INSTRUCTIONS
How to Correctly Fill Out and Submit a Plan Review Packet

New or Remodeled Permanent Food Service

Revised 05/15/2017
YOU NEED THESE ITEMS

1. DBPR HR 7005 Plan Review Application OR DBPR HR 7030 Plan Review/License Application (combo form)

2. For the Combo application, the license fee (more information coming later)

3. Proof of water and wastewater service at the physical address of the food service establishment

4. Menu (list of foods offered)

5. A scaled drawing of the plan for the food service, (information on “how to draw” a plan coming later)
WHY TWO APPLICATIONS?

- The plan review process is separate from applying for your food service license
  - We recommend you submit your plan review before constructing your establishment
PLAN REVIEW FIRST

- Applying for plan review **first** will allow you to
  - Take advantage of our experts’ advice before building your establishment
  - Save you money if you have to change/add equipment and/or plumbing
  - Make sure your design will be approved **before** you build or lease an establishment

- If you choose to complete DBPR HR 7005 plan review application, you will need to apply for a food service license separately using DBPR HR 7007 after your plans are approved
IF YOU ARE IN A HURRY

- Sometimes you just can’t wait to open your business

- If this is the case, we recommend you use DBPR HR 7030 Plan Review/License Application (combo form)

- With this application, we process the license application with the plan review at the same time so eliminates the wait for plan approval before sending in the license application.
The application pages contain general information as well as a complete plan review packet which includes full instructions on how to fill out the application and all related forms.

- Plan Review (Only) Application
  [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); OR

- Plan Review and License (Combo) Application
  [http://www.myfloridalicense.com/dbpr/hr/forms/documents/dbpr_hr_7030_application_for_food_service_license_and_plan.pdf](http://www.myfloridalicense.com/dbpr/hr/forms/documents/dbpr_hr_7030_application_for_food_service_license_and_plan.pdf)
Read ALL INFORMATION

Read the “License Guides” before filling out the application:
http://www.myfloridalicense.com/DBPR/hotels-restaurants/licensing/licensing-guides/
Read All Information

- Read the “Plan Review Guidelines” before filling out the application:
  
MISTAKES COST TIME

- Read the application instructions
  - Following instructions can save you days of delays in which the plan reviewer may be waiting on you to send correct or revised information for approval

- Incomplete applications may be denied and require you to reapply

- DBPR plan review receives more than 5,000 plans per year that are reviewed in the order in which they are received

Questions? Email us at: dhr.planreview@myfloridalicense.com
COMPLETING A PLAN REVIEW ONLY APPLICATION

Step 1

Choose a format and complete the application: Microsoft Word OR Fill-in PDF (it is the same form)

- Microsoft Word:  
  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
COMPLETING A COMBO PLAN/LICENSE APPLICATION

Step 1

Choose a format and complete the application: Microsoft Word OR Fill-in PDF (it is the same form)

- Microsoft Word: 
  [Link](http://www.myfloridalicense.com/dbpr/hr/forms/documents/dbpr_hr_7030_application_for_food_service_license_and_plan.doc)

- Fill-in PDF: [Link](http://www.myfloridalicense.com/dbpr/hr/forms/documents/dbpr_hr_7030_application_for_food_service_license_and_plan.pdf)
HELPS

- The next section of slides provides information about selected items on the Plan Review Application
- This information is provided to make each section more clear as to what information is required
- Some information is self-explanatory and is not explained more fully than what appears in the Instructions for each type of application
Catering

- All public food service establishments may cater

- Choose “catering” only if your business consists of preparing food or drink for service elsewhere in response to an agreed upon contract for a private function or event
ESTABLISHMENT/LICENSE

TYPE INFORMATION

Section 2 on the Application

- Culinary Education Program
  - This is a highly specialized license which is available to educational facilities meeting the criteria defined in (381.0072 Florida Statutes)
  - Email dhr.planreview@myfloridalicense.com for more information about this type of license
The Federal Employers Identification Number (FEIN) is a number issued to anyone who has to pay withholding taxes on employees. This is a unique 9-digit number assigned by the IRS to businesses for the purpose of identification.

For those completing the plan review only application, the FEIN can be provided in Section 4 or on the separate license application.
Sales tax – You must register with the State of Florida Department of Revenue before conducting business in Florida if your business will involve taxable transactions


For those completing the plan review only application, the sales tax number will be needed on the separate license application.
Owner & Main Address

Section 4 on the Application

- Owner of your food service establishment
  - Choose “corporation” if you have filed/will file with the Department of Revenue to be a corporation
  - The name of your corporation must contain the word company, corporation, incorporated or an abbreviation of the word that clearly indicates a corporation rather than a partnership or individual
OWNER & MAIN ADDRESS

Section 4 on the Application

- Owner of your food service establishment
  - Choose “partnership” if you and another person have filed/will file with the Department of Revenue to conduct business as co-owners
  - The name of your partnership must contain words/abbreviations to identify the type of partnership (Limited, LP, Ltd, etc.)
If you use a fictitious business name as your DBA, you must register this name with the Florida Department of State.

See [https://efile.sunbiz.org/ficregintro.html](https://efile.sunbiz.org/ficregintro.html)
MAILING INFORMATION

Section 6 on the Application

- You choose where to have all correspondence sent to you
  - Mail can be sent to the owner’s mailing location if you check the box “same as section 4”; OR
  - Mail can be sent to your business location if you check the box “same as section 5”; OR
  - Mail can be sent to a separate location if you complete the information in section 6
If the water and sewer service is provided to the establishment by a municipality, proof of service can be any of the following:

- Copy of a municipal water and sewer bill
- Letter from the municipal provider
- Completed “Onsite Sewage (Septic) and Water Supply Evaluation” form
If the establishment is served by a well or a septic tank system, proof is provided by completion of the “Onsite Sewage (Septic) and Water Supply Evaluation” form.
PROOF OF WATER & WASTEWATER (WELLS & SEPTIC TANKS)

Section 7 on Plan Review Only Application
Section 9 on Combo Application

- We recommend you get this approval before you invest time and money into a location – in case the well and/or septic system cannot be approved for your operation
PROOF OF WATER & WASTEWATER (WELLS & SEPTIC TANKS)

Section 7 on Plan Review Only Application
Section 9 on Combo Application

The regulating authority – either the Department of Health (DOH) or the Department of Environmental Protection (DEP) - must evaluate, approve and sign the “Onsite Sewage (Septic) and Water Supply Evaluation” form found in the plan review packet or here:

http://www.myfloridalicense.com/dbpr/hr/forms/documents/InteragencyWaterWastewaterForm.doc
Get the local authority to sign your evaluation form:

- Contact the local Department of Health to determine if they will evaluate and approve the well; they may refer you to the Department of Environmental Protection in your area
- Contact the local Department of Health to arrange for them to evaluate the septic tank system
SUBMIT A MENU

List all food and drink to be served on the Application or provide a menu

The menu does not have to be printed professionally – it can just be a list

No pricing is required

Section 7 on Plan Review Only Application

Section 9 on Combo Application
DRAWING YOUR PLAN

Step 2

- The plan does not have to be drawn by a professional for the review, but it must be accurate and drawn to scale.
- A scaled drawing shows the accurate size of your business – just reduced (graph paper is often used, e.g., 1 square = 1 foot).
- Start by measuring your building so you can list actual proportions.
DRAWING YOUR PLAN

- Show all equipment including sinks, ovens, slicers, microwaves, coolers, ice machine, water heater, prep tables, dining areas, bars, wait stations, seating, etc.

- Identify all rooms, closets, exits, portable fire extinguishers and, if applicable, automatic fire suppression/ventilation hood systems

- Imagine your building has an invisible roof on which you are standing
Sample Drawing

Example Equipment List

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>3.</td>
<td>Ice machine</td>
<td>9.</td>
</tr>
<tr>
<td>5.</td>
<td>Mop sink</td>
<td>11.</td>
</tr>
<tr>
<td>6.</td>
<td>3-compartment sink with drainboards</td>
<td>12.</td>
</tr>
</tbody>
</table>
Enclosed smoker cookers with a hinged lid/doors may be used outdoors for long-term bulk cooking of large portions of meat at permanent establishments.

- If used, provide a picture or drawing of your smoker cooker.
- Other operational restrictions and requirements apply.

No other food preparation may be done outside of the building.
Applications may be submitted by mail, e-mail or online (applications by fax are not accepted).

However you submit your application, please be sure to provide a contact name, current phone number and e-mail address (if available) so we may work with you to speed the processing of your application.
SUBMITTING APPLICATION
& PLANS

Mail

- Double check that all items are included in your plan review packet before you send the documents.

- Mail to: Division of Hotels and Restaurants
  Plan Review Office
  2601 Blair Stone Road.
  Tallahassee, FL 32399-1011
SUBMITTING APPLICATION & PLANS

E-mail

- Email the entire plan review packet to dhr.planreview@myfloridalicense.com
- Format the plan in .PDF or an image such as .JPG/.PNG/.TIF
- The maximum file size we can receive is 5MB
- The maximum total attachment size is 10MB
EMAIL INFORMATION

Plan Review only (7005)

- We cannot at this time open .pub, .drw, or .wps documents
- You will receive a confirmation e-mail within 48 hours with a plans received letter which will have your file and application numbers (unless your submission was blocked by our server)
EMAIL INFORMATION

Combo Application

- You will receive a confirmation e-mail within 48 hours with a file/application number (unless your submission was blocked by our server)

- After receiving the file/application number, call our Customer Contact Center at 850.487.1395 to pay the appropriate fee by credit card
SUBMITTING APPLICATION & PLANS

Online

- You may also submit your plan review application packet (and fees for Combo Application) electronically using DBPR Online Services @
  http://www.myfloridalicense.com/DBPR/hotels-restaurants/#1489435908383-82b617f7-cda0

- Payment using this submittal option is made by credit card or electronic check transfer

- If you have any questions about this option, email dhr.planreview@myfloridalicense.com
HOW MUCH DO I PAY?

Combo Application

To calculate your payment, use the automatic fee calculator located on our fee page http://www.myfloridalicense.com/DBPR/hotels-restaurants/licensing/food-fees/
It is very important that you accurately answer all 5 questions to ensure the proper fee is calculated.
HOW MUCH DO I PAY?

Combo Application

- You must
  1. Choose the county where your establishment is located
HOW MUCH DO I PAY?

Combo Application

You must

2. Choose the type of license you need
   (Permanent Food Service – Seating or Nonseating OR Catering)
You must

3. Enter the number of seats – enter “0” for no seats or catering only

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

15
HOW MUCH DO I PAY?

Combo Application

- You must

4. Select new/change of owner license

5. Enter the date you wish to begin operating

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

5. Opening date?
   - 6/3/2017
GETTING READY FOR OPENING DAY

- Plan review is the first step to starting a new food service

- Unless you submitted a combo form, you must also apply for a Food Service License after your plan is approved (HR 7007) - by mail or online

  - DBPR License application information: http://www.myfloridalicense.com/DBPR/hotels-restaurants/licensing/
GETTING READY FOR OPENING DAY

- Be sure to include a current contact name and phone number on your License application.

- Once your License Application has been processed, a checklist including your contact information will be sent to the inspector.

- The inspector will contact you to schedule an opening/licensing inspection.

- After completion of a satisfactory inspection, the inspector will give you a receipt for license.
MORE QUESTIONS?

- Visit the DBPR Plan Review Frequently Asked Questions website:
  
  http://www.myfloridalicense.com/DBPR/hotels-restaurants/faq/

- Email inquiries to:
  
  dhr.planreview@myfloridalicense.com