



## RESTAURANT & FOOD PERMITTING REQUIREMENTS THE FLORIDA MALL / ORLANDO, FL

Updated: 6.25.2014

**JURISDICTION: ORANGE COUNTY, FL**

**APPROX. PERMITTING TIME FOR CONSTRUCTION PERMIT: 12 to 16 WEEKS**

*(Note that expedited permitting is **NOT** available for Orange County permits)*

### **PERMITS AND REQUIREMENTS FOR PERMIT ISSUANCE AND CONSTRUCTION START:**

*(Note that this is a comprehensive submittal to include drawings for the review of all architectural disciplines including, but not limited to, building, zoning, MEP, environmental, county health, utilities and fire):*

- Building Permit
- Dumpster Permit (If Applicable)
- Notice of Commencement Form (Must be executed by officer for tenant's corporate entity, recorded with the Orange County Clerk of Court and filed with the Orange County Division of Building Safety)
- Orange County Business Tax Receipt (Required of Tenant's GC (if no existing Florida occupational license) prior to pulling permit AND Tenant prior to opening)
- Tenant Impact Fee and Utilities Assessment and payment of all fees

### **OTHER REQUIRED DOCUMENTATION DURING CONSTRUCTION/PRIOR TO OPENING:**

- Liquor License (If Applicable)
- Business Tax Receipt (County License required of Tenant Prior to opening/operation)
- Sign Permit (All Exterior Signage)
- Banner Permit (If Applicable)

### **SEVERAL PERMIT APPLICATION FORMS WILL BE REQUIRED FOR EACH MASTER BUILDING PERMIT:**

*(The master building permit will be assessed one final fee during the final issuance phase. All forms can be found online at <http://www.ocfl.net/PermitsLicenses/PermittingAndConstructionForms.aspx>:*

- MEP trades will require separate permits.
- Sign permits and banner permits require a separate application process and fees.
- Commercial Roofing Permit requires a separate application and fee.
- Permit documents related to the Master Building Permit must be executed by officer for tenant's corporate entity).

### **BUILDING DEPARTMENT DRAWING HINTS AND SUBMITTAL REQUIREMENTS:**

- Drawings must contain/show:
  - Construction type: TYPE II B / Fully sprinklered
  - Site Plan
  - No concealed wood, i.e. blocking, etc.
  - Florida Building Code 2010
  - Florida Energy Code



- Six (6) hard sets of construction drawings are required (MEP sets may be wet stamped, architectural sheets must be seal crimped and signed). **County does not require landlord approval on drawings submitted for plans review, OR DBPR Division of Hotels and Restaurants approved drawings.**
- Four (4) sets of signed and sealed energy forms.
- Four (4) sets of Orange County Product Approval Form (to include Florida Product Approval Specification Numbers)
- Up front plans review submittal fees are required based on the project job cost (Fee schedule may be found online at page 3-18 of the Orange County Fee Directory at the following link: <http://www.orangecountyfl.net/Portals/0/Library/Open%20Government/docs/FeeDirectory.pdf>)
- **An expeditor is STRONGLY recommended for plan submittal, tracking and reporting.**
- Field inspection scheduling can be found online at the following link: <https://fasttrack.ocfl.net/PublicPortal/OC/SearchInspections.jsp>.

#### **BUILDING DEPARTMENT CONTACT INFORMATION:**

- Orange County Division of Building Safety  
Permitting Services  
Administration Building, 1<sup>st</sup> Floor  
Orlando, FL 32801  
407.836.8181  
PermittingServices@ocfl.net  
Office Hours: Monday – Friday (8:00 a.m. to 5:00 p.m. EST)

#### **DBPR DIVISION OF HOTELS AND RESTAURANTS PLANS REVIEW AND APPROVAL (HEALTH):**

*A State of Florida DBPR Division of Hotels and Restaurants plans review is required in order to obtain a Public Food Service Establishment License. These processes may be applied for separately, or in conjunction with one another. Forms and requirements can be found online at:*

[https://www.myfloridalicense.com/CheckListDetail.asp?SID=&xactCode=1035&clientCode=2010&XACT\\_DEFN\\_ID=13956](https://www.myfloridalicense.com/CheckListDetail.asp?SID=&xactCode=1035&clientCode=2010&XACT_DEFN_ID=13956)

#### **DBPR Review HINTS:**

- Typical review time is twenty (20) business days, thirty (30) days are allowed by the state for plans review.
- DBPR review and approval is independent of any local, landlord or state requirements. It is a standalone process.
- Review may **NOT** be expedited. An expeditor is STRONGLY recommended for preparation of the plans review submittal package, state submittal and negotiation of plans review comments with DBPR. This may cut the review time to less than half of the time allowable.
- Two (2) hard sets of drawings are required and they DO NOT HAVE TO BE SIGNED AND SEALED:
  - Copy of full Menu
  - Check payable to DBPR for \$150.00
  - Water/sewer verification form from utilities agency having jurisdiction
  - Specs on ALL equipment (if applicable)
  - Finish schedule (floors, ceilings, walls and cove base)
  - Show access/distance to common restroom
  - Individual hot water heater location
  - Location of mop sink
  - Hand sink locations
  - Number and type of fire extinguishers
  - Pre-opening inspection is required upon Certificate of Occupancy being issued and before opening to the public. The inspection can be coordinated with the state call center once the



- Application for Public Food Service Establishment and license fees have been submitted and processed (Call center 850.487.1395).

**DBPR DIVISION OF HOTELS AND RESTAURANTS CONTACT INFORMATION:**

STATE OF FLORIDA, DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION  
Division of Hotels and Restaurants  
1940 North Monroe Street, Tallahassee, Florida 32399-1011  
850.487.1395

**Orange County Business Tax Receipt – Tenant:**

*Businesses are required to obtain an Orange County Business Tax Receipt to conduct business in Orange County. All forms, requirements and contact information can be found online at: <http://www.octaxcol.com/how-to-obtain-a-business-tax-recipe.aspx>*

WHAT YOU WILL NEED TO RECEIVE YOUR ORANGE COUNTY TAX RECEIPT:

*Need to complete a Fictitious Name Registration with the Florida Department of State (D/B/A name registration). This is a 5-year renewable license required to apply for a Business Tax Receipt.*

- Tenant will need to take in a copy of the pre-opening inspection receipt (temporary restaurant license) which will be issued to you at the time of successfully passing the pre-opening inspection.
- Need to apply in person at the Orange County Administration Building, 201 Rosalind Ave., 2<sup>nd</sup> Floor, Orlando, FL 32801. The Business Tax Department is located on the second floor. Need to bring your seating license and FEIN number. The Orange County Business Tax Office phone number is as follows: (407) 336-5650.

**DISCLAIMER:** *The information provided is for informational purposes only and is only as accurate as the information available at the time of the last update. Tenants, Tenant's Design Team, and General Contractor are responsible for verifying all information as required for permitting and opening of the Tenant's business.*