

**Application begins on page 7**

Congratulations on your decision to consider a new business venture! As you explore this opportunity, the Department of Business and Professional Regulation's (DBPR) Division of Hotels and Restaurants (H&R) is ready to assist you through the licensing and regulatory process.

Our responsibility is to work with the business community to achieve the highest levels of health and safety for all Floridians and tens of millions of annual visitors. Toward that goal, we are a resource you can use to see that your new business operates within the requirements of the law.

Plan reviewers will assist you in design and inspectors will provide educational support onsite to help you meet the minimum requirements for healthy and safe conditions and products.

This packet contains information regarding the legal requirements of operating your business. It is very important that you familiarize yourself with this information before you begin operating. If you have questions, or need any clarification, please contact the DBPR Customer Contact Center at 850.487.1395 Monday through Friday or go online to our website. Because our knowledge and authority are in state government requirements, it is very important that you also contact local officials regarding any city and county requirements for a new business.

**Important note - An Online Account is required to self-print and maintain your license.** We encourage you to create your DBPR account now at <http://www2.myfloridalicense.com/hotels-restaurants/>. All food and lodging license applications are available online.

We wish you the best of luck and success in your venture.

**HELPFUL TERMS:**

**SELF-SUFFICIENT**

Self-sufficient vehicles or kitchens contain, as part of the vehicle or kitchen, a three-compartment sink for washing, rinsing, and sanitizing equipment and utensils; a separate handwash sink; adequate refrigeration and storage capacity; full provision of power utilities including electrical, LP gas, or a portable power generation unit; a potable water holding tank; and a liquid waste disposal system in accordance with the Food Code. A commissary is required if the establishment is not self-sufficient.

**COMMISSARY**

Vehicles or kitchens that are not self-sufficient require a support site called a commissary. A commissary is a public food service establishment licensed by the division or a food establishment permitted by the Department of Agriculture and Consumer Services where the operator goes for services that are not done on the vehicle or kitchen. Operators may prepare, package or store food at the commissary or use a three-compartment sink on the commissary premises to wash and sanitize equipment or utensils. Food containers or other supplies may be stored at the commissary. A commissary may also provide a potable water source or a wastewater disposal site. **The Division does not allow any food service activities to occur in a private residence.**

**WATER AND SEWER**

All public food service establishments must have a location where potable water can be safely obtained and where wastewater can be legally disposed of. This location **cannot** be a private residence. No public food service establishment is allowed to obtain water from or dispose of wastewater at a private residence.

**GENERAL INSTRUCTIONS**

To begin Florida's food service licensing process, the law requires the division to review unit plans for sanitation and safety concerns if required. Plan review is required when the unit is:

- Newly built,
- Converted from another use,
- Remodeled or
- Re-opened after being closed at least 18 months.

Please see the '[How to Draw a Floor Plan](#)' section to ensure you provide all the necessary information for plan review.

## IMPORTANT INFORMATION

Before submitting the application with plan review, please review the following important information:

- **Online Account** - Each applicant for a public food service establishment and each licensee must create and maintain a division online service account to manage their application or license. You may also apply online for any public food service establishment license, instead of using this form. Visit our website: <http://www2.myfloridalicense.com/hotels-restaurants/>.
- **Correct Form (Type of Establishment)** - This form is for mobile food dispensing vehicles and temporary commercial kitchens only, please use form **DBPR HR-7030, Application for Fixed Public Food Service Establishment License with Plan Review** if you are attempting to apply for a license and submit plan review at the same time for a fixed (permanent) public food service establishment. The form is available on our website: <http://www2.myfloridalicense.com/hotels-restaurants/licensing/foodservice-guide/>.
- **Correct Form (License Application with Plan Review)** - This form is for applying for a license and submitting plan review at the same time. If plan review is not required for your mobile food dispensing vehicle or temporary commercial kitchen, or you have already submitted plan review, please use form **DBPR HR-7036, Application for Mobile Public Food Service Establishment License**, available on our website: <http://www2.myfloridalicense.com/hotels-restaurants/licensing/mobilefood-guide/>.
- **Plan Review Requirements** - A plan review is required when an establishment is: 1) newly built, 2) converted from another use, 3) remodeled or 4) re-opened after being closed at least 18 months. Applications for change of ownership do not require a plan review if no interruption in operation, construction, remodeling or conversion occurs. Please visit our website at <http://www2.myfloridalicense.com/hotels-restaurants/licensing/plan-review/> or contact the Customer Contact Center at 850.487.1395 to obtain an application for a plan review packet prior to construction or remodeling. The Division of Hotels and Restaurants must approve plans prior to construction, remodeling or obtaining a license.
- **Proposed menu** - You will need to provide a menu or menu information on a separate document.
- **Equipment specifications** - You will need to provide equipment specifications if the proposed equipment is not customary for food service operations.
- **Florida Sales Tax Number or proof of exemption** - Contact the Department of Revenue, Sales Tax Division, at 1.800.352.3671. For additional information, please refer to <https://floridarevenue.com/>.
- **Federal Employer Identification Number (FEIN)** - Contact the U. S. Internal Revenue Service for a FEIN application (SS-4) at 1.800.829.4933 or download the application from the Internet at: [www.irs.gov/forms-instructions](http://www.irs.gov/forms-instructions).
- **Social Security Number or Individual Taxpayer Identification Number (ITIN)** - The Internal Revenue Service assigns an ITIN to individuals who are not eligible for a social security number due to their status as an alien. Each ITIN begins with the number nine and is formatted in the same configuration as a social security number (900-00-0000). This number is available to alien operators upon the approval of their IRS form W-7, Application for IRS Individual Taxpayer Identification Number application. To obtain the form, contact the IRS at 1.800.829.4933 or download the form from the Internet at: [www.irs.gov/forms-instructions](http://www.irs.gov/forms-instructions).
- **Commissary Notification** - If the vehicle or kitchen is not self-sufficient, you must also complete form **DBPR HR-7022, Commissary Services Notification** for all commissaries to be used by the vehicle or kitchen to store food, dump wastewater, etc. The form is included in this packet and also available on our website: <http://www2.myfloridalicense.com/hotels-restaurants/forms-publications/>. We cannot approve the plans without the information on the form.
- **Fees** - Fees are listed in rule 61C-1.008, Florida Administrative Code. For your convenience, we provide an automated fee calculator on our website at <http://www2.myfloridalicense.com/hotels-restaurants/licensing/food-fees/>. If you are unsure of the fee, please contact the DBPR Customer Contact Center at 850.487.1395 for the correct license fee amount. Please make your check or money order for your fees made payable to the Department of Business and Professional Regulation. The division does not accept cash payments.

## PLANS

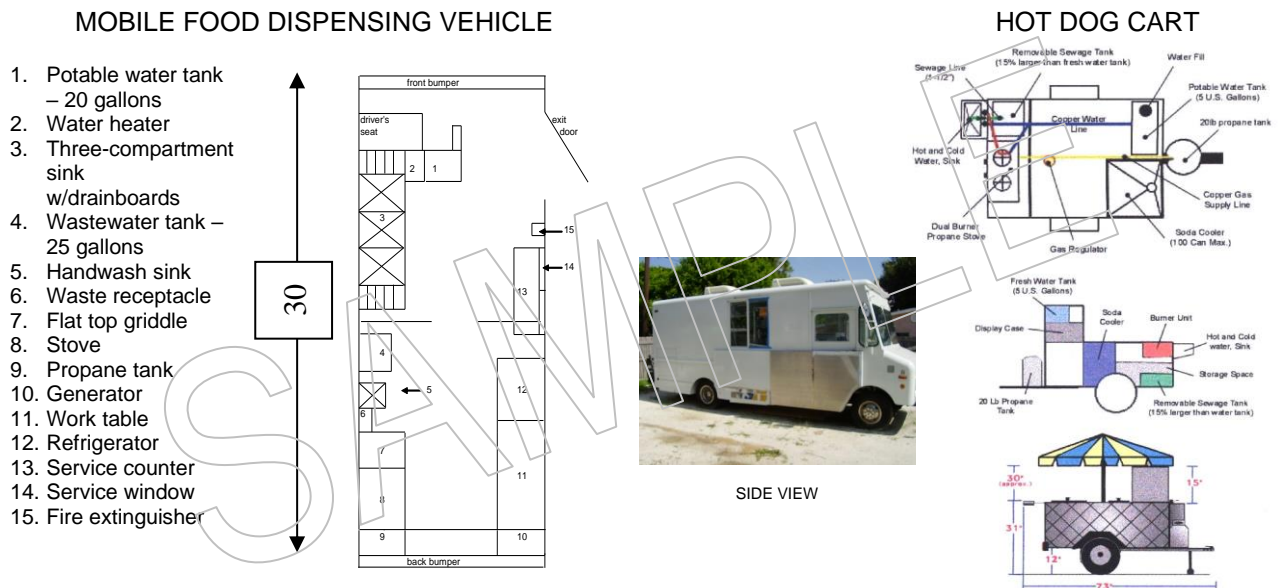
- Scaled drawings. (see How to Draw a Floor Plan)
- If self-sufficient, please indicate this on your plans.

## HOW TO DRAW A FLOOR PLAN

## DBPR HR-7031, Application for Mobile Public Food Service Establishment License with Plan Review

The completed drawing should be a good representation of exactly how your vehicle or kitchen looks in real life or how you intend it to look when completed. By following the below examples, you will be able to draw an accurate, scaled floor plan yourself.

- The plan must be drawn “to scale”, which means that everything must be in the correct proportions.
- Identify all pieces of equipment with a number and create a list identifying to what each number refers. As an alternative, you may label each item like in the sample to the right (e.g., stoves, refrigerators, steam tables, prep tables, barbeque grills, portable fire extinguishers, ventilation hoods, etc.).
- Plans must include a hand wash sink and a three-compartment sink for dishwashing (if applicable).
- Indicate size and location of the service opening(s) and how the opening(s) will be protected when not in use.
- Indicate size (in gallons) of the potable water and wastewater holding tanks. Wastewater holding tanks must be at least 15% larger than the potable water holding tank.
- Indicate the location of the gas supply and/or water heating device, if applicable.
- For hot dog carts, indicate the type of overhead protection provided (e.g., umbrella, etc.).
- Include a side view of the vehicle or kitchen.



### OPENING INSPECTION

Once we have reviewed and approved your plans, we will contact you for an opening inspection.

- If you have 1) completed plan review, 2) submitted your application and fees, 3) you are ready to open your establishment, and 4) you have not heard from us about your inspection, please contact the DBPR Customer Contact Center at 850.487.1395 to request an inspection.
- Inspectors do not routinely conduct pre-opening or courtesy inspections. Do not call to schedule an opening inspection unless absolutely ready to open.
- If opening a newly built, converted, or reopened vehicle kitchen, do not begin to serve food to the public until a satisfactory inspection and a receipt for license to operate have been obtained.
- Change of ownership applications do not require an inspection if the previous owner received a satisfactory inspection within 120 days before the application is processed. If there was no inspection within this time period, we will conduct the opening inspection after you legally become the new owner. See page 4, section 3 for the appropriate application type.
- Ensure that all required equipment is installed and functional prior to the inspector’s visit and all the necessary licensing information has been obtained, including owner’s name and social security number, Federal Employers Identification Number and/or sales tax number. Have proof of other approvals on site, such as building, electrical, fire, plumbing, etc.
- After achieving a satisfactory inspection, you would self-print your license from your online account. You will receive a temporary license after your satisfactory inspection that will allow you to operate until the actual license arrives.

### SECTION 1 – OFFICE USE ONLY

This is for division office use only. Please do not complete this section.

### SECTION 2 – FOOD SERVICE LICENSE TYPE

Indicate the type of license that best describes your public food service establishment. (Required)

#### LICENSE DESCRIPTIONS

**Mobile Food Dispensing Vehicle (MFDV)** is a vehicle mounted food service license where the vehicle has adequate hand washing and dishwashing facilities, food protection, refrigeration, power, and plumbing system. A MFDV operator performs food service activities inside the vehicle like food storage, cooking or preparation of food and dishwashing and may or may not require a commissary. Some MFDVs are self-propelled and built to travel on public streets. Other MFDVs are not self-propelled but can be moved from place to place. MFDVs may even be watercraft.

**Hot Dog Cart (HTDG)** is a type of MFDV that limits food preparation to frankfurters (hot dogs and precooked sausages) only. Hot dog carts must have, as part of the vehicle, a handwash sink; power utilities including electrical, LP-gas, or a portable power generation unit; a potable water holding tank; and a liquid waste disposal system in accordance with Subparts 5-3 and 5-4 of the Food Code. A hot dog cart may be an open-air unit with overhead protection or a fully-enclosed unit, but may not be equipped with a three-compartment sink. A hot dog cart requires a commissary.

**Temporary Commercial Kitchen (TECK)** is a public food service establishment used for the preparation of takeout or delivery only meals housed in portable structures that are moveable from place to place by a tow or are self-propelled or otherwise axle mounted, that include self-contained utilities, including but not limited to gas, water, electricity, liquid waste disposal. They are contained in a variety of modular structures, such as portable cabin structures, modular buildings, towed trailers, or standard freight containers and may or may not require a commissary. TECKs are limited in the time they may operate at a location and cannot be a tent.

#### HELPFUL TERM

**Self-sufficient:** It is important that you answer this question as it relates to the self-sufficiency of your vehicle or kitchen as explained in this form. If you do not answer “Yes”, the division will assume your vehicle or kitchen is not self-sufficient and require the commissary form.

### SECTION 3 – APPLICATION TYPE

- **Application Type** – indicate the type of application to be processed. For newly constructed establishments, establishments that were not previously licensed, or establishments previously licensed more than 18 months ago, choose “New Establishment.” For all establishments previously licensed within the last 18 months, choose “Change of Ownership.” (Required)
- **License Number** and **Previous Business Name** – for applications for “Change of Ownership”, please indicate the previous license number and previous business name if known. This information will facilitate the processing of the application. (Required)

### SECTION 4 – OTHER REQUIRED INFORMATION

- **Federal Employers Identification Number (FEIN)** – required for business/corporate applicants.
- **Social Security Number** – at least one social security number is required. Under the Federal Privacy Act, disclosure of social security numbers is voluntary unless specifically required by federal statute. In this instance, disclosure of social security numbers is mandatory pursuant to Title 42 United States Code, sections 653 and 654; and sections 409.2577, 409.2598, and 559.79, Florida Statutes. Social security numbers are used to allow efficient screening of applicants and licensees by a Title IV-D child support agency to assure compliance with child support obligations. Social security numbers must also be recorded on all occupational license applications and are used for licensee identification purposes pursuant to the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (Welfare Reform Act), 104 Pub.L.193, Sec. 317.
- **Sales Tax Number** – required by the Florida Department of Revenue to do business. If exempt, please mark the checkbox accordingly.
- **Opening Date** – please indicate the date the establishment will be opened for business.

### SECTION 5 – OWNERSHIP INFORMATION

Complete this information for the establishment owner as completely as possible. Incomplete information will result in the

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application being delayed or denied.

- Business Type: Check the appropriate box indicating whether the owner is legally a Corporation, LLC (limited liability corporation), Partnership, LP (limited partnership), LLP (limited liability partnership), LLLP (limited liability limited partnership), or individual person (sole proprietor).
- If the business type is not an individual person (sole proprietor), provide the name of the Corporation, LLC, Partnership, LP, LLP, or LLLP.
- For public food service establishments owned by a Corporation, LLC, Partnership, LP, LLP, or LLLP, please list the name, social security number, address, and ownership percentage of each person who holds a 10% or more ownership interest in the establishment.
- For public food service establishments owned or operated by a Corporation or LLC, provide the name, social security numbers, address, and title of each officer, director, chief executive, or other person who is determined to be able directly or indirectly to control the operation of the public food service establishment.

### **SECTION 6 – MAIN ADDRESS**

Complete this information for the establishment owner as completely as possible. Incomplete information will result in the application being delayed or denied.

- Routing Name – if contact name is different than the owner, please indicate in the space provided.
- Street Address or Post Office Box, City, State, Zip Code, Florida County (if applicable), Country – address of record for purpose of official communications from the department. (Required)
- Phone Number – primary contact number for questions or concerns about your application. (Required)
- E-Mail Address – primary contact for communications about your application. (Required)

### **SECTION 7 – DBA AND COMMISSARY OR WATER/SEWER LOCATION INFORMATION**

Provide the Doing Business As (DBA) name of your business. If your vehicle or kitchen is not self-sufficient, enter the Commissary address. If your vehicle or kitchen is self-sufficient, enter the water/sewer location address.

- Establishment Name (Doing Business As [DBA]) – the name of establishment. If the establishment is part of a chain, please indicate a unique identifier (for example, Restaurant #103). (Required)
- Street Address, City, Zip Code, Florida County – For non-self-sufficient vehicles or kitchens, this should be the address for a licensed commissary in Florida. For self-sufficient vehicles or kitchens, this will be the water/sewer location address. (Required)

### **SECTION 8 – MAILING INFORMATION**

Designate the address to be used for all mailings from the Division. If this information is the same as Section 6, please indicate.

- Routing Name – if contact name is different than the owner, please indicate in the space provided.
- Street Address or Post Office Box, City, State, Zip Code, Florida County (if applicable), Country – address of record for purpose of official communications from the department. (Required)
- Phone Number – primary contact number for questions or concerns about your application. (Required)
- E-Mail Address – primary contact for communications about your application. (Required)

### **SECTION 9 – SUPPORTING DOCUMENTS**

These are the additional documents that must be submitted for your plan review. (Required)

### **SECTION 10 – MENU, EQUIPMENT AND CONSTRUCTION INFORMATION**

Provide a list of menu items for your vehicle or kitchen. Provide the location and size of water tanks and water heater. Describe finishes of the walls, floors, cove base and ceiling of the vehicle or kitchen. (Required)

### **SECTION 11 – AFFIRMATION BY WRITTEN DECLARATION**

Please print your name, your title, and then sign and date the application before submitting. (Required)

If applying by mail, please submit your application, plans, payment and supporting documents to:

**Department of Business and Professional Regulation  
Division of Hotels and Restaurants  
2601 Blair Stone Road  
Tallahassee, Florida 32399-1011**

An Online Account is required to print and manage your license, visit our website: <http://www2.myfloridalicense.com>.

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Approval of your plans means that your plans appear to meet the minimum requirements of the Division of Hotels and Restaurants. You must make sure that you meet all other requirements that apply. **Plan approval does not guarantee that the division will approve the license application for the establishment.**

**Be sure to include the completed plan review application, supporting documents and fees.**

You can calculate the total fee due for this application with the fee schedule available on our website at: <http://www2.myfloridalicense.com/hotels-restaurants/licensing/food-fees/>. If you are unsure of the fee, please contact the DBPR Customer Contact Center at 850.487.1395 for the correct license fee amount.

***Providing complete information and paying the correct fees will help us process your application faster.***

NOTE: All public food service establishments are required to meet the sanitation and safety standards provided by law.

- All refrigeration must maintain potentially hazardous foods at 41°F or colder. You must install thermometers in the warmest part of all refrigeration/freezer units. A probe-type thermometer that is scaled for its intended use is required for employees to check food temperatures. Be sure all thermometers are calibrated and present at the time of the opening inspection.
- If you intend to have bare hand contact with ready-to-eat food, you must first have an approved Alternative Operating Procedure (AOP). Form **DBPR HR 5022-049, Alternative Operating Procedure (AOP)**, incorporated by reference in rule 61C-4.010(1), FAC, and available on the division's website, explains the requirements. If you do not have an approved AOP, food employees may not touch ready-to-eat foods with their bare hands. Employees in units without an AOP must use utensils such as deli tissue, spatulas, tongs, single-use gloves or other dispensing equipment.
- A self-sufficient Mobile Food Dispensing Vehicle or Temporary Commercial Kitchen includes:
  1. A three compartment sink for dishwashing;
  2. A separate handwashing sink;
  3. Adequate refrigeration and storage;
  4. Full utilities including electrical, LP gas or a portable power generation unit;
  5. Potable water holding tank; and
  6. A wastewater tank in accordance with subparts 5-3 and 5-4 of the FDA Food Code.

**Application begins on next page**

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STATE OF FLORIDA, DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION  
 Division of Hotels and Restaurants  
 2601 Blair Stone Road, Tallahassee, Florida 32399-1011  
 Phone: 850.487.1395  
 E-mail: [dhrr.planreview@MyFloridaLicense.com](mailto:dhrr.planreview@MyFloridaLicense.com)  
 Internet: <http://www2.myfloridalicense.com/hotels-restaurants/>

For Office Use Only
Log #
File #

**NOTE – Please submit completed application with plans, fees, and supporting documents listed in Section 9.**

**Section 1 – Office Use Only**

Date Received			Initials	\$50 One Time Application Fee + License Fees	
Month	Day	Year		Check #	Money Order #

**Section 2 – Food Service License Type**

**Choose the license type which best suits your public food service establishment:**

<input type="checkbox"/> Mobile Food Dispensing Vehicle (2014/MFDV)	<input type="checkbox"/> Hot Dog Cart (2014/HTDG)	<input type="checkbox"/> Temporary Commercial Kitchen (2014/TECK)
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**Provide Vehicle or Kitchen Specific Information:**

Yes  No – Is this vehicle or kitchen self-sufficient? If “No”, you are required to provide commissary information for approval.

Provide the **Vehicle Identification Number (VIN)** or **Serial Number** if available: \_\_\_\_\_

**Section 3 – Application Type**

**Please check the box that best describes your public food service establishment (select one only):**

- New Establishment** – New, never licensed or closed for more than 18 months
- Change of Ownership** – Previously licensed within the last 18 months by Hotels & Restaurants

If Change of Ownership provide previous DBPR License number: \_\_\_\_\_

If Change of Ownership provide previous business name: \_\_\_\_\_

**OFFICE USE:** New Combo 1035: 2014-HTDG      Change Owner 3020: 2014-HTDG  
 New Combo 1036: 2014-MFDV      Change Owner 3021: 2014-MFDV  
 New Combo 1038: 2014-TECK      Change Owner 3024: 2014-TECK

**Section 4 – Other Required Information**

**Provide General Application Information:**

Federal Employers Identification Number (FEIN) <i>(For businesses and corporations)</i>		* Under the Federal Privacy Act, disclosure of Social Security Numbers is voluntary unless specifically required by Federal statute. In this instance, disclosure of social security numbers is mandatory pursuant to Title 42 United States Code, Sections 653 and 654; and sections 409.2577, 409.2598, and 559.79, Florida Statutes. Social Security numbers are used to allow efficient screening of applicants and licensees by a Title IV-D child support agency to assure compliance with child support obligations.
Social Security Number <b>(REQUIRED)*</b> <i>(For president, primary shareholder, partner or individual)</i>		
Sales Tax Number (Check if exempt <input type="checkbox"/> )		
Opening Date (MM/DD/YYYY)		

**Section 5 – Ownership Information**

**Provide details of the ownership structure:**

Business Type: (select ONE only)  **Corporation or LLC**     **Partnership, LP, LLP, or LLLP**     **Individual (Sole Proprietor)**

If other than a Sole Proprietor, provide the Corporation, LLC, Partnership, LP, LLP, or LLLP Name: \_\_\_\_\_



**Section 5 – Ownership Information continued...**

**Business Ownership – List all persons with ownership greater than or equal to 10%:**

Name	Social Security Number	Address	Ownership %
1.			
2.			
3.			
4.			
5.			
6.			

**For Corporations or LLCs Only – Provide information for each Officer, Director, Chief Executive, or other person who is able to directly or indirectly control the operation of the public food service establishment:**

Officer's Name	Social Security Number	Address	Title
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

**Section 6 – Main Address (MA) – This will be designated as the “address of record” for the establishment**

Routing Name (e.g., Management Company, contact name)

Street Address or Post Office Box

City	State	Zip Code (+4 optional)
Florida County (if applicable)	Country	
Phone Number	E-Mail Address	

**Section 7 – DBA and Commissary or Water/Sewer Location Information (LL)**

**Provide the DBA of your business and Commissary or Water/Sewer Location Address:**

Establishment Name (DBA)

Street Address

City	Zip Code (+4 optional)	Florida County
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**Section 8 – Mailing Information (LM)**

**This address will be used by the Division for any mailings:**

Choose one:  Use below address for mailings  Use Section 6 – Main Address for mailings

Routing Name (e.g., Management Company, contact name)

Street Address or Post Office Box

City	State	Zip Code (+4 optional)
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Florida County (if applicable)	Country
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Phone Number	E-Mail Address
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**Section 9 – Supporting Documents**

**Attach the following documents: Plan and Commissary Services Notification**

Scaled plan, for both new and remodeled establishments, showing all kitchen equipment, plumbing fixtures, storage, etc. You may submit as many sets of plans that you need stamped for local authorities.

**For establishments that are not self-sufficient:** include **DBPR HR-7022, Commissary Services Notification** for all commissaries to be used. We cannot approve the plans without the information on that form.

**Section 10 – Menu, Equipment and Construction Information**

**Menu - List all foods that will be served from your vehicle or kitchen:**

**Note:** The wastewater tank must be at least 15% larger than the freshwater tank. Both tanks must be a part of the vehicle or kitchen.

Water Tank Size (gallons) and Location

Water Heating Device Size (gallons) and Location

Wastewater Tank Size (gallons) and Location

**Vehicle or Kitchen Interior Finishes (for enclosed units only—for example, FRP, vinyl, painted metal, etc.):**

Floor	
Cove Base (Baseboards)	
Walls	
Ceiling	

**Section 11 – Affirmation by Written Declaration**

I certify that I am empowered to execute this application as required by Section 559.79, Florida Statutes. I understand that my signature on this written declaration has the same legal effect as an oath or affirmation. Under penalties of perjury, I declare that I have read the foregoing application and the facts stated in it are true. **I understand that falsification of any material information on this application may result in criminal penalty or administrative action, including a fine, suspension or revocation of the license.**

Applicant Name	Applicant Title
Signature	Date

**Reminders:**

- [Create your Online Account](#) to self-print and maintain your license.
- If the establishment is not self-sufficient, complete form **DBPR HR-7022, Commissary Services Notification** for all commissaries to be used by this vehicle or kitchen to store food, dump wastewater, etc. The form is available on our website: <http://www2.myfloridalicense.com/hotels-restaurants/forms-publications/>
- For **Temporary Commercial Kitchens** complete form **DBPR HR-7034, Notification of Temporary Commercial Kitchen Operations** to designate the initial operating location and to designate a new operating location whenever the operating location changes. The form is available on our website: <http://www2.myfloridalicense.com/hotels-restaurants/forms-publications/>