“Food Service” without CONSTRUCTION Checklist:

☐ Scaled footprint of the entire building ~ Will you occupy the whole building? If not, then clearly define your business space within the overall building.

☐ Paper Size: 11” x 17” or larger

☐ Qty: 3 sets

☐ Plans may need to be signed and sealed by a design professional and shall be scaled and legible. If no construction, then the applicant can be the tenant, property owner, or applicant’s legal agent.

☐ Business name

☐ Use/Occupancy of new business space (per FBC Ch. 3 – Section 302): http://www2.iccsafe.org/states/florida_codes/

☐ Type of Construction of the existing building (per FBC Ch. 6): http://www2.iccsafe.org/states/florida_codes/

☐ # of stories of the building

☐ Square Footage:
  o of entire building, AND
  o provide separate square footage of tenant space

☐ Layout of (existing & proposed) tenant space ~ scaled footprint showing: wall partitions, doors, windows, stairs, railings, restrooms & fixtures, cabinetry, tables, chairs, desks, electrical & mechanical equipment, etc.

☐ Label the use of each room (i.e. kitchen, dining, bar, office, lobby, bathrooms, storage, etc.)

☐ Room dimensions

☐ Show all required fire exit doors; and exit lights to exterior if applicable

☐ Who’s your neighbor?
  o Identify occupancies of immediate adjacent tenants (horizontal and vertical, if applicable)

☐ Show fire rating of tenant separation walls

☐ Fire Sprinkled or un-sprinkled (show sprinkler head locations if applicable)

☐ Fire Alarm or NO Fire Alarm (if alarmed ~ show locations of pull stations, strobes, and horns if applicable)

☐ Plan Review Type?
  o Reopen Food Establishment closed more than 24 hours, or
  o Remodeling of Existing Food Service Establishment, or
  o Converted from another use to Food Service Establishment

☐ Proposed type of food services (i.e., sit down restaurant, beer & wine only, night club, coffee shop, etc.)

☐ Kitchen equipment layout: prep area, coolers, grease traps, mop sinks, hand sinks, 3-compartment sinks, etc.

☐ Cooking equipment: Stoves, Ovens, Fryers, Griddles, Warmers, Smokers, Woks, Sandwich presses, etc.

☐ Supply manufacturers specs for all cooking equipment, including hoods and suppression system

☐ Mechanical Hoods show and label all fire suppression systems
☐ Hood dimensions and required make up air
☐ Test and Balance test for hood
☐ Provide up-to-date certification of Ansul system (hood & fire suppression-all cooking under hood) with current applicant listed as owner/applicant

☐ Grease Management Program initial contact form:
  http://www.stpete.org/development/applications_and_forms/docs/Grease_Management_Program.pdf
☐ A gas permit is required if gas cooking appliances were replaced, removed, relocated, or changed out from electric to gas or from gas or electric
☐ Location & label fire extinguishers

“Food Service” with CONSTRUCTION Checklist:
Use checklist above – plus add items below to your floor plan.
☐ Wall section(s)
☐ Florida Accessibility Code requirements
☐ Accessibility information
☐ Hood suppression plan with installation/penetration details
☐ Gas and Plumbing isometrics including grease trap and electrical information
☐ HVAC equipment location and duct plan with required make-up air
☐ Electrical panel schedule & circuit/light details
☐ A Florida registered licensed contractor may be required to pull a permit
☐ Additional construction plans may be required depending on the scope of work. Plans may need to be signed & sealed by a design professional, depending on the scope of work, and shall be scaled and legible on minimum 11” x 17” paper

Additional Links/Information for New Businesses
• TIF review (Transportation Impact fees – To be assessed in accordance with Pinellas County Ordinance 85-43, as amended, except as additionally required in the Gateway Areawide Development of Regional Impact ): http://www.stpete.org/development/construction_services/impact_fees.asp
• Sewer Impact fees – per MuniCode Sec. 27-250:
  https://www.municode.com/library/#!/fl/st._petersburg/codes/code_of_ordinances
• Business Tax Division – Apply or Renew: http://www.stpete.org/billing/business_tax_division/index.asp
• Tips –
  o Don’t sign a lease until you verify proposed property can be used for your specific use.
  o Determine if the proposed “Change of Use” requires upgrades to the property &/or structure prior to occupancy.
• Property Card: http://www.stpete.org/development/construction_services/view_property_cards.asp
• Zoning Classification and Land-Use Research Tools: http://www.stpete.org/development/Land_Development_Regs.asp
• Florida DBPR Food Service Inspection Checklist:
  http://www.myfloridalicense.com/dbpr/hr/forms/documents/5024_018.pdf
• Florida DBPR Division of Hotels and Restaurants: http://www.myfloridalicense.com/dbpr/hr/
• Building permit application: http://www.stpete.org/development/applications_and_forms/docs/permit_application.pdf

Thank you for doing business in St. Petersburg! We value your business!