

**DBPR HR-7031 DIVISION OF HOTELS AND RESTAURANTS
APPLICATION FOR MOBILE FOOD DISPENSING VEHICLE LICENSE WITH PLAN REVIEW**

Application begins on page 7

Congratulations on your decision to consider a new business venture! As you explore this opportunity, the Department of Business and Professional Regulation's (DBPR) Division of Hotels and Restaurants (H&R) is ready to assist you through the licensing and regulatory process.

Our responsibility is to work with the business community to achieve the highest levels of health and safety for all Floridians and tens of millions annual visitors. Toward that goal, we are a resource you can use to see that your new business operates within the requirements of the law.

Plan reviewers will assist you in design and inspectors will provide educational support onsite to help you meet the minimum requirements for healthy and safe conditions and products.

This packet contains information regarding the legal requirements of operating your business. It is very important that you familiarize yourself with this information before you begin operating. If you have questions, or need any clarification, please contact the DBPR Customer Contact Center at 850.487.1395 Monday through Friday or go online to www.myfloridalicense.com/DBPR/hotels-restaurants/. Because our knowledge and authority are in state government requirements, it is very important that you also contact local officials regarding any city and county requirements for a new business.

Important note - An Online Account is required to self-print and maintain your license. We encourage you to create your DBPR account now, start here www.myfloridalicense.com/DBPR/hotels-restaurants/. All food and lodging license applications are available online.

We wish you the best of luck and success in your venture.

GENERAL INSTRUCTIONS

A **Mobile Food Dispensing Vehicle (MFDV)** is a vehicle-mounted public food service establishment. Some MFDVs are self-propelled and built to travel on public streets. Other MFDVs are not self-propelled but can be moved from place to place. MFDVs may even be watercraft.

Self-sufficient MFDVs are identified as those units that contain, as part of the vehicle, a three-compartment sink for washing, rinsing, and sanitizing equipment and utensils; a separate handwash sink; adequate refrigeration and storage capacity; full provision of power utilities including electrical, LP gas, or a portable power generation unit; a potable water holding tank; and a liquid waste disposal system in accordance with Subparts 5-3 and 5-4 of the Food Code. Self-Sufficient vehicles must have a location where potable water can be safely obtained and where wastewater can be legally disposed of. This location **cannot** be a private residence. MFDVs are not allowed to obtain water from or dispose of wastewater at a private residence, or prepare food; store food products, equipment or utensils; or conduct warewashing or any other activities related to the public food service in a private residence.

Hot Dog Carts are MFDVs that limit food preparation to frankfurters (hot dogs and precooked sausages) only. Hot dog carts must have, as part of the vehicle, a handwash sink; power utilities including electrical, LP-gas, or a portable power generation unit; a potable water holding tank; and a liquid waste disposal system in accordance with Subparts 5-3 and 5-4 of the Food Code. A hot dog cart may be an open-air unit with overhead protection or a fully-enclosed unit, but may not be equipped with a three-compartment sink.

Unless self-sufficient, MFDVs need a support site called a **commissary**. A **commissary** is a public food service establishment licensed by the division or a food establishment permitted by the Department of Agriculture and Consumer Services where the MFDV goes for services that are not done on the vehicle. A commissary may provide a potable water source or a wastewater disposal site. You may prepare, package or store food at this location and use a three-compartment sink on the premises to wash and sanitize equipment or utensils. Food containers or other supplies may be stored at the commissary. **THE DIVISION DOES NOT ALLOW FOOD SERVICE ACTIVITIES, INCLUDING OBTAINING WATER OR DISPOSING OF WASTEWATER, TO OCCUR IN A PRIVATE RESIDENCE.**

To begin Florida's food service licensing process, the law requires the division to review unit plans for sanitation and safety concerns. Plan review is required when the unit is:

- Newly built,
- Converted from another use,
- Remodeled or
- Re-opened after being closed at least 1 year.

APPLICATION

- **Online Account** – Necessary to self-print and maintain your license. Visit our website www.myfloridalicense.com/DBPR/hotels-restaurants/.
- **Form DBPR HR-7031 Application for Mobile Food Dispensing Vehicle License with Plan Review (hard-copy submission)**. Applying for a Food service license is generally a two-step process; it includes a plan review application (when required) and licensing application. This application packet includes everything necessary to apply for both a Mobile Food Dispensing Vehicle license and plan review. Usually, we recommend you apply for both at the same time and submit the application at least 30 days before you plan begin operations. Please be sure to complete all items on the application, especially finishes for the floors, walls and ceiling.
- If the vehicle is not self-sufficient, you must complete **form DBPR HR-7022—Division of Hotels and Restaurants Commissary Notification** for all commissaries to be used by this vehicle to store food, dump wastewater, etc. The form is available on our website: <http://www.myfloridalicense.com/DBPR/hotels-restaurants/forms-publications/>. We cannot approve the plans without the information on the form.
- **Equipment specifications**, if the proposed equipment is not customary for food service operations.
- **Fees** – Fees are listed in rule 61C-1.008, Florida Administrative Code. For your convenience, we provide an automated fee calculator on our website at www.myfloridalicense.com/dbpr/license-fee-calculator/. If you are unsure of the fee, please contact the DBPR Customer Contact Center at 850.487.1395 for the correct license fee amount. Please make your check or money order for your fees made payable to the Department of Business and Professional Regulation. The division does not accept cash payments.

PLANS

- A scaled drawing
- Label all areas of the vehicle and equipment (e.g., stoves, refrigerators, steam tables, prep tables, barbeque grills, portable fire extinguishers, ventilation hoods, etc.).
- Label all plumbing fixtures. Plans must include a hand wash sink and a three-compartment sink for dishwashing (if applicable).
- Indicate size and location of the service opening(s) and how the opening(s) will be protected when not in use.
- Indicate size (in gallons) of the potable water and wastewater holding tanks. Wastewater holding tanks must be at least 15% larger than the potable water holding tank.
- Indicate the location of the gas supply and/or water heating device, if applicable.
- For hot dog carts, indicate the type of overhead protection provided (e.g., umbrella, etc.).
- Include a side view of the vehicle.
- If self-sufficient, please indicate this on your plans.

OPENING INSPECTION

Once we have received and processed all of the above requirements, we will contact you for an opening inspection.

- If you have 1) completed plan review, 2) submitted your application and fees, 3) you are ready to open your establishment, and 4) you have not heard from us about your inspection, please contact the DBPR Customer Contact Center at 850.487.1395 to request an inspection.
- Inspectors do not routinely conduct pre-opening or courtesy inspections. Do not call to schedule an opening inspection unless absolutely ready to open.
- If opening a newly built, converted or reopened vehicle, do not begin to serve food to the public until a satisfactory inspection and a receipt for license to operate have been obtained.
- Change of ownership applications do not require an inspection if the previous owner received a satisfactory inspection within 120 days before the application is processed. If there was no inspection within this time period, we will conduct the opening inspection after you legally become the new owner. See page 6, section 2 for the appropriate application type.
- Ensure that all required equipment is installed and functional prior to the inspector's visit and all the necessary licensing information has been obtained, including owner's name and social security number, Federal Employers Identification Number and/or sales tax number. Have proof of other approvals on site, such as building, electrical, fire, plumbing, etc.

- After achieving a satisfactory inspection, please allow 30 days to receive the license in the mail. You will receive a temporary license after your satisfactory inspection that will allow you to operate until the actual license arrives.

HOW TO DRAW A FLOOR PLAN

The completed drawing should be a good representation of how your establishment looks in real life or how you intend it to look when it has been built. By following these instructions, you will be able to draw an accurate, scaled floor plan yourself.

A floor plan is a measured drawing that is an exact miniature representation of your unit as seen from an overhead view and/or side view. The plan must be drawn "to scale", which means that everything must be in the correct proportions. For example, if the unit is 20 feet long and 10 feet wide, then the length would be drawn twice as long as the width on your paper. The same is true for all of the equipment and sinks.

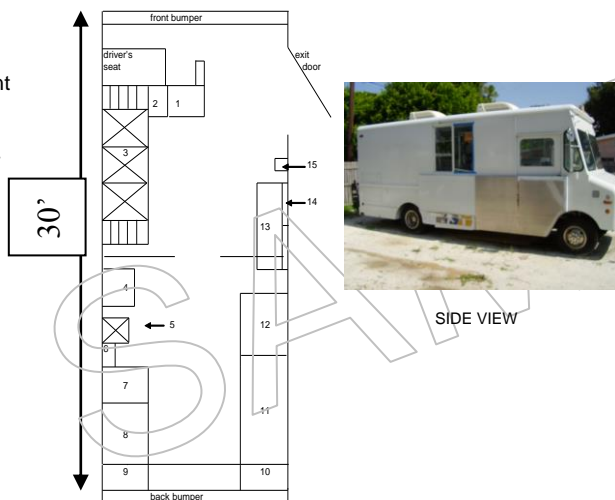
Begin by measuring the length and width of your unit with a tape measure as well as the lengths and widths of all equipment, etc. Note: Write down all the measurements taken on a piece of paper for future reference. If your unit does not yet exist, or you have not yet decided upon the exact equipment, your measurements will be estimates.

You may use any size graph paper, but the most common (and simple) graph paper is labeled as ¼ inch grid and is available in office supply stores. Each small square is ¼ inch long. To draw your plan "to scale", make each ¼ inch square equal to a real life distance. For example, if you decide that 1 foot is equal to a ¼ inch square, then grill 2-feet long and 1-foot wide is drawn to cover 2 squares across and 1 square deep. Remember to show all doors and windows.

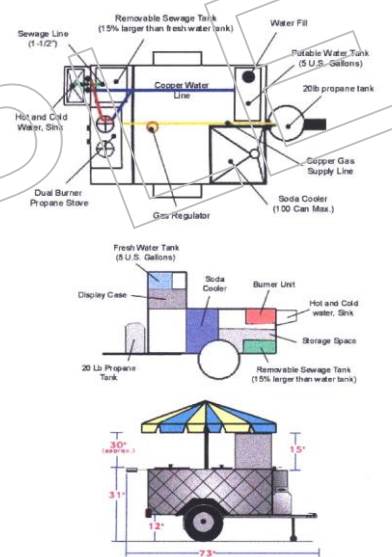
Identify all pieces of equipment with a number and create a list identifying to what each number refers. As an alternative, you may label each item like in the sample to the right. Provide two (2) copies of the floor plans to include the location of all sinks, potable and wastewater tanks, food storage areas, refrigerators, cooking equipment, work surfaces, propane tanks (if applicable), doors, windows and any other equipment present.

MOBILE FOOD DISPENSING VEHICLE

1. Potable water tank – 20 gallons
2. Water heater
3. Three-compartment sink w/drainboards
4. Wastewater tank – 25 gallons
5. Handwash sink
6. Waste receptacle
7. Flat top griddle
8. Stove
9. Propane tank
10. Generator
11. Work table
12. Refrigerator
13. Service counter
14. Service window
15. Fire extinguisher



HOT DOG CART



INSTRUCTIONS FOR COMPLETING THE MFDV PLAN REVIEW APPLICATION

SECTION 1 – OFFICE USE ONLY

This is for division office use only. Please do not complete this section.

SECTION 2 – FOOD SERVICE LICENSE TYPE

Indicate the type of license that best describes your vehicle. A mobile food dispensing vehicle is an enclosed trailer or vehicle mounted unit that contains equipment and is closed up when not in operation. A hot dog cart is an open-air vehicle that prepares frankfurters only. A theme park food cart is a specialized license that must be located in a theme park or entertainment complex. (Required)

Self-sufficient: It is important that you answer this question as it relates to the self-sufficiency of your vehicle as defined in this application packet. If you do not answer “Yes”, the division will assume your vehicle is not self-sufficient and require the commissary and water/wastewater forms. (Required)

SECTION 3 – APPLICATION INFORMATION

- **Application Type** – indicate the type of application to be processed. For newly constructed establishments, or facilities converted from another previous usage, choose “New Vehicle(s).” For all establishments previously licensed within the last year, choose “Change of Ownership.”
- **License Number** and **Previous Business Name** – for applications for change of ownership, please indicate the previous license number and previous business name if known. This information will facilitate the processing of the application.
- **Federal Employers Identification Number (FEIN)** – required for business/corporate applicants.
- **Social Security Number** – at least one social security number is required. Under the Federal Privacy Act, disclosure of social security numbers is voluntary unless specifically required by federal statute. In this instance, disclosure of social security numbers is mandatory pursuant to Title 42 United States Code, sections 653 and 654; and sections 409.2577, 409.2598, and 559.79, Florida Statutes. Social security numbers are used to allow efficient screening of applicants and licensees by a Title IV-D child support agency to assure compliance with child support obligations. Social security numbers must also be recorded on all occupational license applications and are used for licensee identification purposes pursuant to the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (Welfare Reform Act), 104 Pub.L.193, Sec. 317.
- **Sales Tax Number** – required by the Florida Department of Revenue to do business. If exempt, please mark the checkbox accordingly.
- **Opening Date** – please indicate the date the establishment will be opened for business.

SECTION 4 – OWNER AND MAIN ADDRESS

Complete this information for the establishment owner as completely as possible. Incomplete information will result in the application being delayed or denied.

- **Owner Name** – individual person or organization that currently owns the establishment. Also, check the appropriate box indicating whether the owner is legally a corporation, partnership or individual person. For establishments owned or operated by partnerships, corporations or cooperatives, please attach a separate sheet or sheets listing the name, address, and social security number of each person who owns 10% or more of the outstanding stocks or equity interest in the licensed activity. (Required)
- **Routing Name** – if contact name is different than the owner, please indicate in the space provided. (Optional)
- **Street Address or Post Office Box, City, State, Zip Code, Florida County (if applicable), Country** – address of record for purpose of official communications from the department. (Required)
- **Phone Number** – primary contact number for questions or concerns about the application. (Required)
- **E-Mail Address** – primary contact for communications about your application.

SECTION 5 – ESTABLISHMENT LOCATION INFORMATION

Complete the establishment information as completely as possible. Incomplete information will result in the application being delayed or denied.

- Establishment Name (Doing Business As [DBA]) – the name of establishment. If the establishment is part of a chain, please indicate a unique identifier (for example, Burger King #103). (Required)
- Street Address, City, Zip Code, and Florida County: **For mobile food dispensing vehicles that are not self-sufficient, this should be the commissary address in Florida. For mobile food dispensing vehicles which are self-sufficient, this should be the commercial water/sewer location.** (Required)
- Phone Number and E-Mail Address – alternate contact information if available. (Optional)

SECTION 6 – MAILING INFORMATION

This is an optional additional address for mailing if applicable. If this information is the same as Section 3 or Section 4, please indicate.

- Routing Name – if correspondence should be mailed to a different name than the owner, please indicate in the space provided. (Optional)
- Street Address or Post Office Box, City, State, Zip Code, Florida County (if applicable), Country – address of record for purpose of official communications from the department. (Required)
- Phone Number and E-Mail Address – alternate contact information if available. (Optional)

SECTION 7 – SUPPORTING DOCUMENTS

This section is a checklist of the additional documents that you must provide with the plan review application. (Required)

SECTION 8 – PLAN REVIEW TYPE

Indicate the type of plan review requested that best describes your unit. When reopening or remodeling an existing vehicle, please provide the name of the previous owner and their license number (if known). This information will help us process your plan review faster.

SECTION 9 – GENERAL INFORMATION

Complete all information as indicated. Approved plans are valid for one (1) year. The division may grant a one-time extension up to an additional six months if requested in writing before expiration of the initial one-year approval. (Required)

SECTION 10 – SIGNATURE

Please print your name, and then sign and date the application before submitting. (Required)

When complete, please submit your application, plans, supporting documents and applicable fees to:

**Department Of Business and Professional Regulation
Division of Hotels and Restaurants
2601 Blair Stone Road
Tallahassee, Florida 32399-1011**

Reminder: Please use the entire 9-digit zip code in the address above to ensure proper handling. An incomplete application will result in the application being delayed or denied.

Approval of your plans means that your plans appear to meet the minimum requirements of the Division of Hotels and Restaurants. You must make sure that you meet all other requirements that apply. **Plan approval does not guarantee that the division will approve the completed vehicle's structure or equipment.** See rules 61C-1.002, FAC, and 61C-1.008, FAC, for more licensing information.

Be sure to include the completed plan review application, supporting documents and fees.

You can calculate the total fee due for this application with the fee calculator available on our website at: www.myfloridalicense.com/DBPR/hotels-restaurants/licensing/food-fees/. If you are unsure of the fee, please contact the DBPR Customer Contact Center at 850.487.1395 for the correct license fee amount.

Providing complete information and paying the correct fees will help us process your application faster.

NOTE: All units are required to meet the sanitation and safety standards provided by law.

- All refrigeration must maintain potentially hazardous foods at 41°F or colder. You must install thermometers in the warmest part of all refrigeration/freezer units. A probe-type thermometer that is scaled for its intended use is required for employees to check food temperatures. Be sure all thermometers are calibrated and present at the time of the opening inspection.
- If you intend to have bare hand contact with ready-to-eat food, you must first have an approved Alternative Operating Procedure (AOP). DBPR Form HR 5022-049, Alternative Operating Procedure (AOP), incorporated by reference in rule 61C-4.010(1), FAC, and available on the division's website, explains the requirements. If you do not have an approved AOP, food employees may not touch ready-to-eat foods with their bare hands. Employees in units without an AOP must use utensils such as deli tissue, spatulas, tongs, single-use gloves or other dispensing equipment.
- A self-sufficient Mobile Food Dispensing Vehicle includes:
 1. A three compartment sink for dishwashing;
 2. A separate handwashing sink;
 3. Adequate refrigeration and storage;
 4. Full utilities including electrical, LP gas or a portable power generation unit;
 5. Potable water holding tank; and
 6. A wastewater tank in accordance with subparts 5-3 and 5-4 of the FDA Food Code.

For Office Use Only
Log Number
File Number

NOTE – Please submit completed application with plans, fees and supporting documents in Section 8.

Section 1 – Office Use Only

Date Received			Initials	\$50 One Time Application Fee + License Fees	
Month	Day	Year		Check #	Money Order #

Section 2 – License Type

Please check the appropriate box and provide information as applicable.

Mobile Food Dispensing Vehicle (2014/MFDV) Hot Dog Cart (2014/HTDG) Theme Park Food Cart (2012)

of Theme Park Food Carts (For fee calculation purposes only)

Vehicle Identification Number (VIN)

Note: Use separate sheet if necessary for group licensing of theme park food carts

Is this vehicle self-sufficient? Yes No If "No", provide commissary information for plan approval.

Section 3 – Plan Review Type

Please check the appropriate box and provide information as applicable.

New Vehicle(s) **Change of Ownership**
 (previously licensed within the last year by H&R – please provide current license # below)

OFFICE USE: TRANSACTION 1034: 2012-PARK, TRANSACTION 1035: 2014-HTDG / TRANSACTION 1036: 2014- MFDV TRANSACTION 3020: 2014-HTDG
 TRANSACTION 3021: 2012-PARK, 2014-MFDV

License Number (change of ownership only)		* Under the Federal Privacy Act, disclosure of Social Security Numbers is voluntary unless specifically required by Federal statute. In this instance, disclosure of social security numbers is mandatory pursuant to Title 42 United States Code, Sections 653 and 654; and sections 409.2577, 409.2598, and 559.79, Florida Statutes. Social Security numbers are used to allow efficient screening of applicants and licensees by a Title IV-D child support agency to assure compliance with child support obligations.
Previous Business Name (change of ownership only)		
Federal Employers Identification Number (FEIN) (For businesses and corporations)		
Social Security Number (REQUIRED)* (For president, primary shareholder, partner or individual)		
Sales Tax Number (Check if exempt <input type="checkbox"/>)		
Opening Date (MM/DD/YYYY)		

Section 4 – Owner and Main Address (MA)

Note: This address will be designated as the "address of record" for the owner of this establishment.

FOR ESTABLISHMENTS OWNED OR OPERATED BY PARTNERSHIPS, CORPORATIONS OR COOPERATIVES, please attach a separate sheet or sheets listing the name, address, and social security number of each person who owns 10% or more of the outstanding stocks or equity interest in the licensed activity and the name, address, and social security numbers* of each officer, director, chief executive, or other person who, in accordance with the rules of the issuing agency, is determined to be able directly or indirectly to control the operation of the business of the licensed entity.

Owner Name (please check one: Corporation Partnership Individual)

Routing Name (e.g., Management Company, contact name)

Street Address or Post Office Box

City State Zip Code (+4 optional)

Florida County (if applicable) Country

Phone Number E-Mail Address

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Section 5 – Establishment Location Information (LL)

For mobile food dispensing vehicles and hot dog carts, enter the commissary address. For self-sufficient vehicles that do not use a commissary, enter the water/sewer location address.

Establishment Name (DBA)

Florida Driver License #

Florida License Tag #

Street Address (primary commissary address for mobile food dispensing vehicles or hot dog carts that are not self-sufficient)

City

Zip Code (+4 optional)

Florida County

Phone Number

E-Mail Address

Section 6 – Mailing Information (LM)

This address will be used by the department for any mailings.

Complete below or check here if: Same as Section 4 – Owner and Main Address Same as Section 5 – Establishment Location

Routing Name (e.g., Management Company, contact name)

Street Address or Post Office Box

City

State

Zip Code (+4 optional)

Florida County (if applicable)

Country

Phone Number

E-Mail Address

Section 7 – Supporting Documents

Attach the following documents:

- Scaled plan, for both new and remodeled, showing all kitchen equipment, plumbing fixtures, bars, storage areas, etc. You may submit as many sets of plans that you need stamped for local authorities.
- **For Hot Dog Carts and vehicles that are not self-sufficient:** include **DBPR HR-7022—Division of Hotels and Restaurants Commissary Notification** for all commissaries to be used by this vehicle. We cannot approve the plans without the information on this form.

Section 8 – Plan Review Type

Check the box that best describes your establishment. Please check only one box.

New

Closed More than 1 Year

Change owner with remodel

Section 9 – General Information

Menu Information (list all foods that will be served from your vehicle)

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Section 9 – General Information - Continued

Note: The wastewater tank must be at least 15% larger than the fresh water tank. Tanks must be a part of the vehicle.

Water Tank Size (gallons) and Location

Water Heating Device Size (gallons) and Location

Wastewater Tank Size (gallons) and Location

Vehicle Interior Finishes (for enclosed units only—for example, FRP, vinyl, painted metal, etc.)

Floor	
Cove Base (Baseboards)	
Walls	
Ceiling	

Section 10 - Signature

SECTION 559.79 (2), FS: Each application for a license or renewal of a license issued by the Department of Business and Professional Regulation shall be signed under oath or affirmation by the applicant, or owner or chief executive of the applicant without the need for witnesses unless otherwise required by law.

I certify that I am empowered to execute this application as required by Section 559.79, Florida Statutes. I understand that my signature on this written declaration has the same legal effect as an oath or affirmation. Under penalties of perjury, I declare that I have read the foregoing application and the facts stated in it are true. **I understand that falsification of any material information on this application may result in criminal penalty or administrative action, including a fine, suspension or revocation of the license.**

Applicant Name	Applicant Title
Signature	Date

Reminders:

- [Create your Online Account](#) to self-print and maintain your license
- If the vehicle is not self-sufficient, complete **form DBPR HR-7022—Division of Hotels and Restaurants Commissary Notification** for all commissaries to be used by this vehicle to store food, dump wastewater, etc. The form is available on our website: www.myfloridalicense.com/DBPR/hotels-restaurants/forms-publications/.

