

Food Establishments Permit Requirements

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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 [Food Establishment Minimum Construction Standards](#) 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;

- 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 Inspection Requirements – Check-Back Needed." If you do not have an email address on file, your permit fee letter will be mailed. Payment is required before the food establishment permit can be issued. For fastest service, please pay online (<https://foodpermit.fdacs.gov/>).



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

INFORMATION ABOUT THE OWNER (The entity who will be contacted for all regulatory communications)

Name of Owner (the name of the corporation, LLC, partnership, etc.)

Owner Type Individual Co-Owners Partnership (LP, LLP, GP, etc.) Corporation (Inc., Corp., LLC) Non-Profit

Mailing Address

City/State/Zip

County

Owner Email Address

Owner Phone Number

Federal Employers ID (FEIN)

Sales Tax Number

FOOD ESTABLISHMENT INFORMATION (information about the location to be permitted)

Food Establishment Name

Types of Food Sold or Manufactured

Establishment physical location address

City/State/Zip

County

Establishment email address

Establishment phone number

Business Sales

Sells Directly to Consumer

Sells to Other Businesses

Both

Mobile Food Vendor

Self-vended Water Machine

Self-vended Ice

Did you submit a voluntary plan review application conducted by the Division of Food Safety?

Yes

No

Water Source

Municipal

Well

Wastewater Type

Municipal

Septic

Do you manufacture, process, pack, hold, prepare or sell any food products intended for human consumption that contain hemp extract (which includes CBD or other cannabinoids)?

Yes

No

REGULATORY CONTACT INFORMATION (The individual to be contacted for emergency communications)

Regulatory Emergency Contact Person

First Name

Last Name

Regulatory Emergency Contact Phone

Email address

OPENING INSPECTION INFORMATION

Contact Person to Schedule Opening Inspection

First Name

Last Name

Phone Number

Estimated Opening Date

Title of Individual Completed the Application

First Name

Last Name

Upon receipt, please allow 3-5 business days for contact by the department for inspection. The application process must include this completed application and the required documentation as proof the establishment has an approved water source and waste water (sewage) disposal. Source documentation may include a water and/or sewage bill, an application for service for a Municipal/Public system provider, a well permit, or the Interagency Coordination Of Regulated Establishments - DOH/DACS/DBPR/DCF/AHCA/APD Evaluation Of Onsite Sewage (SEPTIC) And Water Supply Capacity (Rev. 3/12) form incorporated by reference in Rule 5K-4.020, F.A.C. completed and signed by the Florida Department of Health.

This application must be signed by the applicant, owner or chief executive of the applicant, without the need for witnesses. If a corporation is in the hands of a receiver or trustee, this application shall be executed on behalf of the corporation by the receiver or trustee. I certify that I am empowered to execute this application as required by Chapter 500, Florida Statutes, and agree to comply with the applicable provisions of Chapter 500, F.S., and rules adopted thereunder.

Print Name (First, Last)

Title

Signature

Date