

Food Establishments Permit Requirements

By Natasha Parks, MHA
Family & Consumer Sciences Agent III, University of Florida/IFAS Extension Duval County

There are two paths to starting a food business in the State of Florida. The first path is applying for a food permit, which is issued from the Florida Department of Agriculture and Consumer Services (FDACS). Complete the steps below before you apply. The second path is considered an exemption, which is cottage foods. If you would like to learn more about the cottage food exemption, contact Natasha Parks, nparks@ufl.edu.

How to Apply for a new Retail Food Establishment: https://www.fdacs.gov/Business-Services/Food/Food-Establishments/Retail-Food-Establishment-Permit

Step 1: Review the Minimum Construction Standards.

Review the <u>Food Establishment Minimum Construction Standards</u> to verify that the building location you plan to use for food operations meets all the standards. https://www.fdacs.gov/content/download/64038/file/food_establishment_minimum_construction_standards.PDF

Step 2 (Optional): Apply for Voluntary Plan Review.

Our voluntary plan review process is designed to review your existing building or your conversion, construction or remodeling plans to evaluate conformance with the established requirements. Taking advantage of plan review helps food establishments avoid potentially costly and time-consuming modifications.

Step 3: Designate a Certified Food Protection Manager.

All food establishments that process, pack, hold or prepare potentially hazardous foods at retail are required to designate a Certified Food Protection Manager.

The Certified Food Protection Manager must be able to:

• Identify any hazards in the daily operation of the food establishment;

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- Develop and implement policies and procedures to prevent foodborne illness;
- Coordinate employee food safety training, direct food preparation activities and take corrective action as needed to protect the health of the consumer; and
- Conduct periodic in-house self-inspections of daily operations to ensure that food safety policies and procedures are followed.

Step 4: Ensure You Meet All Processing Requirements.

All food establishments must meet the training and process control requirements for the type of product and process they are conducting.

A food establishment conducting a food process that has a high risk of foodborne illness associated with it must meet additional requirements before beginning operation. The food establishment must have a Hazard Analysis and Critical Control Points (HACCP) plan and must obtain an FDACS Approved Process Alternative document from FDACS.

Step 5: (Hemp/CBD Only): Ensure You Meet All Requirements for Manufacturing, Packaging and/or Distributing Hemp Extract Foods.

All hemp extract intended for human consumption (including CBD and other cannabinoids) must meet the applicable labeling requirements found in Chapter 500, Florida Statutes (F.S.); Section 581.217(7), F.S.; and Rule 5K-4.034, Florida Administrative Code.

Step 6: Apply for a New Food Permit.

Once you have determined that your business meets all requirements, you must apply for a new food permit no more than 14 days prior to your anticipated opening date.

The application must be accompanied by the required documentation demonstrating an approved water and sewage (septic) system. For public (municipal) systems, a copy of the water and sewerage bill or an application for water sewerage (for the location) is required. Additional information is required if you operate from an on-site well or wastewater septic system. See Water and Sewer Requirements for Food Permit [pdf 545.3 KB] [545.3 kB].

Once the application and required documentation have been received, a field inspector will make contact within three to five business days to schedule an onsite inspection within two weeks. View our Food Establishment Inspection Expectations [pdf 135.3 KB] document to know what to expect during your inspection.

Before your inspection, ensure that the applicable equipment for a safe food operation is working and that processes for food safety can be described by the onsite person in charge. Refrigeration units, thermometers and any other equipment required for your operation should be in working order for the field inspector to verify prior to permitting.

Applications submitted by mail may experience a delay in processing and inspection. You can apply Online (https://foodpermit.fdacs.gov/) and By Mail (https://www.fdacs.gov/content/download/89935/file/14306-FOOD-PERMIT-APPLICATION-REV-8-19.pdf) or see page 4.

Step 7: Pay Your Permit Fees.

Food Establishment Permit Fees are determined at the time of initial inspection and are based on the type of food establishment. Fees cannot be determined prior to inspection, and payment cannot be accepted by our inspectors in the field.

An email with payment instructions will be sent to the owner's email address on file once you have an inspection summary of "Met Inspection Requirements" or "Met Ins

Source: Florida Department of Agriculture and Consumer Services



Florida Department of Agriculture and Consumer Services Division of Food Safety

FOOD PERMIT APPLICATION

Rule 5K-4.020, Florida Administrative Code

Mail to: Division of Food Safety Business Center 3125 Conner Boulevard Tallahassee, FL 32399-1650 Email: FoodSafety@FDACS.gov

NICOLE "NIKKI" FRIED COMMISSIONER

APPLICATIONS WILL NOT BE ACCEPTED IF SUBMITTED MORE THAN 14 DAYS PRIOR TO OPENING

1141	ORMATION ABOUT THE O	WNER (The entity who will be	contacted for all regulatory co	ommunications)
Name of Owner (the	name of the corporation, LLC, pa	ertnership, etc.)		
Owner Type	() Individual () Co-Owne	rs (Partnership (LP, LLP, GP, etc	.) (Corporation (Inc., Corp., LI	LC) (Non-Profit
Mailing Address				
City/State/Zip			County	
Owner Email Addres	ss		Owner Phone Number	
Federal Employers ID (FEIN)			Sales Tax Number	
	FOOD ESTABLISHMENT IN	FORMATION (information at	out the location to be pe	rmitted)
Food Establishment	Name			
Types of Food Sold	or Manufactured			
Establishment physi	ical location address			
City/State/Zip			County	
Establishment email address		Establishment phone number		
Business Sales () Sells Directly to Co	one mar	(Sells to Other Businesses	(Both	
(Mobile Food Vend		(Self-vended Water Machine	(□) Self-vended loe	
Did you submit a voluntary plan review application conducted by the Division of Food Safety?		(□) Yes	(□) No	
Water Source		() Municipal	(Well	
Mantaunter Torre				
Wastewater Type		(Municipal	(Septic	
Do you manufacture	e, process, pack, hold, prepare or consumption that contain hemp of	sell any food products	(Septic	(□) No
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