

**Mission:**

To protect, promote & improve the health of all people in Florida through integrated state, county & community efforts.



Ron DeSantis  
Governor

Scott A. Rivkees, MD  
State Surgeon General

Vision: To be the Healthiest State in the Nation

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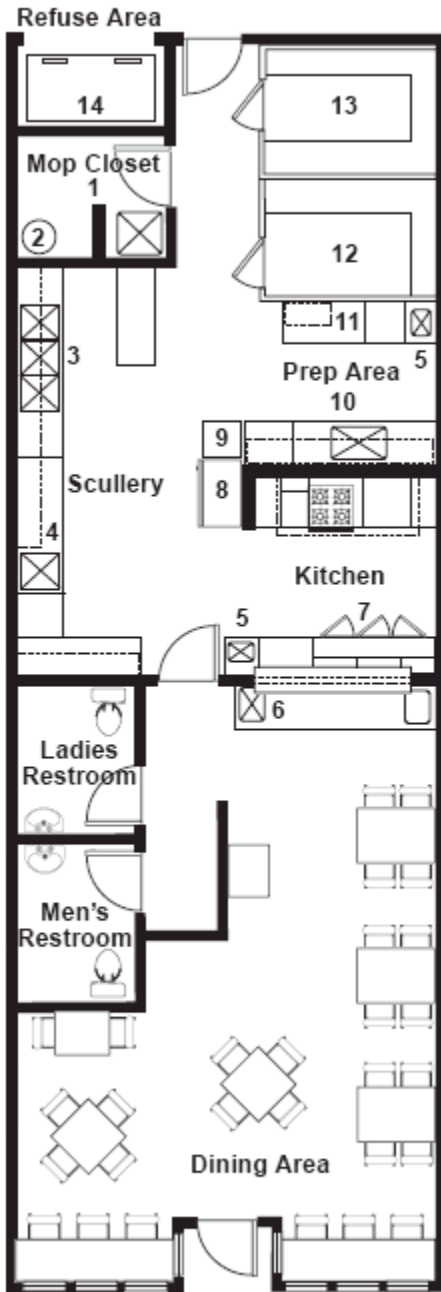
## Florida Department of Health-Pinellas County Food Service/Bar Licensure Opening Steps

1. **Plan review:** Fill out plan review application. Make a sketch or drawing (to scale) of the kitchen or bar floor plan showing and labeling all equipment sinks, restrooms, etc. See page two (2) for a sample drawing. Submit application, drawing, and payment as instructed on page three (3)
2. **Proviso Letter:** After the supervisor completes the plan review, you will be sent a copy via mail or e-mail. (\$ 40.00 per hour - expedited plan review is available for \$80.00 per hour). The *proviso letter* will list the things required to be on site and working in order to pass the inspection.
3. **Opening Inspection:** Once your facility meets all of the stated requirements, you may request and set up a time for an opening inspection. Call (727) 507-4336 to set up a date and time.
4. **Licensing:** After a satisfactory inspection result, you must pay for your license (the amount will be written on your copy of the inspection report). If you are in need of a signature on your alcoholic beverage application from DBPR, you must bring this back to the office for signature.

Some of the items that may be required are listed below. This list is not inclusive. For questions, please call (727) 507-4336.

- Three compartment sink with drainboards
- Approved commercial mechanical dishmachine
- Employee handwash sink(s) in each food preparation area
- Employee handwash sink(s) in remote mechanical dishmachine room
- Mop sink
- Hot and cold running water required at all required sink facilities
- Grease trap or equivalent - as required by local plumbing authority
- Approved hood with fire suppression system - if cooking produces any grease-laden vapors
- Adequate ventilation - with make-up air
- Air break on drain for ice machine
- Anti-back siphonage devices where needed (hose bibs, sprayer sinks with hoses, etc.)
- Adequate refrigeration with thermometers (41°F for refrigerators; 0°F for freezers)
- Adequate dry storage space
- Food contact and non-food contact equipment surfaces non-porous, smooth and easily cleanable
- Floors and walls easily cleanable, smooth, non-porous material
- Ceiling enclosed – no exposed rafters or utility piping in food prep and food storage areas
- Building vermin and rat-proofed
- Sneeze shields or other approved protection provided for displayed food (cafeteria, buffet service, etc.)
- Laundry facilities installed separate from food preparation and ware washing areas
- Self-closers provided to all restroom doors
- Restrooms ventilated to the exterior
- Hot water provided at lavatories in food service employee restroom

## Sample Floor Plan Drawing



### EQUIPMENT SCHEDULE

- 1 Mop Sink
- 2 Hot Water Heater
- 3 3 Compartment Pot and Pan Wash Sink
- 4 Dishwasher with Pre-Rinse Sink
- 5 Hand Sink
- 6 Water Fill Station
- 7 Sandwich Preparation Refrigerator
- 8 Reach-in Refrigerator
- 9 Ice Machine
- 10 Food Preparation Sink
- 11 Work Counter with Slicer
- 12 Walk-in Refrigerator
- 13 Walk-in Freezer
- 14 Garbage Area

### FINISH SCHEDULE

**Floor** \_\_\_\_\_

**Kitchen** Vinyl Comp Tile with Base Coving  
**Restroom** Vinyl Comp Tile with Base Coving  
**Dining** Low Fill Carpet  
**Garbage** Sealed Concrete

**Wall** \_\_\_\_\_

**Kitchen** Gypsum Board  
**Cook Line** Stainless Steel  
**Dishwash** Gypsum Green Board with FRP\* BD\*\*  
**Restroom** Gypsum Board with FRP\* BD\*\*  
**Dining** Gypsum Board with Enamel Paint

**Ceiling** \_\_\_\_\_

**Kitchen** Gypsum Board with Enamel Paint  
**Dining** Suspended with Acoustical Tile  
**Restroom** Suspended with Acoustical Tile

\* FRP - Fiber Reinforced Plastic  
 \*\* BD - Board

This plan meant to illustrate health requirements only

**Scale:**  
 ¼ inch = 10 feet

**Facility Name**  
**Street Address and number**  
**City and state and zip code**

## Plan Review Drawing, Application, Payment Submittal

-Please submit payment along with the filled out application and drawing. Accepted methods of payment include:

- Check/Money Order
- Cash
- Credit Card (Visa, Master Card, Discover)

-Payment can be made:

- In person - Drawing, application and payment can be delivered in person. We are located at

Florida Department of Health-Pinellas  
Environmental Health Division  
8751 Ulmerton Road, Suite 2000  
Largo, FL 33771

- By mail- Mail drawing, application and check to the address given above. Make checks out to Florida Department of Health-Pinellas
- By credit card – To do this call 727-507-4336. Tell the operator you would like to pay for a plan review via credit card.

-Fees:

- Plan review to be completed within 20 business days of submittal (application, drawing, payment) - **\$40.00**
- Expedited plan review to be completed within 4 business days of submittal (application, drawing, payment) - **\$80.00**

Note: Plan review process will not begin until payment, application, and drawing have all been received by this office. Plans and application can be submitted via e-mail, payment can only be made as described above.