



INSTRUCTIONS

How to Correctly Submit a Plan Review

**New or Remodeled
Hot Dog Unit**

YOU NEED THESE ITEMS

1. An Online Account (Necessary to self-print your License)
2. If submitting by email or paper application, DBPR HR 7031 Plan Review/License Application
3. The license fee (more information coming later)
4. Menu (list of foods offered)
5. A scaled drawing of the plan for the Vehicle, (information on "how to draw" a plan coming later)

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:
<http://www.myfloridalicense.com/DBPR/hotels-restaurants/licensing/plan-review/plan-review-guidelines/>



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: thr.planreview@myfloridalicense.com

BUSINESS INFORMATION

FEIN

- 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
 - If there is no FEIN#, the SSN# can be used

BUSINESS INFORMATION

Sales Tax#

- 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. See http://dor.myflorida.com/dor/taxes/sales_tax.html
- Remodel applications default to your current Tax #

BUSINESS INFORMATION

Ownership

- 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

BUSINESS INFORMATION

Ownership

- 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. Identify the type of partnership (Limited, LP, Ltd, etc.)
 - If the corporation is owned by a single person, use the corporate name, not the name of the person who owns the corporation

MOBILE LICENSE TYPES

MFDV vs. HOTDOG CART

- Self-sufficient means the unit contains a three-compartment sink large enough to properly clean all equipment and utensils; separate handwash sink; adequate refrigeration and storage capacity; full provision of power utilities; potable water holding tank; and wastewater holding tank
- Three-compartment sinks can only be installed within an enclosed structure – no open air dishwashing is allowed

MOBILE LICENSE TYPES

MFDV vs. HOTDOG CART

- You will choose the Hot Dog Cart option if your unit
 - Is an open air unit; or
 - Is an enclosed unit that does not have a three-compartment sink



LICENSE LOCATION

Commissary

- DBPR licensed Hot Dog Cart operators are required to have a commissary
- A commissary is a food service establishment licensed by the division or permitted by the Department of Agriculture and Consumer Services that provides support services to a mobile unit
- Your License Location address will be your primary commissary

LICENSE LOCATION

Commissary-Continued

- A hot dog cart must have access to the following support services at their commissary:
 - A place where you can get clean water from an approved source
 - A mop sink, or other approved facilities for wastewater disposal
 - A three-compartment sink or commercial dishmachine

LICENSE LOCATION

Commissary-Continued

- If you will store food, single-service items or other reusable supplies; or prepare food at your commissary, the commissary must have adequate facilities for these support services. Facilities may include:
 - Refrigeration for cold holding
 - Food preparation areas
 - Storage space for supplies

LICENSE LOCATION

61C-4.0161(2)(c), F.A.C.

- A hot dog cart must visit its commissary each day of operation



LICENSE LOCATION

Notes

- Residential property can not be used for any food service operations such as preparing or storing food, washing dishes, getting water or dumping wastewater
- Hot Dog Carts can have multiple commissaries

BUSINESS INFORMATION

Doing Business As (DBA)

- 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>

VEHICLE INFORMATION

VIN/Tag#

- You may provide the **Vehicle Identification Number (VIN)** and/or **Florida License Tag #** to the inspector at the time of your licensing inspection if you
 - Have not yet purchased the vehicle, or
 - Do not yet have the vehicle in your possession, or
 - Have not yet registered the vehicle with the Department of Motor Vehicles

MAIN CONTACT INFO

Renewal Notifications

- The primary contact DBPR will use is your email. This will be either:
 - The email of your Online Account
 - The email you provided in the Main Address field
- Renewal notifications will be sent only to your email account after 01/01/2021

PROOF OF WATER & WASTEWATER (MUNICIPAL)

Section 7 on Plan Review Only Application

Section 8 on Combo Application

- If the water and sewer service is provided to the commissary location where you use these services 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

SUBMIT A MENU

Menu Information

- List all food and drink to be served on the Application
- For Hot Dog Carts the Menu is usually just a simple list
- No pricing is required

HOT DOGS

WRAPPED EMPANADAS

CHIPS

CANNED SODAS

HOT DOG CART

Menu limitations

- Only frankfurters (hot dogs and pre-cooked sausages) are allowed to be prepared on a hot dog cart
- Condiments that do not require temperature control and prepackaged foods such as chips, candy, and beverages may also be served



MENU INFORMATION

- Foods like Italian sausage, hamburgers, bacon, chili, and grilled onions or peppers are not allowed to be prepared or served in bulk form on a hot dog cart



MENU INFORMATION

- Securely wrapped or packaged sandwiches, salads, empanadas etc., may be served from a hot dog cart
- These items must be prepared and wrapped/packaged at the approved commissary



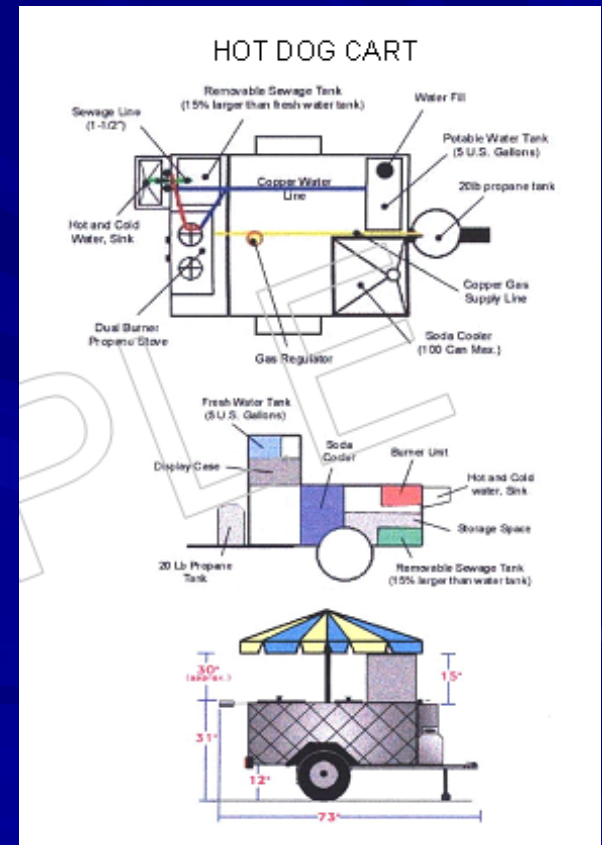
ELECTRONIC PLAN

- Applications may be submitted through your [Online Account](#), by e-mail or by paper application
- 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

DRAWING YOUR PLAN

Basics

- A Scanned plan needs to be at a minimum dpi of 300
- Cellphone photos are not useful for plan review
- Show all equipment including the handwash sink, overhead protection, coolers, water heater, etc.
- Imagine you are looking down at your vehicle from above



DRAWING YOUR PLAN

Side View

- Submit photographs **or** drawings of the side views of the cart that show the overhead protection, handwash sink and wheels



USE OF EQUIPMENT

- Any grill, stove or other heating element used to heat hot dogs must be an integral (built-in/attached) part of the unit

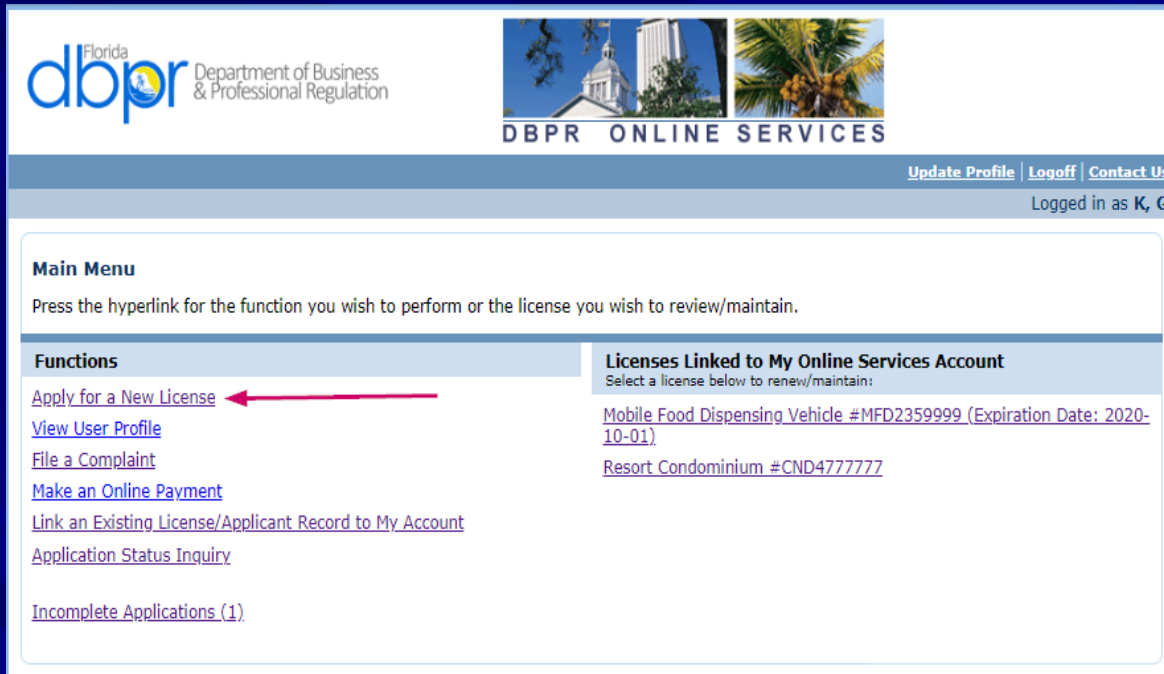


ONLINE APPLICATIONS

- We have a number of Guides to our Online process
 - .Pdf [Print License/Change DBA or Address](#)
 - .Pdf [Create Account/Link License](#)
 - Video [Create Account/Español](#)
 - Video [Link a License/Español](#)
 - Video [Self-Print License/Español](#)

ONLINE APPLICATIONS

- New license applications and Change of Ownership applications are done through the main Online Account



Florida
dbpr Department of Business
& Professional Regulation

DBPR ONLINE SERVICES

[Update Profile](#) | [Logoff](#) | [Contact Us](#)

Logged in as K, G

Main Menu
Press the hyperlink for the function you wish to perform or the license you wish to review/maintain.

Functions

- [Apply for a New License](#) ←
- [View User Profile](#)
- [File a Complaint](#)
- [Make an Online Payment](#)
- [Link an Existing License/Applicant Record to My Account](#)
- [Application Status Inquiry](#)
- [Incomplete Applications \(1\)](#)

Licenses Linked to My Online Services Account
Select a license below to renew/maintain:

- [Mobile Food Dispensing Vehicle #MFD2359999 \(Expiration Date: 2020-10-01\)](#)
- [Resort Condominium #CND477777](#)

ONLINE APPLICATIONS

- Remodel applications are done through the linked license in your personal Online Account



The screenshot shows the Florida Department of Business & Professional Regulation (DBPR) Online Services portal. The header includes the DBPR logo and the text "DBPR ONLINE SERVICES". Below the header, there are navigation links: "Main Menu", "Update Profile", "Logoff", and "Contact Us". The user is logged in as "K, G". The main content area is titled "License Menu" and contains instructions: "Select the function you wish to perform. Press 'Back' to return to the main menu." To the right of the instructions, there is a box displaying license details: "License Issued To: MY MOBILE LICENSE", "DBA Name: MY MOBILE LICENSE", "License Status: Current, Active", "Originally Licensed On: 07/12/2019 (mm/dd/yyyy)", "Expires On: 10/01/2020 (mm/dd/yyyy)", and "Modifiers: Risk Level 1 07/12/2019 (mm/dd/yyyy)". Below the license details, there is a section titled "Functions" with a list of links: "Address/DBA Change", "Print License Certificate", "Remodel Plan Review" (highlighted with a red arrow), "Initial Mobile Food Dispensing Vehicle or Hot Dog Cart License", and "Remove This License From My Account". A "Back" button is located at the bottom right of the page.

Florida
dbpr Department of Business
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DBPR ONLINE SERVICES

[Main Menu](#) | [Update Profile](#) | [Logoff](#) | [Contact Us](#)

Mobile Food Dispensing Vehicle #MFD2359999

Logged in as K, G

License Menu

Select the function you wish to perform.
Press "Back" to return to the main menu.

License Issued To: **MY MOBILE LICENSE**
DBA Name: **MY MOBILE LICENSE**
License Status: **Current, Active**
Originally Licensed On: **07/12/2019** (mm/dd/yyyy)
Expires On: **10/01/2020** (mm/dd/yyyy)
Modifiers: **Risk Level 1**
07/12/2019 (mm/dd/yyyy)

Functions

[Address/DBA Change](#)
[Print License Certificate](#)
[Remodel Plan Review](#) ←
[Initial Mobile Food Dispensing Vehicle or Hot Dog Cart License](#)
[Remove This License From My Account](#)

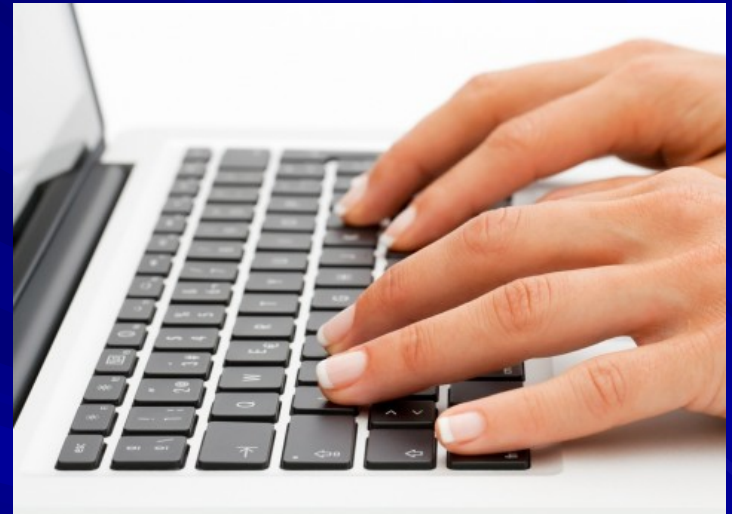
[Back](#)

EMAIL OR MAIL

- This application can be emailed to the Division or mailed.
- 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

EMAIL

- Email the entire plan review packet to thr.planreview@myfloridalicense.com
- .PDF is preferred. Can be an image such as .JPG/.PNG/.TIF
- The maximum file size we can receive is 5MB
- The maximum total attachment size is 10MB



EMAIL

Confirmation

- 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

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

HOW MUCH DO I PAY?

Fee Calculator

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

[Print This Page](#)

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.

Leon
 Levy
 Liberty
 Madison
 Manatee
 Marion
 Martin

Applications should be submitted online or mailed to:
Division of Hotels and Restaurants
Bureau of Central Intake
2601 Blair Stone Rd
Tallahassee, FL 32399-0783

That county is in District 6
The district office is located at:
 Suite 301, Oaseas Professional Building
 North Richard Jackson Blvd.
 Panama City Beach, Florida
 32407—4817

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

Next renewal: June 1, 2017
Last renewal: June 1, 2016

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

5. Opening date?

6/3/2017

*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.

3. How many seats will be covered under this license? Must be numeric. For Permanent Food Service Seating ONLY.
All other license types are 0

150

Application Fee	\$ 50.00
Basic Fee	\$ 185.00
Capacity Fee	\$ 85.00
HEP Fee	\$ 10.00
Epi Fee	\$ 14.00
*1/2 Yr Basic	
*1/2 Yr Capacity	
*1/2 Yr HEP	
*1/2 Yr Epi	
Total Fee	\$344.00

LICENSE TYPE DEFINITION (Scroll down for more information)

Rule 61C-1.002(5)(b), Florida Administrative Code: Seating – seating establishments are classified as those public food service establishments that provide and maintain accommodations for consumption of food on the premises of the establishment or under the control of the establishment. The operator of the establishment is responsible for providing the number of seats available to the public to the division prior to licensing. Any changes in the number of seats provided which may affect the license fee, the Florida Clean Indoor Air Act, fire safety, bathroom requirements or any other sanitation and safety requirements provided in law or rule, shall be reported immediately to the division by the operator.

- To calculate your payment, use the automatic fee calculator located on our fee page <http://www.myfloridalicense.com/DBPR/hotels-restaurants/licensing/food-fees/>

HOW MUCH DO I PAY?

Web page

HOTELS AND RESTAURANTS – FOOD SERVICE FEES

License Fee Calculator:
To estimate license fees, please use our [license fee calculator](#). For a detailed breakdown of fees see below.

License Fee Detail
License fees are based the below items which are referenced in Florida Statute 509.251, and 509.302:

- **License classification and size** (number of seats or units)
- **County where the business is located.** The division divides the state into 7 licensing districts according to county. Licenses expire each year at the following times:
 - District 1 – October 1
 - District 2 – December 1
 - District 3 – February 1
 - District 4 – April 1
 - District 5 – June 1
 - District 6 – June 1
 - District 7 – December 1

Hotels and Restaurants

- Division Home
- < Division Information
- Bureau of Elevator Safety
- < Inspections
- < Licensing
- < Complaints
- < Manager & Employee Training
- Forms & Publications

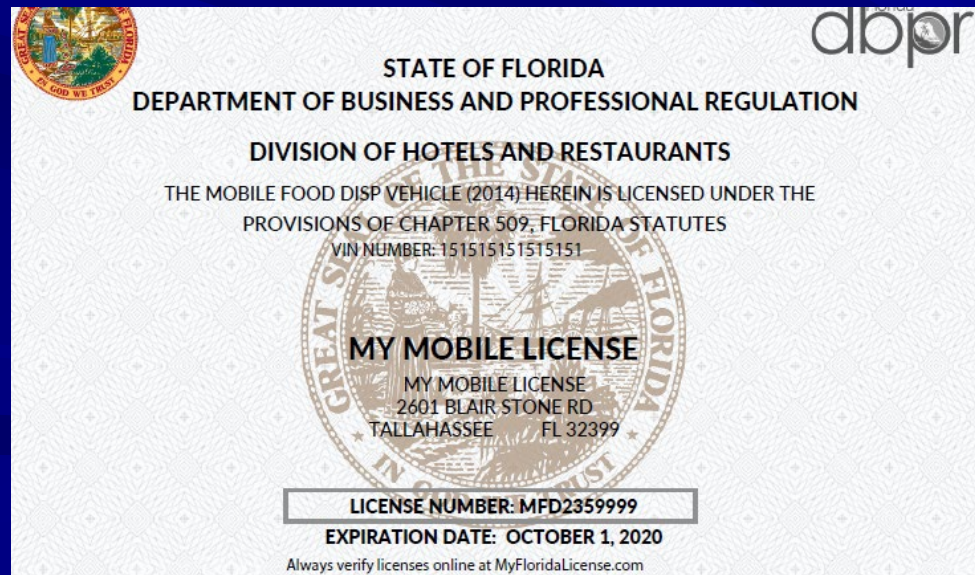
- For a complete breakdown of the license fees see <http://www.myfloridalicense.com/DBPR/hotels-restaurants/licensing/food-fees/>

GETTING READY FOR OPENING DAY

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

PRINT YOUR LICENSE

- After you have completed a successful licensing inspection you can self-print a copy of your license from your [Online Account](#)



MORE QUESTIONS?



- Visit the DBPR Plan Review Frequently Asked Questions website:
<http://www.myfloridalicense.com/DBPR/hotels-restaurants/faq/>
- Email inquiries to:
dhrr.planreview@myfloridalicense.com