



ADAM H. PUTNAM  
COMMISSIONER

Florida Department of Agriculture and Consumer Services  
Division of Food Safety

**PLAN REVIEW INFORMATION GUIDE**

Section 500.12(2), Florida Statutes; 5K 4.004(9) F.A.C.  
Phone (850) 245-5520

**PLAN REVIEW INFORMATION GUIDE AND APPLICATION**

- 1) The Contact person preparing the floor plan must complete the plan review application. All information on the application must be complete and legible.
- 2) A set of plans must be drawn to scale e.g. 1/2 inch = 1 foot and only include the following pages: **The cover sheet, a floor plan, the equipment lay out sheet for each processing department, grocery, kitchen and or snack bar, a plumbing sheet showing the water and sewer system and a floor walls and ceiling finish schedule, other sheets may be requested during a review.**
- 3) A fee of \$55.10, which includes a \$25.00 application fee and \$30.10 for the first hour of plan review, must be paid at the time of plan/application submission. **Make Check or Money Order payable to FDACS for \$55.10 and remit with a copy of the Application (ATTACHED) to Florida Department of Agriculture & Consumer Services, PO Box 6720, Tallahassee, Florida 32314-6720**
- 4) **Submit the original Application and two sets (HALF SIZE) of plans depending on the COUNTY to the address indicated below.** Plans are reviewed on a first come first serve basis. (One set will be retained in the Tallahassee office until completion and the other set will be stamped, dated, signed and returned to the person designated on the application along with all supporting documents.)
- 5) If the use of a private well, package sewer plant, or septic tank is intended, written approval(s) or permits from the appropriate agency are required at the time of submittal.
- 6) The time expended reviewing a plan is recorded in quarter hour increments with the minimum charge rate of one hour per plan review. Allow 30 days for processing. If changes are needed, the applicant must revise the plans or commit in writing to correct the deficiencies within 30 days. After plans are approved and construction is complete, the Department must be contacted at 850-245-5520 to request a permitting inspection. A passing inspection is required prior to opening.
- 7) The final invoice, a return revenue envelope, and supporting documents will be enclosed with the returned plans. The final payment for plan review assistance is due 15 days from the date of the final invoice from the department.

**Approval of these plans and specifications by the Department does not indicate compliance with any other regulations outside the preview of this Department. The plans will be verified to determine compliance during the food establishment's permitting inspection. Individuals that wish to rent out space for food service activities inside firms regulated by the Dept Of Agriculture and Consumer Services, (FDACS) and whose operation will be independent of the FDACS permit holder must be inspected and licensed by the Department Of Business And Professional Regulation (DBPR), Division Of Hotel And Restaurants, before opening to the public. The contact number for DBPR is 850-487-1395.**

***FOR COUNTIES: Alachua/Baker/Bay/Bradford/Calhoun/Citrus/Clay/Columbia/Dixie/Duval/Escambia/Flagler Franklin/Gadsden/Gilchrest/Gulf/Hamilton/Hernando/Hillsborough/Holmes/Jackson/Jefferson/Lafayette/Lake Leon/Levy/Liberty/Madison/Marion/Nassau/Okaloosa/Orange/Putnam/Santa Rosa/St. Johns/Seminole/Sumter Suwannee/Taylor/Union/Volusia/Walton/Washington***

***Send original application and two sets of plans to:***

**QUALITY ASSURANCE & TRAINING SPECIALIST**  
***Florida Dept. of Agriculture and Consumer Services***  
***450-106 St. Rd. 13 North #118***  
***Jacksonville, FL 32259-3863***  
***Phone: (904) 287-6956***

***FOR COUNTIES: Brevard/Broward/Charlotte/Collier/Dade/Desoto/Glades/Hardee/Hendry/Highlands/ Indian River/Lee/Manatee/Martin/Monroe/Okeechobee/Osceola/Palm Beach/Pasco/Pinellas/Polk/ Sarasota/St. Lucie/Wakulla.***

***Send original application and two sets of plans (half size) to:***

**QUALITY ASSURANCE & TRAINING SPECIALIST**  
***Florida Dept. of Agriculture and Consumer Services***  
***3547 53<sup>rd</sup> Avenue W. - PMB #266***  
***Bradenton, FL 34210***  
***Phone (941) 358-2866***



Florida Department of Agriculture and Consumer Services
Division of Food Safety

PLAN REVIEW APPLICATION AND FEE SUBMISSION

Section 500.12(2), Florida Statutes; 5K 4.004(8) F.A.C.
Phone (850) 245-5520

Make Check or Money Order payable to FDACS and remit to:

Florida Department of Agriculture & Consumer Services
PO Box 6720
Tallahassee, Florida 32314-6720

ADAM H. PUTNAM
COMMISSIONER

PLAN REVIEW IS VOLUNTARY DO NOT SUBMIT MONEY UNLESS YOU SUBMIT PLANS, FEE IS NONREFUNDABLE

Log #: \_\_\_\_\_

County: \_\_\_\_\_

- 1. Name of Food Establishment:
2. Food Establishment Address:
3. Owner's Name:
4. Invoice Billing(Name & Add):
5. Contact Person Name: Telephone:
6. Address of Contact Person who will be handling the plans if different from owner:

Check appropriate box or Fill in the Blank

- 7. Basic Facility Information [ ]New Construction [ ]Remodeling [ ]Conversion [ ]Other
If Remodelling or Conversion give us your Department of Agriculture Firm Number
8. Water Supply: [ ]Municipal Utility [ ]On-site Well Name of Municipality:

Prior to opening inspection, provide written approval for drinking (potable) water from the appropriate agency
(Health or Environmental Protection Department or local municipality)

- 9. Waste Water Disposal: [ ]Municipal Utility [ ]Package Plant [ ]Septic Plant
Name of municipal sewage plant:
Grease Trap Size (Gal.) Location:

Prior to opening inspection, provide written approval for waste water disposal from the appropriate agency
(Health or Environmental Protection Department or local municipality)

- 10. Solid Waste Disposal (Outside facility) [ ]Dumpster [ ]Garbage Cans [ ]Grease Container
Indicate where dumpster or garbage containers and grease container will be located:

How will waste water from cleaning dumpster and/or garbage cans be disposed on site?

- 11. Type of service: (Check all that apply) [ ]Retail food processing [ ]Wholesale food processing [ ]Package food retail [ ]Package food wholesale
[ ]Sit down meals [ ]Take out Meals How many seats Other:

12. Proposed menu/items for ready-to-eat foods: (Attach list or menu)

13. Proposed food processed: (Attach list if necessary)

14. Describe type of structure (example: steel frame, wood frame)

Note: Construction finish schedules of floor, walls and ceiling must be provided on plans.

Anticipated Construction Start Date: Completion Date: Target Date for opening Business:

Applicant Name (Print) Applicant Signature Date

Please refer to the Plan Review Information Guide for detailed instructions and how to complete this application and where to send the floor plans. For further assistance please call (850) 245-5520.

IMPORTANT:

SEND A COPY OF THIS APPLICATION WITH A CHECK OR MONEY ORDER FOR \$55.10 TO:
FLORIDA DEPARTMENT OF AGRICULTURE & CONSUMER SERVICES
PO BOX 6720
TALLAHASSEE, FLORIDA 32314-6720

DACS 14222 Rev. 07/08

Table with 2 columns: Code, Amount. Row 1: Org Code: 42140301008, EO: A2. Row 2: Object Code:001228, \$55.10