

Applying for a New Food Service License Online

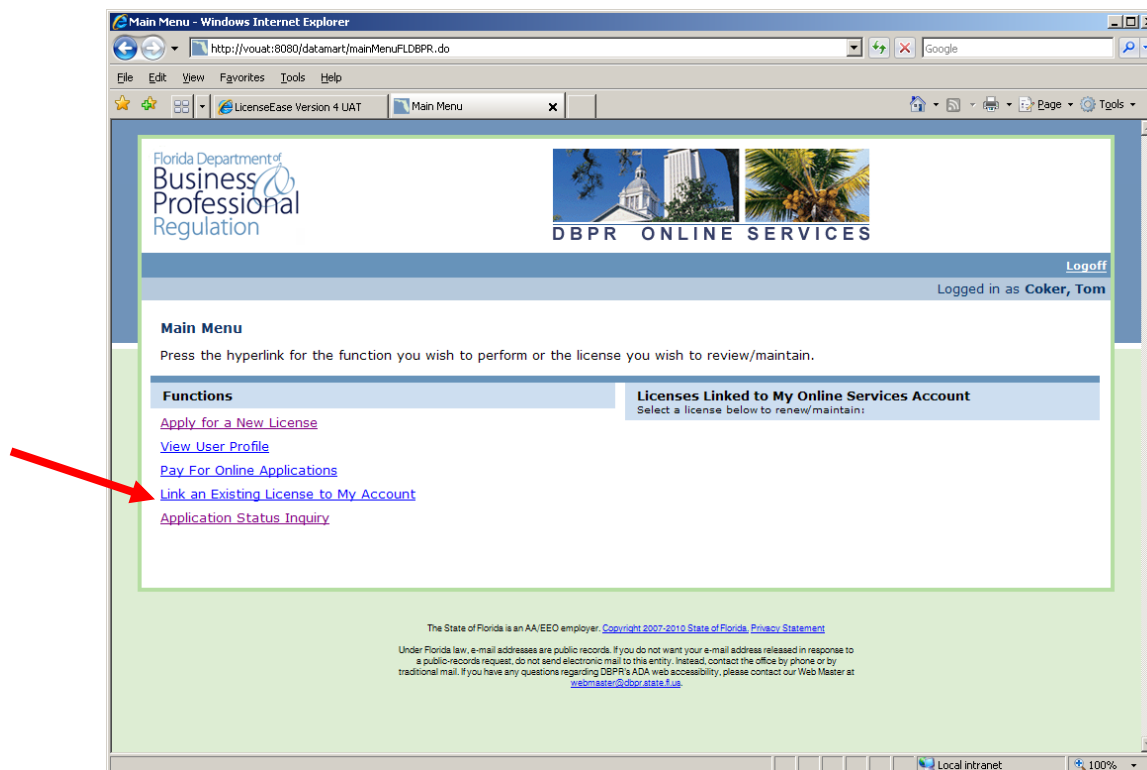
New food service establishments require plan review before licensing, which is a separate process. We recommend you wait until construction is complete in accordance with your approved plans before applying for your license. Since license fees are based in part on your expected opening date, this will save you money in unused fees. If you find you did not file your plans for review timely and are in urgent need to move this process forward, you may apply for both plan review and licensing at the same time using a different process (see the application choices page).

We recommend you apply for your license at least three weeks before your opening to allow time for processing. Applying online will save time by sending your paperwork directly to the Division of Hotels and Restaurants' Licensing Section, bypassing the post office, the DBPR mailroom and our Central Intake Unit. The online process will also speed up payment of license fees and ensure your fees are calculated correctly. Once your online submittal is received in our Licensing Section queue, it will be worked on a first-come, first-served basis, usually within a few days.

How to Apply for a "License Only"

When you initially register and log in as a new user using DBPR's online services, you will see a screen like the one below. Since plan review is required before licensing, we need to tie your plan review and license records together. For that reason, to apply for a food license, you must have an existing plan review record in our system. If you applied for plan review using our online process, skip to page 5.

If you were approved for a plan review using our manual or e-mail process, you should have received notification with a license number from our Plan Review Office. You will need this license number to proceed. From the initial screen, choose "Link an Existing License to My Account."



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From the next screen, choose "Hotels and Restaurants" from the drop down menu, then press the Next button.

The screenshot shows a web browser window titled "Link an Existing License to My Account - Select Profession/Business - Windows Internet Explorer". The address bar shows the URL: <http://voutat:8080/datamart/addLicenseToRegistrationSelectBoard.do>. The page header includes the Florida Department of Business Professional Regulation logo and "DBPR ONLINE SERVICES". The user is logged in as "Coker, Tom". The main content area is titled "Link an Existing License to My Account - Select Profession/Business" and contains the following text: "The license you are about to link will be associated with the e-mail account that you created. Only the person who knows this e-mail address and password combination will be able to maintain online activities for this license. Select your profession or business area from the drop down menu and press 'Next' to continue. Press 'Cancel' to return to the Main Menu." Below this text is a dropdown menu labeled "Profession/Business:" with "Hotels and Restaurants" selected. There are "Next" and "Cancel" buttons at the bottom right. The footer contains copyright information and a privacy statement.

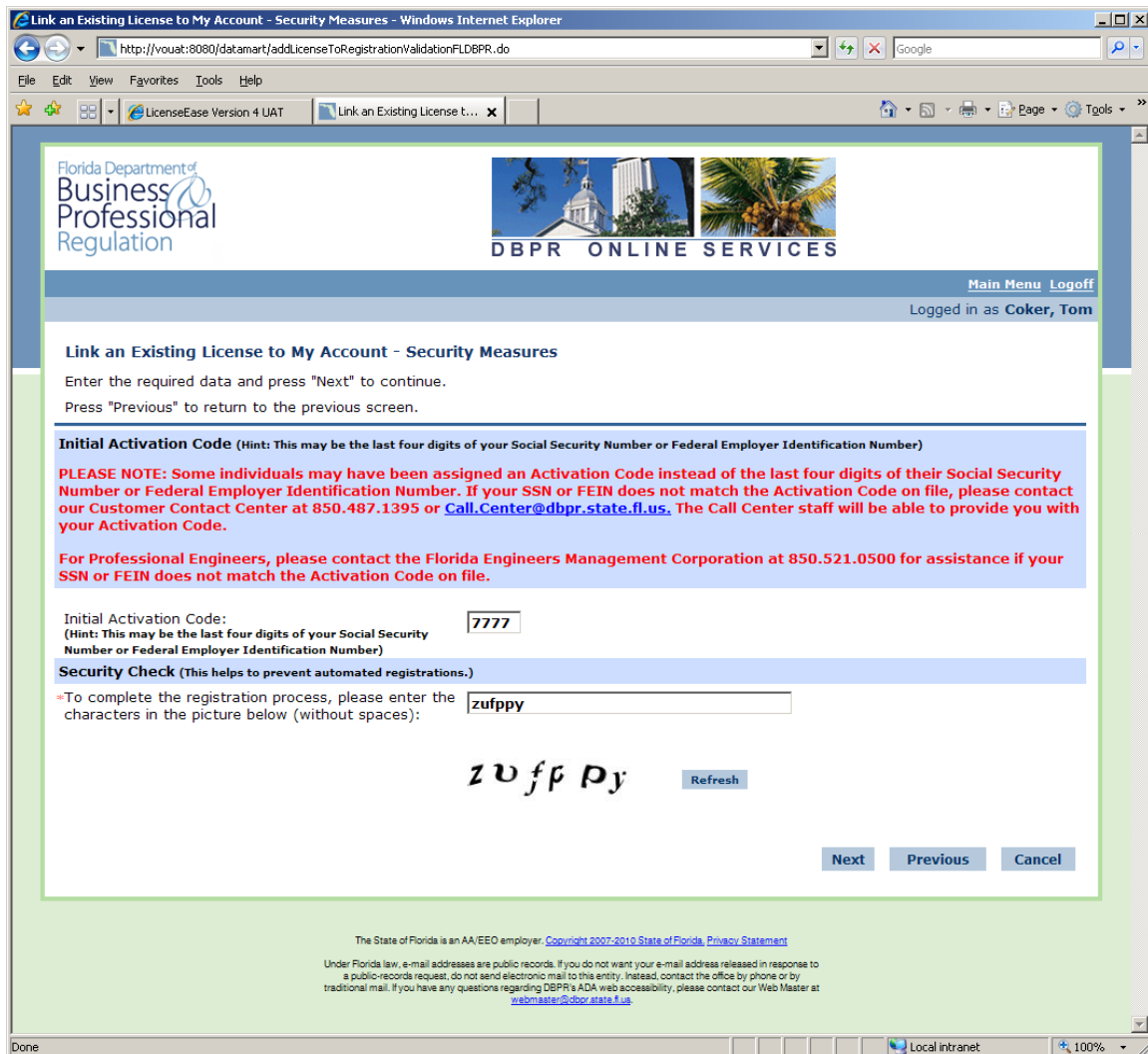
Choose the appropriate License Type from the drop down menu, and then enter the license number you received from the Plan Review Office. Press Next.

The screenshot shows a web browser window titled "Link an Existing License to My Account - Select License - Windows Internet Explorer". The address bar shows the URL: <http://voutat:8080/datamart/addLicenseToRegistrationSelectLicenseFLDBPR.do>. The page header includes the Florida Department of Business Professional Regulation logo and "DBPR ONLINE SERVICES". The user is logged in as "Coker, Tom". The main content area is titled "Link an Existing License to My Account - Select License" and contains the following text: "The license you are about to link will be associated with the e-mail account that you created. Only the person who knows this e-mail address and password combination will be able to maintain online activities for this license. Select the License Type from the drop down menu and then enter the License Number of the license to be linked to this account. Press 'Next' to continue. Press 'Cancel' to return to the Main Menu." Below this text are two input fields: "License Type:" with a dropdown menu showing "Catering" and "License Number:" with a text box containing "4703071". There are "Next", "Previous", and "Cancel" buttons at the bottom right. The footer contains copyright information and a privacy statement.

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Enter your initial Activation Code. This is the last 4 digits of the Federal Employers Identification Number (FEIN) you submitted with your plan application. If you did not submit your FEIN, this may be the last 4 digits of the social security number if you provided that. If you did not provide either of these numbers, you will need to call our Customer Contact Center to get your Initial Activation Code.

For the Security Check information, type the wavy characters at the bottom of the page, then press Next.



Link an Existing License to My Account - Security Measures - Windows Internet Explorer

http://voutat:8080/datamart/addLicenseToRegistrationValidationFLDBPR.do

File Edit View Favorites Tools Help

LicenseEase Version 4 UAT Link an Existing License t...

Main Menu Logoff

Logged in as Coker, Tom

Link an Existing License to My Account - Security Measures

Enter the required data and press "Next" to continue.
Press "Previous" to return to the previous screen.

Initial Activation Code (Hint: This may be the last four digits of your Social Security Number or Federal Employer Identification Number)

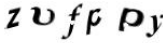
PLEASE NOTE: Some individuals may have been assigned an Activation Code instead of the last four digits of their Social Security Number or Federal Employer Identification Number. If your SSN or FEIN does not match the Activation Code on file, please contact our Customer Contact Center at 850.487.1395 or Call.Center@dbpr.state.fl.us. The Call Center staff will be able to provide you with your Activation Code.

For Professional Engineers, please contact the Florida Engineers Management Corporation at 850.521.0500 for assistance if your SSN or FEIN does not match the Activation Code on file.

Initial Activation Code:
(Hint: This may be the last four digits of your Social Security Number or Federal Employer Identification Number)

Security Check (This helps to prevent automated registrations.)

*To complete the registration process, please enter the characters in the picture below (without spaces):

 Refresh

Next Previous Cancel

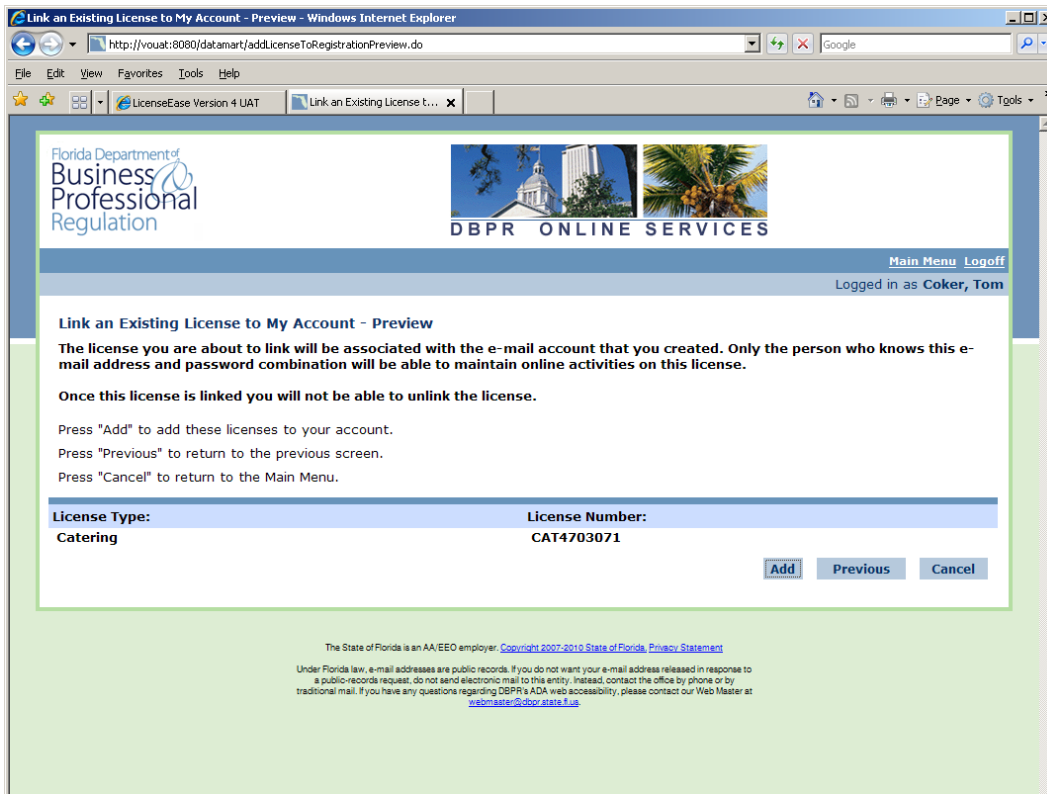
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Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public-records request, do not send electronic mail to this entity, instead, contact the office by phone or by traditional mail. If you have any questions regarding DBPR's ADA web accessibility, please contact our Web Master at webmaster@door.state.fl.us

Done Local intranet 100%

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When you have successfully cleared the security page, you will be prompted to verify your information as in the screen below. If this is correct, press Add.



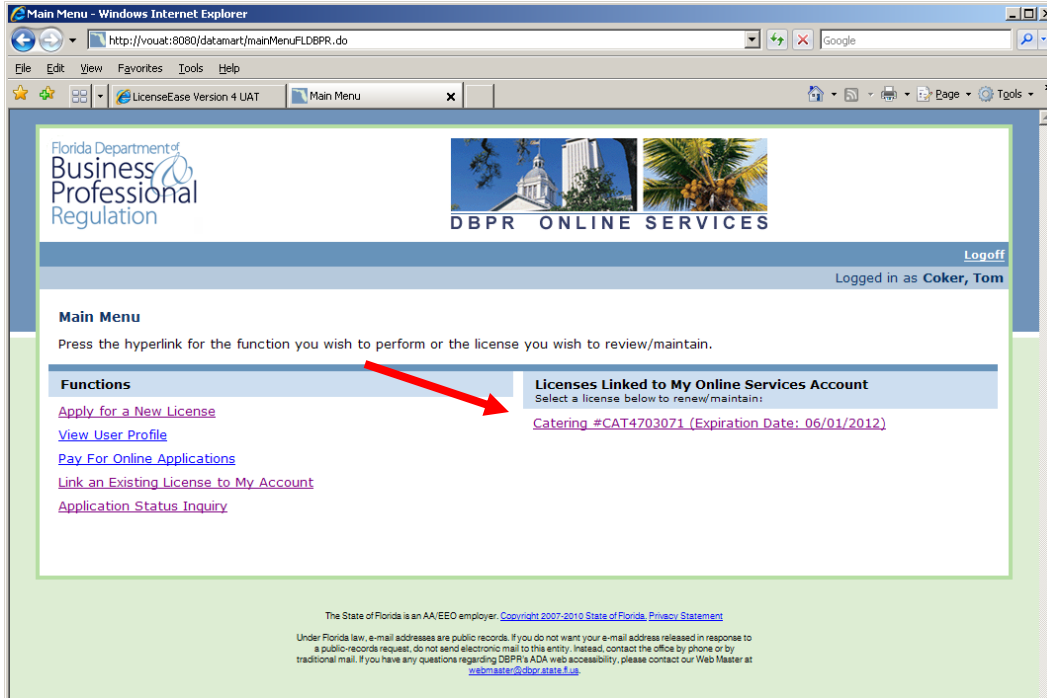
You should see the screen below verifying that you were successful in linking your account. Press Next.



Applying for a New Food Service License Online

Once you have linked your account, the account information will appear in the right hand column. If you applied for your plan review online, it will automatically appear in this column when approved by our Plan Review Section.

Now, to apply for your license, click on the link to this license.



From the next screen, choose the appropriate link to begin the license application process.

