

## Construction Services & Permitting Food Services Checklist

March 2015

### “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/](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/](http://www2.iccsafe.org/states/florida_codes/)
- # of stories of the building
- Square Footage:
  - of entire building, AND
  - 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?
  - 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?
  - Reopen Food Establishment closed more than 24 hours, or
  - Remodeling of Existing Food Service Establishment, or
  - 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](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](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](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](http://www.stpete.org/billing/business_tax_division/index.asp)
- **Tips** –
  - Don’t sign a lease until you verify proposed property can be used for your specific use.
  - 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](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](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](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](http://www.stpete.org/development/applications_and_forms/docs/permit_application.pdf)

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