



INSTRUCTIONS

How to Correctly Submit a Plan Review

**New or Remodeled Mobile Food
Dispensing Vehicles**

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/>



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 7031 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



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#, a 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

LICENSE TYPE INFORMATION

Section 2 on the Application

- 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. Hot Dog Cart

- You will mark the box for Mobile Food Dispensing Vehicle if your unit is
 - Fully enclosed; and
 - Contains a handwash and three-compartment sink



LICENSE LOCATION

Commissary

- If your mobile chooses to use a commissary the license location is your 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
- Otherwise your license location is your main address

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
- For Section 5, if you do not utilize a commissary, you may use your home or mailing address or, if the unit will operate in the same location most of the time, the location where the unit will operate, as the “license location” on the application

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>

SUBMIT A MENU

Section 8 on Plan Review Only Application Section 10 on Combo Application

- 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

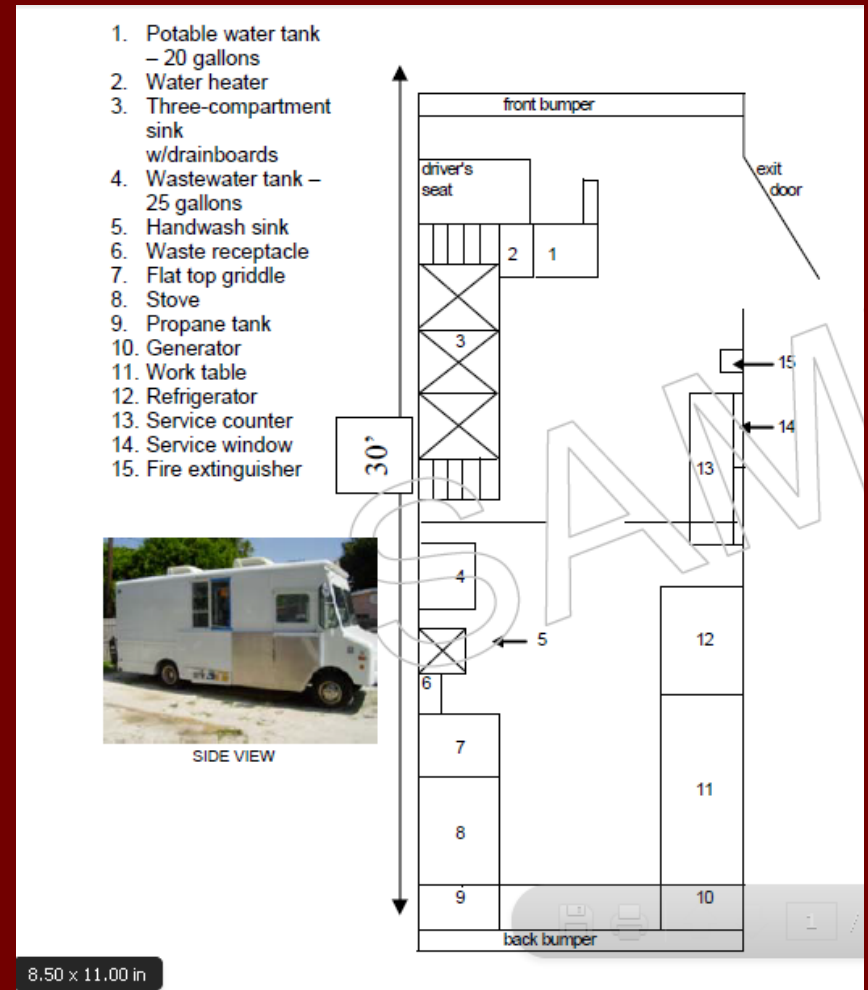


ELECTRONIC PLAN

- 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

- Show all equipment including sinks, ovens, microwaves, coolers, water heater, etc.
- Imagine your vehicle has an invisible roof on which you are standing



DRAWING YOUR PLAN

Side View

- Submit photographs **or** drawings of the side views of the vehicle that show the wheels and all service windows



USE OF SMOKER COOKERS

- Smoker cookers that are vehicle mounted may be used with a self-sufficient MFDV
 - The smoker cooker must be enclosed with a hinged lid/door that is kept closed
 - If used, provide a picture or drawing of your smoker cooker
- No grills or fryers may be used outside of an approved enclosed MFDV

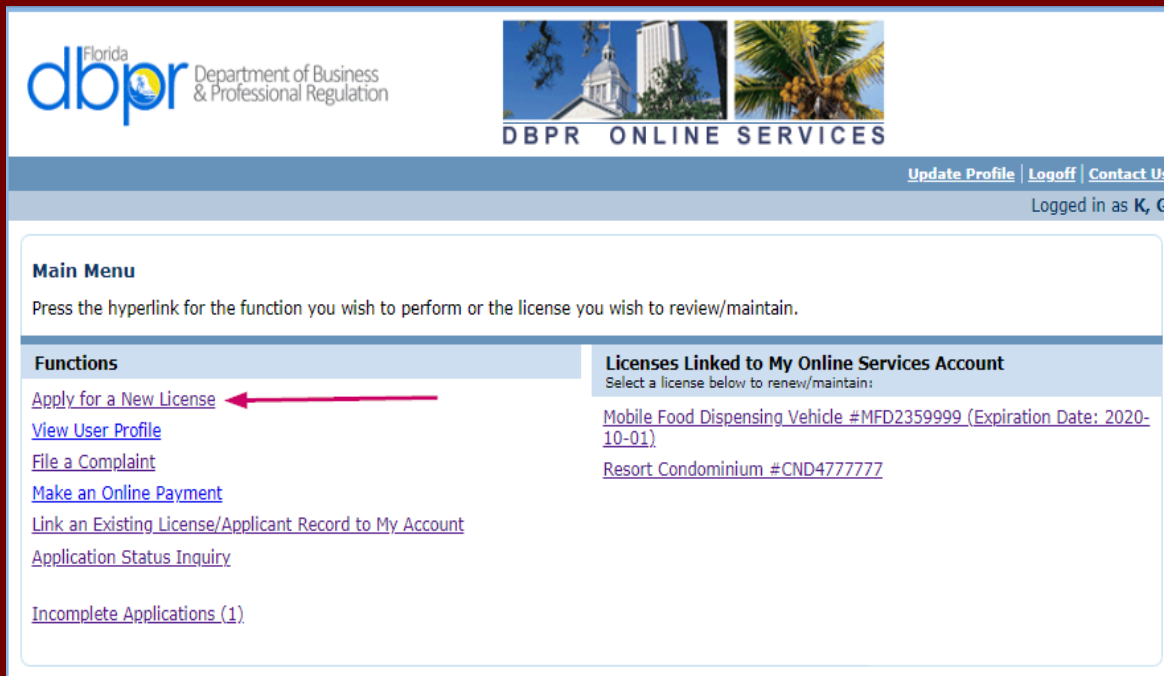


ONLINE APPLICATIONS

- 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



Department of Business
& Professional Regulation



DBPR ONLINE SERVICES

[Main Menu](#) | [Update Profile](#) | [Logout](#) | [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:
DBA Name:
License Status:
Originally Licensed On:
Expires On:
Modifiers:

MY MOBILE LICENSE
MY MOBILE LICENSE
Current, Active
07/12/2019 (mm/dd/yyyy)
10/01/2020 (mm/dd/yyyy)
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](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

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

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

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.

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

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

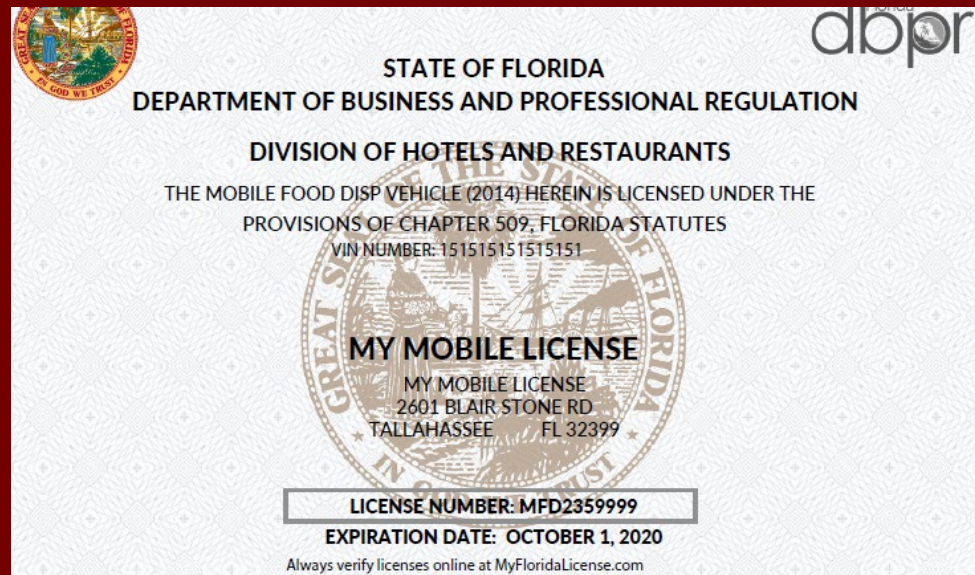
- For a complete breakdown of the license fees see <http://www.myfloridalicense.com/DBPR/hotels-restaurants/licensing/food-fees/>

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