INSTRUCTIONS
How to Correctly Submit a Plan Review
New or Remodeled Mobile Food Dispensing Vehicles
Revised 05/15/2017
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 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: dhr.planreview@myfloridalicense.com
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](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
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
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.
LICENCE 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
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.
Remodel applications are done through the linked license in your personal Online Account.
This application can be emailed to the Division or mailed.

- Plan Review and License (Combo) Application
  http://www.myfloridалиcense.com/dbpr/hr/forms/documents/dbpr_hr_7030_application_for_food_service_license_and_plan.pdf
EMAIL

- Email the entire plan review packet to dhr.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
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

- To calculate your payment, use the automatic fee calculator located on our fee page [http://www.myfloridalicense.com/DBPR/hotels-restaurants/licensing/food-fees/](http://www.myfloridalicense.com/DBPR/hotels-restaurants/licensing/food-fees/)
HOW MUCH DO I PAY?

Web page

For a complete breakdown of the license fees see http://www.myfloridalsicense.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?

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