\\_plan\\_review.pdf](http://www.myfloridalicense.com/dbpr/hr/forms/documents/dbpr_hr_7005_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*

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### **If you have city/county water and sewer service,**

proof of service can be any **one of the following**:

- a municipal water and sewer bill for the physical 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 you have 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:**

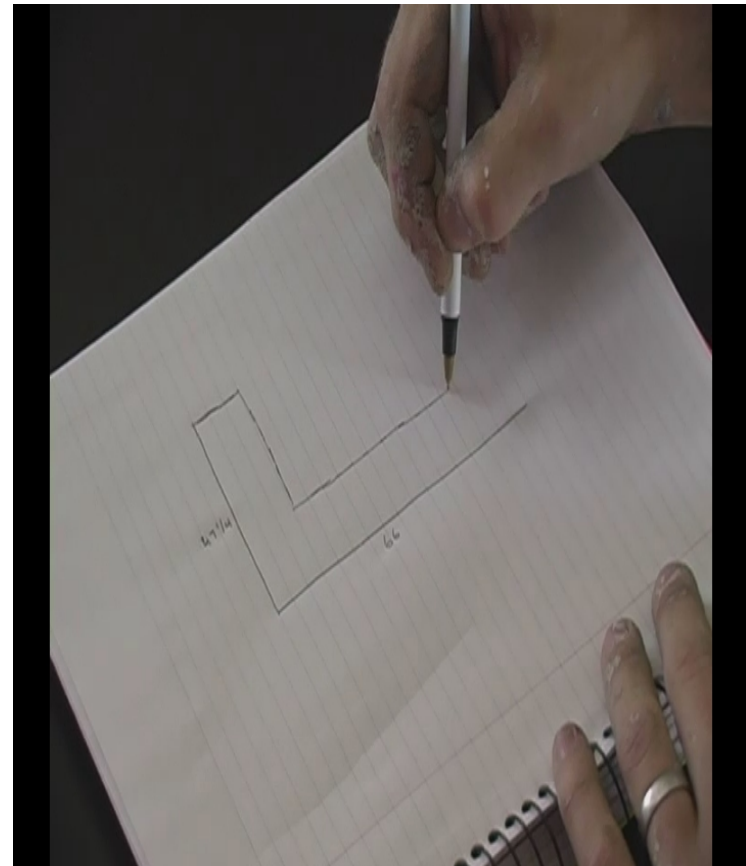
<http://www.myfloridalicense.com/dbpr/hr/forms/documents/InteragencyWaterWastewaterForm.doc>

## *Step 3: How to draw your plan to scale*

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

- *Measure the food service perimeter outside and determine your scale. Measure inside all rooms to get your dimensions.*
- *Get a piece of paper and draw the outline of the building. Imagine your building has a invisible roof on which you are standing.*
- *Draw in the walls.*
- *Draw in all equipment, sinks, hot water heater, etc.*
- *DBPR does not need plumbing or electrical plans.*



## *How to draw your plan to scale continued...*

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For multi-story buildings, draw floors on separate pages.

- If you have any exterior storage or food preparation areas, make sure to include them.
- Draw one master plan which shows the distances to any exterior buildings or bathrooms which the food service controls. Label the walking distance clearly after measuring.

## *Hand wash sinks are important to plan reviewers*

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

- Every room in which food preparation (including the scooping of ice) will occur must have an approved number of hand washing sinks.
- Hand washing sinks are for hand washing only. No food prep can occur in a hand wash sink.
- Hand washing sinks are also required in dish washing areas.
- Additional hand sinks may need to be installed.



# 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.



*Do you still have questions?*

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- Please visit the DBPR Plan Review Frequently Asked Questions website:  
<http://www.myfloridalicense.com/dbpr/hr/faqs/hr-faq-planreview.html>
- Email all further inquiries to:  
[dhr.planreview@dbpr.state.fl.us](mailto:dhr.planreview@dbpr.state.fl.us)

*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 smaller 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.

Florida Department of  
**Business  
Professional  
Regulation**

License efficiently. Regulate fairly.

Or email [dhpr.planreview@dbpr.state.fl.us](mailto:dhpr.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:*

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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](mailto: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.

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

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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>



## *Review: Necessary items*

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- ❑ The plan review application or the combination plan review/license application.
- ❑ Proof of water and waste water service at the physical address of the food service
- ❑ A menu
- ❑ A scale drawing of the plan for the food service
- ❑ Plan review or combo plan/license application fee