



FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES

COMMISSIONER ADAM H. PUTNAM

Rev 1/14/2010

PERMITTING INFORMATION GUIDE

WHAT DOES THE FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES REQUIRE FOR A BUSINESS TO SELL FOOD TO THE PUBLIC?

- There are THREE regulatory agencies that assure the public is served and or sold safe food and they are:
 - DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES, FOOD SAFETY (food outlets, including supermarkets, grocery stores, convenience stores, bakeries, delicatessens, meat and seafood markets, seafood processors, food warehouses, food processing and manufacturing plants, bottled water plants, packaged ice, vended water, mobile vendors that sell only pre-packaged foods and food service activities and or facilities which are a part of a food establishment already regulated by the Department and other similar activities)
Phone: 850 245 – 5520 Fax: 850 245 – 5553 <http://www.freshfromflorida.com/fs/>
 - DEPARTMENT OF HEALTH (inspects institutions such as prisons, schools, hospitals, nursing homes, child care facilities, civic groups, bars without food service and movie theatres with traditional food items and other similar activities) Phone: 850 245-4277 or call your Local County Health Department
<http://www.doh.state.fl.us/environment/community/food/index.html>
 - DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION, HOTEL AND RESTAURANTS (inspects, restaurants, most food service activities whether takeout or in house dining, ice cream shops, mobile units, temporary events, and other similar activities) Phone: 850 487-1395 Fax: 850 488 -1514
<http://www.myfloridalicense.com/dbpr/hr/faqs/hr-faq-licensing.html>

THERE ARE TYPES OF OPERATIONS NOT MENTIONED HERE, PLEASE CONTACT THE AGENCY MOST LIKELY TO REPRESENT THE FOOD ESTABLISHMENT TYPE YOU WISH TO OPERATE

WHAT ACTIVITY IS NOT ALLOWED IN THE STATE OF FLORIDA WHEN SELLING OR PREPARING FOOD FOR THE PUBLIC?

- No person or persons can prepare, process, serve, hold or sell food from their private residence.

I FALL UNDER THE FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES (FDACS). WHAT LAWS AND RULES MUST I FOLLOW TO OPEN FOR BUSINESS?

- Florida Statute 500, Food and Drug Administration Food Code as adopted in Rule 5K-4, and all of 5K-4 Florida Administrative Code, (Poultry 5K-5, Eggs 5K-6 and Water Vending Machines 5K-9).

WHAT OTHER INFORMATION IS AVAILABLE THAT MAY HELP ME WITH OPENING MY BUSINESS?

- Minimum Construction and Specification Checklist
- Plan Review Information Guide
- Guidelines for Mobile Food Establishments
- Certified Food Protection Manager Requirement
- Labeling Guidelines



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HOW DO I GET THIS INFORMATION?

- You may call 850 245 – 5520, visit our website at: <http://www.freshfromflorida.com/fs/> or contact us by emailing your questions to: foodinsp@freshfromflorida.com. Our office can either mail you the information requested or you may download the information from our website.

WHAT IS MY FIRST STEP TO GET MY PERMIT?

- Once you have determined your business is in compliance with all applicable rules and your business is ready to open you may contact the office telephone number listed above and request an inspection of your facility or visit our website at: <http://www.freshfromflorida.com/onestop/forms/14221.pdf> to obtain the REQUEST FOR INITIAL INSPECTION AND FOOD PERMIT APPLICATION form. You may mail this information to:

Florida Department of Agriculture and Consumer Services
3125 Conner Boulevard, Suite H
Tallahassee, Florida 32399-1650

OR

Fax this request to our office using the fax number listed above. PLEASE DO NOT SEND PAYMENT.

HOW LONG WILL IT TAKE, ONCE I CALL THE OFFICE TO HAVE THE INSPECTOR CONTACT ME?

- You will be contacted within 3 to five working days by the inspector to help you with any questions you may have regarding your business.

I HAVE DETERMINED MY BUSINESS IS READY TO OPEN. HOW LONG WILL IT TAKE TO GET AN INSPECTOR TO VISIT MY BUSINESS FOR PERMITTING?

- You must contact us at least 10 working days BEFORE you plan to open for business to set up an appointment for a permitting inspection or a pre-operational inspection.

I WANT TO REQUEST AN EXPORT CERTIFICATE IN ORDER TO SELL MY PRODUCTS OUT OF THE COUNTRY. WHAT MUST I DO TO GET AN EXPORT CERTIFICATE?

- You MUST first obtain a food permit before you can be issued export certificates AND your business must have a sanitation rating no lower than a FAIR status. You may download the form at: <http://www.freshfromflorida.com/fs/forms.html> or call our office telephone number and ask for the Export Certificate Coordinator.