



Public Lodging and Food Service Establishments

Administrative Rules

October 2024

CHAPTER 61C-1
Florida Administrative Code
GENERAL

CHAPTER 61C-3
Florida Administrative Code
PUBLIC LODGING ESTABLISHMENTS

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PUBLIC FOOD SERVICE ESTABLISHMENTS

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HOSPITALITY TRAINING PROGRAMS GRANTS

Public Lodging and Food Service Establishments Administrative Rules

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Public Lodging and Food Service Establishment Administrative Rules are available on the Internet:
www2.myfloridalicense.com/hotels-restaurants/
 Public Food Service and Lodging – Administrative Rules

CHAPTER 61C-1

GENERAL

61C-1.001	Definitions.
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61C-1.001 Definitions.

Except when otherwise defined in this rule, the definitions provided in paragraph 1-201.10(B), Food Code, 2017 *Recommendations of the United States Public Health Service/Food and Drug Administration*; shall apply to Chapters 61C-1, 61C-3 and 61C-4, F.A.C. In addition, the following definitions apply to Chapters 61C-1, 61C-3 and 61C-4, F.A.C.

- (1) Adulterated – As provided in Section 500.10, F.S.
- (2) Air curtain – A mechanical device which produces a controlled plane of moving air at a minimum velocity of 500 feet per minute across the opening protected and directed so as to prevent the entrance of flying insects and other airborne contaminants.
- (3) Air gap – The unobstructed vertical distance, through the free atmosphere, between the lowest opening from any pipe or faucet supplying water to a tank, plumbing fixture, or other device and the flood-level rim of the receptacle, or the lowest opening from any waste outlet pipe and the flood-level rim of the receptacle. For a drainage system, the term also means an air break, which is the unobstructed horizontal distance through the free atmosphere, between the outer surfaces of any waste outlet pipe and the inner surfaces of the plumbing device into which it is discharging.
- (4) Approved – Acceptable to the division following a determination as to conformance with appropriate sanitation and safety standards and good public health practice.
- (5) Basic Item – An item defined in the Food Code as a Core Item.
- (6) Bedding accommodations – This term includes a mattress, box spring, bed frame, pillows and bed linens. This term includes various sizes and types of conventional beds, sleeper type couches, rollaway or folding type beds, and baby cribs.
- (7) Closed – Free of openings larger than 1/32 of an inch.
- (8) Commissary – A public food service establishment licensed by the division or a food establishment permitted by the Department of Agriculture and Consumer Services, which is utilized by a mobile food dispensing vehicle or temporary commercial kitchen for the purpose of providing all required support services, including potable water and wastewater disposal that are not available on the mobile food dispensing vehicle or temporary commercial kitchen.
- (9) Condiment – Any food such as ketchup, mayonnaise, mustard, relish, or any other seasoning that is used to enhance the flavor of other food.
- (10) Director – The director of the Division of Hotels and Restaurants appointed pursuant to Section 20.165(3), F.S., or the director's designee, as the context permits.
- (11) Fixed food establishment – A public food service establishment which operates at a specific location and is permanently connected to electrical, water, and sewage disposal systems.
- (12) Food Code – This term as used in Chapters 61C-1, 61C-3 and 61C-4, F.A.C., means paragraph 1-201.10(B),

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sections 2-101.11, 2-102.11, 2-102.20(A), 2-103.11, 2-2, 2-3, 2-4, 2-5, Chapter 3, Chapter 4, Chapter 5, Chapter 6, Chapter 7, and Sections 8-103.10, 8-103.11, 8-103.12, 8-201.13, 8-201.14, 8-304.11(C), 8-304.11(D), 8-404.11, and 8-404.12 of the Food Code, 2017 *Recommendations of the United States Public Health Service/Food and Drug Administration* including *Annex 3: Public Health Reasons/Administrative Guidelines*; *Annex 5: Conducting Risk-based Inspections* (<https://www.flrules.org/Gateway/reference.asp?No=Ref-11219>) herein adopted by reference. A copy of the Food Code, as adopted by the division, is available on the division's Internet website www2.MyFloridaLicense.com/hotels-restaurants. A copy of the entire Food Code is available on the U.S. Food and Drug Administration Internet website, <https://www.fda.gov>.

(13) Food establishment – As utilized in the Food Code, this term shall apply to public lodging establishments and food service establishments as defined in Chapter 509, F.S., according to the context of the applicable rule language.

(14) Garbage – Food waste generated on premises that is not disposed of through the sewage disposal system. The term also includes solid waste such as discarded containers or wrappers that are contaminated with food waste.

(15) High Priority Item – An item defined in the Food Code as a Priority Item.

(16) Hot water – Hot water means a water temperature of 100 degrees Fahrenheit or above.

(17) Intermediate Item – An item defined in the Food Code as a Priority Foundation Item.

(18) Manager – An individual who has direct authority, control or supervision over employees engaged in the storage, preparation, display and serving of food to the public.

(19) Misbranded – As provided in Section 500.11, F.S.

(20) Owner – A person, firm or corporation who, or which, owns or controls the premises.

(21) Potable water – Water satisfactory for drinking, culinary, and domestic purposes meeting quality standards of Chapters 62-550 and 62-555, F.A.C.

(22) Premises – The public food service or lodging establishment and the contiguous land or property under the control of the operator. The property may include all yards, alleys, driveways, sidewalks, and other exterior portions of the licensed premises.

(23) Railway – Either a railing or a guardrail system of building components located near the open sides of elevated walking surfaces.

(24) Remodel – To make any change to an existing public food service establishment which affects the sanitation or safety of the establishment.

(25) Self-sufficient mobile food dispensing vehicle – A public food service establishment classified as a mobile food dispensing vehicle that contains, as part of the vehicle, 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 Subparts 5-3 and 5-4 of the Food Code.

(26) Self-sufficient temporary commercial kitchen – A public food service establishment classified as a temporary commercial kitchen that contains, as part of the portable structure, 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 Subparts 5-3 and 5-4 of the Food Code.

(27) Sewage – Any liquid waste containing chemicals or animal, mineral, or vegetable matter, or liquid waste from sinks, bathroom facilities, grinders, garbage containers, dishwashing machines, floor drains, floor washing, or handwashing facilities.

(28) Stairway – One or more flights of stairs or steps, either interior or exterior, and the landings, platforms, or other supporting structures necessary to connect separate levels in order to form a continuous passage from one level to another in a building structure.

(29) Temporary food service event – Any event of 30 or fewer consecutive days in duration, advertised and recognized in the community, where food is prepared, served, or sold to the general public.

(30) Wholesome – Food which is in sound condition, clean, free from adulteration and otherwise suitable for human consumption.

Rulemaking Authority 509.032 FS. Law Implemented 509.032 FS. History—Amended 9-20-63, 3-21-64, 1-7-70, Revised 2-4-71, Amended 10-18-71, 11-17-73, 12-18-74, 12-5-82, Formerly 7C-1.01, Amended 9-10-89, 12-31-90, 2-27-92, 11-4-92, Formerly 7C-

1.001, Amended 3-31-94, 10-9-95, 9-25-96, 1-1-98, 12-6-00, 2-27-05, 8-12-08, 6-26-12, 1-1-13, 3-6-16, 11-1-19, 10-18-23.

61C-1.002 Licensing and Inspection Requirements.

(1) The current license from the division shall be conspicuously displayed in the office or lobby of the licensed establishment. If no office or lobby is present on the premises of the licensed establishment, the license must be readily available for inspection upon request.

(2) Each applicant for a public lodging or public food service establishment license and each licensee or licensed agent must:

- (a) Provide an email address to the division for use as the primary contact for all division communications.
- (b) Create and maintain a division online service account to manage their application or license.

1. Pursuant to s. 509.241(4)(c), F.S., any applicant, licensee or licensed agent may request an exemption from the online service account requirements of this rule by submitting DBPR HR-7037, Request for Exemption from Creating and Maintaining a Division Online Service Account (<http://www.flrules.org/Gateway/reference.asp?No=Ref-16471>) incorporated herein by reference and effective 2023 November.

2. Approved exemptions will be valid for 365 calendar days from the date of approval.

3. The division will provide any person granted an exemption under this subsection with instructions on how to submit applications, forms and fees in physical format.

4. Any applicant, licensee or licensed agent who wishes to continue their exemption for an additional 365 days must submit a new request before the current exemption expires. The extension will be valid for 365 calendar days from division approval of the extension.

(3) To apply for licensure, an applicant must submit the appropriate application and the required fee, pursuant to Section 509.251, F.S. and Rule 61C-1.008, F.A.C., to the division. Any license fee received by the division is non-refundable once the establishment commences operation.

(a) License Applications.

1. Public lodging establishments, except vacation rentals and timeshare projects, required to be licensed by the division, under Chapter 509, F.S., must submit DBPR HR-7027, Application for Public Lodging Establishment License (<http://www.flrules.org/Gateway/reference.asp?No=Ref-14782>), incorporated herein by reference and effective 2022 August.

2. Vacation rentals and timeshare projects required to be licensed by the division under Chapter 509, F.S., must submit DBPR HR-7028, Application for Vacation Rental or Timeshare Project License (<http://www.flrules.org/Gateway/reference.asp?No=Ref-16811>), incorporated herein by reference and effective 2024 May.

3. Public food service establishments required to be licensed by the division under Chapter 509, F.S., must submit one of the following applications, as appropriate to the establishment.

a. DBPR HR-7035, Application for Fixed Public Food Service Establishment License (<http://www.flrules.org/Gateway/reference.asp?No=Ref-16814>), incorporated herein by reference and effective 2024 May.

b. DBPR HR-7030, Application for Fixed Public Food Service Establishment License with Plan Review (<http://www.flrules.org/Gateway/reference.asp?No=Ref-16812>), incorporated herein by reference and effective 2024 May.

c. DBPR HR-7036, Application for Mobile Public Food Service Establishment License (<http://www.flrules.org/Gateway/reference.asp?No=Ref-16815>), incorporated herein by reference and effective 2024 May.

d. DBPR HR-7031, Application for Mobile Public Food Service Establishment License with Plan Review (<http://www.flrules.org/Gateway/reference.asp?No=Ref-16813>), incorporated herein by reference and effective 2024 May.

4. Temporary public food service establishments required to be licensed by the division under Chapter 509, F.S., must complete DBPR HR 5021-029, Temporary Event Vendor Receipt, Application and Inspection (<https://www.flrules.org/Gateway/reference.asp?No=Ref-12471>), incorporated herein by reference and effective 20120 December. The division will provide a copy of this application at the time of inspection.

(b) Pursuant to Section 559.79(1), F.S., the application shall require the name, address and social security number of each person who owns 10 percent or more of the outstanding stock or equity interest in the licensed activity. The

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division shall keep the social security number of each person reported on the application confidential, except in accordance with Section 559.79(3), F.S., and as provided in law with other governmental agencies.

(c) Pursuant to Section 213.0535, F.S., the application shall require the federal employer identification number and sales tax identification number of the applicant. The division shall keep such numbers confidential except as provided in conjunction with the Registration Information Sharing and Exchange Program and as provided in law with other governmental agencies.

(4) Upon the division determining that each new application for license or application for change of ownership is complete, the establishment shall pass an opening inspection by the division prior to issuance of the license. An opening inspection shall not be required for vacation rentals, timeshare projects or vending machines. An opening inspection shall not be required for a change of ownership for public food service establishments that do not require a plan review if within 120 days prior to the postmark date on the application the establishment had a satisfactory inspection that did not result in administrative action or require a call-back inspection.

(5) Public lodging establishments as defined in Section 509.013(4), F.S., are licensed in accordance with the classifications in Section 509.242, F.S., and:

(a) Transient establishments – are licensed as hotels, motels, transient apartments, bed and breakfast inns, vacation rentals and timeshare projects. Vacation rentals are further classified as condominiums or dwellings. A vacation rental condominium license will be issued for a unit or group of units in a condominium or cooperative. A vacation rental dwelling license will be issued for a single-family house, a townhouse, or a unit or group of units in a duplex, triplex, quadruplex, or other dwelling unit that has four or less units collectively.

1. Vacation rental and timeshare project licenses will be issued as a single, group, or collective license pursuant to Section 509.251, F.S., to either an individual person or to a licensed agent. For the purpose of this rule, “licensed agent” means the operator of a management company that has been licensed by the dwelling or unit owner, through a rental agreement or contract between the two parties, to hold out the dwelling or unit for rent on a transient basis. A licensed agent is not required to hold a license from the Division of Real Estate.

a. A single license is a license issued by the division to an individual person or entity, but not a licensed agent. A single license may include one single-family house or townhouse, or a unit or group of units within a single building that are owned and operated by the same individual person or entity.

b. A group license is a license issued by the division to a licensed agent to cover all units within a building or group of buildings in a single complex. A group license shall only cover those units which are held out to the public as a place regularly rented to guests as defined in Chapter 509, F.S.

c. A collective license is a license issued by the division to a licensed agent who represents a collective group of houses or units found on separate locations. A collective license may not be issued for more than 75 houses or units per license and is restricted to counties within one district.

2. Responsibilities of Vacation Rental and Timeshare Project Licensees.

a. For inspection purposes, the licensee or operator shall, upon request, meet the inspector at the site of a specified establishment with keys to the licensed house or unit being inspected.

b. The licensee or operator shall notify the division of any and all houses or units represented for inclusion in the license application. Anytime a change occurs in the street or unit address or number of houses or units included under the license, the licensee or operator must submit any and all changes through their Department online service account at least 60 days prior to the expiration date of the license. In addition, a list of the included houses or units shall be maintained in a written form for inspection by request.

c. Failure to fulfill any of the responsibilities of the licensee set forth in sub-subparagraphs a. and b. above constitutes failure to make the premises available for inspection.

d. In the case of a single license, the licensee shall be responsible for all violations pursuant to Chapter 509, F.S. and Chapters 61C-1 and 61C-3, F.A.C.

e. In the case of a collective license or group license, the authorized agent shall be responsible for all violations pursuant to Chapter 509, F.S. and Chapters 61C-1 and 61C-3, F.A.C., if violations occurred while the dwelling or unit was listed under the licensed agent or as reflected in records filed with the division.

(b) Nontransient establishments – are licensed as nontransient apartments.

(c) For all public lodging establishments except vacation rentals and timeshare projects, the operator is required to notify the division immediately of any changes in the number of rental units.

(d) Attestation for Exclusion from Public Lodging Establishment License.

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1. As provided in section 509.013(4)(b)8., F.S., any apartment building designated primarily as housing for persons at least 62 years of age which is inspected by the United States Department of Housing and Urban Development or other entity acting on its behalf is excluded from division licensure.

2. Attestation for exclusion shall be submitted on DBPR HR-7032, Attestation for Exclusion from Public Lodging Establishment License (<http://www.flrules.org/Gateway/reference.asp?No=Ref-15335>) incorporated herein by reference and effective 2023 March.

a. The exclusion may be partial and apply to specific individual apartment buildings or it may be full and apply to the entire apartment complex.

b. Upon change of ownership, a new Attestation for Exclusion from Public Lodging Establishment License shall be completed and submitted by the new operator.

c. If circumstances change and the exclusion no longer applies, the operator must notify the division and submit a DBPR HR-7027, Application for Public Lodging Establishment License.

(6) Public food service establishments, as defined in Section 509.013(5), F.S., are licensed in accordance with the following classifications and requirements:

(a) Nonseating:

1. Permanent – Permanent nonseating establishments are classified as those fixed public food service establishments for which the sole service provided is intended as take-out or delivery, or which do not otherwise provide accommodations for consumption of food by guests on the premises, or premises under the control of the operator. For the purposes of this section, establishments located at food courts and malls are classified in this manner as long as seating is not provided within the premises of the establishment itself.

2. Mobile food dispensing vehicle – Mobile food dispensing vehicles are classified as any vehicle mounted public food service establishments which are self-propelled or otherwise movable from place to place and include self-contained utilities, such as gas, water, electricity and liquid waste disposal. The owner is responsible for acquainting all operators with the requirements of all applicable laws and rules. All mobile food dispensing vehicles required to have vehicle identification numbers shall submit this number to the division on the application for license. All mobile food dispensing vehicles required to have a commissary under Rule 61C-4.0161, F.A.C., must submit DBPR HR-7022, Commissary Services Notification, to the division upon submission for plan review or application for a license, if plan review is not required.

3. Temporary commercial kitchen – Temporary commercial kitchens are classified as any kitchens that are public food service establishments, used for the preparation of takeout or delivery-only meals housed in portable structures that are movable 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, or liquid waste disposal. The term does not include a tent. All temporary commercial kitchens required to have a commissary under Rule 61C-4.0161, F.A.C., must submit DBPR HR-7022, Commissary Services Notification, to the division upon submission for plan review or application for a license, if plan review is not required.

4. Caterer – Caterers are classified as any public food service establishments where food or drink is prepared for service elsewhere in response to an agreed upon contract for a function or event. The term includes catering kitchens. For the purpose of this rule, the term “caterer” does not include those establishments licensed pursuant to Chapter 500 or 381, F.S., or any other location where food is provided or displayed for sale by the individual meal. A licensed public food service establishment that also provides catering services is not required to hold a separate catering license from the division. Caterers must meet all applicable standards of a public food service establishment as provided in Rules 61C-1.004, 61C-4.010 and 61C-4.023, F.A.C. Separate independent caterers utilizing the equipment or premises of a licensed public food service establishment are deemed operators as defined by Section 509.013(2), F.S., of such public food service establishment and subject to all applicable requirements of law and rule.

5. Temporary public food service establishments and vendors.

a. Temporary public food service establishments are classified as those establishments operated at temporary food service events as defined in Section 509.013(8), F.S. If upon inspection the temporary public food service establishment does not meet minimum sanitation standards as provided in Chapters 61C-1 and 61C-4, F.A.C., food service operations shall be discontinued until corrections are complete and verified by the division.

b. Public food service establishments that have a current license may operate one facility at a temporary event as part of the existing license. Each additional facility operated by the same licensee must acquire a separate temporary food service event license.

6. Vending machines – Vending machines are classified as any self-service devices licensed pursuant to Chapter

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509, F.S., which, upon insertion of coin or token, or by other means, dispense unit servings of time/temperature control for safety (potentially hazardous) food, either in bulk or packaged, without the necessity of replenishing the device between each operation. All vending machine owners shall submit the serial number of each vending machine to the division on DBPR HR-7035, Application for Fixed Public Food Service Establishment License. The vending machine owner shall maintain an accurate and current list of vending machine locations with the corresponding serial number. This list shall be made available to the division upon request. The division shall coordinate with the vending machine owner to schedule inspections with the assistance of the owner or the owner's agent with the capability to open and demonstrate the machine.

7. Theme park food carts – Theme park food carts are classified as mobile or stationary units which operate within the confines of a theme park or entertainment complex as an extension of or in association with a fixed public food service establishment. Such carts shall be licensed collectively by the entity which maintains and operates them. The entity which maintains and operates any food cart or group of food carts within a theme park or entertainment complex shall acquaint all operators with the requirements of all applicable laws and rules. The operator is required to notify the division immediately of any changes in the number of carts.

8. Culinary education programs – Nonseating culinary education programs are culinary education programs as defined in Section 381.0072(2), F.S., which offer, prepare, serve, or sell food to the general public and that do not otherwise provide accommodations for consumption of food by guests on the premises, or premises under the control of the establishment.

(b) Seating:

1. Permanent seating establishments are classified as those public food service establishments that provide and maintain accommodations for consumption of food on the premises of the establishment or under the control of the establishment. The operator of the establishment is responsible for providing the number of seats available to the public to the division prior to licensing. Prior to making any changes in the number of seats provided which may affect the license fee, fire safety, or the wastewater disposal system, the operator must report the change to the division by submitting DBPR HR 5021-103, Seating Change Evaluation (<http://www.flrules.org/Gateway/reference.asp?No=Ref-00895>), incorporated herein by reference and effective October 22, 2008, or any document obtained from the local authorities having jurisdiction that provides proof the operator obtained approval for the change. A change in the number of seats is not valid until approved by the division. License fees related to a seating change are not due until the license is renewed, unless the seating change is part of a license application.

2. Culinary education programs – Seating culinary education programs are culinary education programs as defined in Section 381.0072(2), F.S., which offer, prepare, serve, or sell food to the general public and that provide and maintain accommodations for consumption of food on the premises of the establishment or under the control of the establishment. The operator of the establishment is responsible for providing the number of seats available to the public to the division prior to licensing. Prior to making any changes in the number of seats provided which may affect the license fee, fire safety, or the wastewater disposal system, the operator must report the change to the division by submitting DBPR HR 5021-103, Seating Change Evaluation or any document obtained from the local authorities having jurisdiction that provides proof the operator obtained approval for the change. A change in the number of seats is not valid until approved by the division. License fees related to a seating change are not due until the license is renewed, unless the seating change is part of a license application.

(c) Plan Reviews.

1. The operator of each public food service establishment to be newly constructed, remodeled, or reopened after being out of business for more than 18 months shall submit properly prepared facility plans and specifications to the division for review and approval in accordance with the provisions of Chapter 509, F.S. and Rule Chapters 61C-1 and 61C-4, F.A.C. Such plans must be approved by the division as meeting the sanitation and safety requirements provided in law prior to scheduling of an opening inspection and licensing. The operator of each public food service establishment to be renovated or remodeled shall submit updated facility plans and specifications to the division indicating any changes to the establishment for review and approval in accordance with the provisions of Chapter 509, F.S., and Rule Chapters 61C-1 and 61C-4, F.A.C. Such plans must be approved by the division as meeting the sanitation and safety requirements provided in law prior to renovating or remodeling. The terms renovate and remodel include adding new equipment, removing existing equipment, or moving equipment from its previously approved location. For renovating or remodeling, plan review submittal is not required if the division can otherwise determine that the intended remodeling will not have an impact on any sanitation and safety requirements provided in law or rule. Plan review is not required for applications for change of ownership when no interruption in operation or no change to the establishment occurs. Plan reviews for additional theme park food carts are not required if such units have been previously reviewed and approved and have no modifications from the originally approved model.

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2. The plans and specifications shall indicate the general operation of the establishment; the intended menu items; location of employee and public bathrooms; proposed layout, including all work, guest, and employee areas and storage facilities; construction finishes of work areas; and equipment location, design and installation, including the type of proposed fixed equipment and facilities. Plans and specifications for permanent seating, permanent nonseating, culinary education programs, caterers, vending machines and theme park carts must be submitted by the owner, prospective operator or their designated representative along with DBPR HR-7005, Plan Review for Fixed Public Food Service Establishment (<http://www.flrules.org/Gateway/reference.asp?No=Ref-16809>), incorporated by reference herein and effective 2024 May, or DBPR HR-7030, Application for Fixed Public Food Service Establishment License with Plan Review. Plans and specifications for mobile food dispensing vehicles and temporary commercial kitchens must be submitted by the owner, prospective operator or their designated representative along with DBPR HR-7006, Plan Review for Mobile Public Food Service Establishment (<http://www.flrules.org/Gateway/reference.asp?No=Ref-16810>), incorporated herein by reference and effective 2024 May, or DBPR HR-7031, Application for Mobile Public Food Service Establishment License with Plan Review.

(d) A public food service establishment operating in conjunction with a public lodging establishment must obtain a separate public food service establishment license from the division, unless the only food served at the public lodging establishment is packaged or prepackaged as defined in the Food Code, as adopted by reference in Rule 61C-1.001, F.A.C. In such cases, the establishment which prepares the food is subject to the licensing provisions of this chapter, unless otherwise exempt.

(7) Renewal – The licensee is responsible for renewing the license prior to the expiration date. Any public lodging establishment or public food service establishment operating on an expired license is deemed to be operating without a license, and subject to the penalties provided for this offense in law and rule. Annual renewal dates for all establishments are determined by district and county as follows:

- (a) DISTRICT 01 – October 1 – Dade, Monroe;
- (b) DISTRICT 02 – December 1 – Broward, Martin, Palm Beach;
- (c) DISTRICT 03 – February 1 – Citrus, Hernando, Hillsborough, Pasco, Pinellas, Polk, Sumter;
- (d) DISTRICT 04 – April 1 – Brevard, Indian River, Lake, Orange, Osceola, St. Lucie, Seminole, Volusia;
- (e) DISTRICT 05 – June 1 – Alachua, Baker, Bradford, Clay, Columbia, Dixie, Duval, Flagler, Gilchrist, Hamilton, Lafayette, Levy, Marion, Nassau, Putnam, St. Johns, Suwannee, Union;
- (f) DISTRICT 06 – June 1 – Bay, Calhoun, Escambia, Franklin, Gadsden, Gulf, Holmes, Jackson, Jefferson, Leon, Liberty, Madison, Okaloosa, Santa Rosa, Taylor, Wakulla, Walton, Washington; and
- (g) DISTRICT 07 – December 1 – Charlotte, Collier, Desoto, Glades, Hardee, Hendry, Highlands, Lee, Manatee, Okeechobee, Sarasota.

(8) The division shall issue a license to each public lodging establishment and public and food service establishment which has satisfied the requirements of Chapter 509, F.S., and this chapter upon initial licensing and annual renewal. In addition to the license, the division shall issue a license decal to each mobile food dispensing vehicle, temporary commercial kitchen, theme park food cart and vending machine, which must be prominently displayed and affixed to the vehicle, kitchen, cart or machine.

(9) General Inspection Requirements.

(a) Division personnel shall inspect all public lodging establishments as often as necessary for enforcement of the provisions of law and rule and protection of the public's health, safety and welfare. The result of each inspection shall be recorded on DBPR HR-5022-014, Lodging Inspection Report (<https://www.flrules.org/Gateway/reference.asp?No=Ref-14778>), incorporated herein by reference and effective 2022 August, a legible copy of which shall be provided to the operator.

(b) Division personnel shall inspect all public food service establishments and other places where food is served to or prepared for service to the public as often as necessary for enforcement of the provisions of law and rule and protection of the public's health, safety and welfare. The result of each inspection, except inspections of temporary public food service establishments, shall be recorded on DBPR HR-5022-015, Food Service Inspection Report (<http://www.flrules.org/Gateway/reference.asp?No=Ref-07063>), incorporated herein by reference and effective 2016 July, a legible copy of which shall be provided to the operator. The result of each inspection of a temporary public food service establishment shall be recorded on DBPR HR 5021-029, Temporary Event Vendor Receipt, Application and Inspection, a legible copy of which shall be provided to the operator. Persons operating a public food service establishment shall permit division personnel right of entry during operating hours to observe food preparation and service, and if necessary examine records of the establishment to obtain pertinent information pertaining to food and

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supplies purchased, received or used.

(c) The operator of each public food service establishment shall maintain the latest inspection report on premises and shall make it available to any consumer who asks to see it.

(d) Inspection Frequency. The division shall annually inspect each licensed public lodging and food service establishment as described herein and at such times as the division determines necessary to ensure the public's health, safety and welfare. The annual inspection cycle shall begin July 1 and end June 30 the following year.

1. Public lodging establishments shall be inspected as prescribed by Section 509.032(2)(a), F.S.

2. Public food service establishments.

a. The minimum number of annual inspections required for each public food service establishment shall be based upon the risk presented by the establishment's type of food and food preparation processes, type of service, and compliance history. An establishment's initial classification shall be assigned upon annual inspection or upon application for a license and verified at the licensing inspection, as applicable. Public food service establishments shall be classified and inspected according to the following risk-based inspection frequency schedule.

Classification	Public Food Service Establishment Classification Guidelines	Minimum Annual Inspections
Level 1	Establishments licensed as culinary education programs, annual temporary public food service establishments, vending machines; or Establishments that: <ul style="list-style-type: none"> • Do not cook raw animal food; or • Cook raw animal food, but do not cool any cooked or heated foods. 	1
Level 2	Establishments that: <ul style="list-style-type: none"> • Cook raw animal food and cool any cooked or heated foods; or • Conduct a special process as described in 3-502.11 or 3-502.12, Food Code, as adopted by reference in Rule 61C-1.001, F.A.C.; or • Serve a raw or undercooked animal food that requires a consumer advisory under 3-603.11, Food Code, as adopted by reference in Rule 61C-1.001, F.A.C. or Rule 61C-4.010, F.A.C. 	2
Level 3	Establishments with a history of non-compliance resulting in three or more disciplinary Final Orders filed with the Agency Clerk within the previous two annual inspection cycles; or Establishments that serve a highly susceptible population as defined in the Food Code, as adopted by reference in Rule 61C-1.001, F.A.C.	3
Level 4	Establishments with a confirmed foodborne illness within the previous calendar year as reported by the Florida Department of Health.	4

b. The division shall reassess each establishment's inspection frequency classification and reclassify each establishment as necessary.

3. Establishments initially licensed between January 1 and June 30 will receive a prorated number of annual inspections, including the opening inspection, during the first annual inspection cycle.

(10) Obtaining forms. All forms incorporated in this section are available from the Division of Hotels and Restaurants internet website www2.MyFloridaLicense.com/hotels-restaurants/; by e-mail request submitted at www2.MyFloridaLicense.com/contactus; by phone request to the department at (850) 487-1395; or upon written request to the Division of Hotels and Restaurants, Department of Business and Professional Regulation, 2601 Blair Stone Rd., Tallahassee, Florida 32399-1011.

Rulemaking Authority 509.032, 509.241, 509.2112, 509.013, FS. Law Implemented 213.0535, 509.032, 509.102, 509.221, 509.241, 509.242, 509.251, 559.79, 509.2112, 509.013, 509.096, FS. History-New 1-20-63, Amended 9-19-63, 5-20-64, 2-23-66, 8-9-68, 2-4-71, 10-18-71, Repromulgated 12-18-74, Amended 9-1-83, 10-1-83, Formerly 7C-1.02, Amended 1-30-90, 12-31-90, 2-27-92, 6-15-92, Formerly 7C-1.002, Amended 3-31-94, 3-15-95, 10-9-95, 9-25-96, 5-11-98, 9-9-03, 1-1-13, 7-4-13, 7-1-14, 11-20-14, 12-28-15, 2-24-16, 7-11-16, 12-28-16, 7-16-17, 9-2-18, 2-18-21, 11-28-21, 12-5-22, 6-25-23, 5-5-24, 10-20-24.

61C-1.0021 Administrative Actions and Enforcement.

Rulemaking Authority 509.032, 509.032(2)(d) FS. Law Implemented 509.091, 509.261 FS. History-New 3-31-94,

Amended 10-9-95, 9-25-96, Repealed 12-8-11.

61C-1.004 General Sanitation and Safety Requirements.

The following general requirements and standards shall be met by all public lodging and public food service establishments.

(1) Water, plumbing and waste.

(a) Except as specifically provided in these rules, standards for water, plumbing and waste shall be governed by Chapter 5, Food Code, as adopted by reference in Rule 61C-1.001, F.A.C. For the purposes of this section, the term "food establishment" as referenced in the Food Code shall apply to all public lodging and public food service establishments as defined in Chapter 509, F.S.

(b) Steam used in contact with food or food-contact surfaces shall be governed by Chapter 3, Food Code, as adopted by reference in Rule 61C-1.001, F.A.C., and free from any materials or additives except as allowed by Chapter 7, Food Code, as adopted by reference in Rule 61C-1.001, F.A.C.

(2) Bathrooms.

(a) Each public lodging establishment and public food service establishment shall provide at least one conveniently located bathroom facility for its employees and guests in accordance with provisions of these rules and as approved by the local building authority having jurisdiction. Public access to bathroom facilities shall not be permitted through food preparation, storage, or warewashing areas. Bathroom fixtures shall be of readily cleanable sanitary design. Bathroom facilities shall be kept clean, in good repair and free from objectionable odors. Bathrooms shall provide at least 20 foot candles of light. The walls, ceilings and floors of all bathroom facilities shall be kept in good condition.

(b) Bathrooms shall be completely enclosed and shall have tight-fitting, self-closing doors, except bathrooms located in public lodging establishments or located outside a public food service establishment, may have entrances and exits constructed in such a manner as to ensure privacy of occupants. Bathroom doors shall not be left open except during cleaning or maintenance.

(c) Handwashing signs shall be posted in each bathroom used by employees.

(d) For the purposes of this section, the term toilet shall mean a flush toilet properly plumbed, connected and discharging to an approved sewage disposal system. In a bathroom where more than one toilet is provided, each toilet shall be separated by a partition from adjoining fixtures and a door shall be provided which will partially conceal the occupant from outside view.

(e) Nontransient public lodging establishments, vacation rentals, timeshare projects, mobile food dispensing vehicles, temporary commercial kitchens, theme park food carts, vending machines, and public food service establishments or food vendors participating in temporary food service events are exempt from the provisions of this subsection.

(3) Vermin control – Effective control measures shall be taken to protect against the entrance into the establishment, and the breeding or presence on the premises of rodents, flies, roaches and other vermin. All buildings shall be effectively rodent-proofed, free of rodents and maintained in a rodent-proof and rodent-free condition. All windows used for ventilation must be screened, except when effective means of vermin control are used. Screening material shall not be less than 16 mesh to the inch or equivalent, tight-fitting and free of breaks. Pesticides, when used, shall be used in compliance with Chapter 7, Food Code, as adopted by reference in Rule 61C-1.001, F.A.C.

(4) The storage and use of poisonous and toxic materials shall be governed by the provisions of Chapter 7, Food Code, as adopted by reference in Rule 61C-1.001, F.A.C. For the purposes of this section, the term "food establishment" as referenced in the Food Code shall apply to all public lodging and public food service establishments as defined in Chapter 509, F.S.

(5) All building structural components, attachments and fixtures shall be kept in good repair, clean and free of obstructions.

(6) Attics, basements, boiler rooms, meter rooms, laundry rooms, and storage rooms shall be kept clean and free of debris and flammables.

(7) Carbon dioxide and helium tanks shall be adequately secured so as to preclude any danger to safety.

(8) Specialized Smoke Detectors – Specialized smoke detectors for the deaf and hearing-impaired shall be made available upon request by guests in transient public lodging establishments without charge. Failure of the operator to inform any employee charged with registering guests of the location of such detector constitutes failure to make such detectors available.

(9) Halls, entrances and stairways shall be clean, ventilated and well-lighted day and night. Hall and stair runners shall be kept in good condition. Railways shall be installed on all stairways and around all porches and steps.

(10) Heating and ventilation – The heating and ventilation system shall be kept in good repair or be installed to maintain a minimum of 68 degrees Fahrenheit throughout the building. The insurance inspector’s boiler report is required annually for power boilers and high pressure/high temperature boilers and biannually for low pressure steam or vapor heating boilers and shall be posted in the boiler room. The provisions of this section do not apply to the common areas of timeshare projects or of vacation rentals classified as condominiums.

Rulemaking Authority 509.032 FS. Law Implemented 509.032, 509.215, 509.221 FS. History—Amended 2-20-64, 7-14-67, 2-8-69, 2-4-71, 2-17-73, Repromulgated 12-18-74, Amended 9-19-84, Formerly 7C-1.04, Amended 12-31-90, 2-11-92, 2-27-92, 6-15-92, Formerly 7C-1.004, Amended 3-31-94, 10-9-95, 9-25-96, 5-11-98, 7-2-98, 2-24-08, 8-12-08, 4-18-12, 11-20-14, 10-5-23.

61C-1.005 Disciplinary Guidelines.

(1) This rule sets out the disciplinary guidelines for imposing penalties upon public lodging establishments and public food service establishments under the jurisdiction of the Division of Hotels and Restaurants (division) in administrative actions. The purpose of this rule is to notify licensees of the standard range of penalties routinely imposed unless the division finds it necessary to deviate from the standard penalties for the reasons stated within this rule.

(2) These disciplinary guidelines are descriptive in nature and do not use the language used to formally allege a violation in a specific case. This rule is not intended to specifically describe all possible violations of law that may be committed by a public lodging establishment or public food service establishment and that may be subject to penalty imposed by the division.

(3) The division may impose penalties against a public lodging establishment or public food service establishment for a specific violation not included in the language of this rule. If a specific violation is not included in the language of this rule, the division shall impose a penalty corresponding to the most similar violation listed in this rule.

(4) These disciplinary guidelines do not limit the division’s authority to order a public lodging establishment or public food service establishment to cease and desist from any unlawful practice, or other action authorized by law.

(5) Definitions.

(a) “High priority violation” means a violation of a high priority item, as defined in Rule 61C-1.001, F.A.C., or a violation of Chapter 509, F.S. or Chapter 61C, F.A.C., determined by the division to pose a direct or significant threat to the public health, safety, or welfare and is not otherwise identified in subsection (6) of this rule.

(b) “Intermediate violation” means a violation of an intermediate item, as defined in Rule 61C-1.001, F.A.C., or a violation of Chapter 509, F.S. or Chapter 61C, F.A.C., which relates to specific actions, equipment or procedures that contribute to the occurrence of a high priority violation, but does not meet the definition of high priority violation or basic violation and is not otherwise identified in subsection (6) of this rule.

(c) “Basic violation” means a violation of a basic item, as defined in Rule 61C-1.001, F.A.C., or a violation of Chapter 509, F.S. or Chapter 61C, F.A.C., which relates to general sanitation, operational controls, standard operating procedures, facilities or structures, equipment design, or general maintenance and not meeting the definition of high priority violation or intermediate violation and is not otherwise identified in subsection (6) of this rule.

(d) “First offense” means a violation of any law subject to penalty under Chapter 509, F.S., when no disciplinary Final Orders involving the same licensee have been filed with the Agency Clerk within the 24 months preceding the date the current administrative complaint is issued.

(e) “Second offense,” and “second and any subsequent offense” mean a violation of any law subject to penalty under Chapter 509, F.S., after one disciplinary Final Order involving the same licensee has been filed with the Agency Clerk within the 24 months preceding the date the current administrative complaint is issued, even if the current violation is not the same as the previous violation.

(f) “Third and any subsequent offense” means a violation of any law subject to penalty under Chapter 509, F.S., after two or more disciplinary Final Orders involving the same licensee have been filed with the Agency Clerk within the 24 months preceding the date the current administrative complaint is issued, even if the current violation is not the same as the previous violation.

(6) Standard penalties. This section specifies the penalties routinely imposed against licensees and applies to all violations of law subject to a penalty under Chapter 509, F.S.

(a) Basic violation.

1. 1st offense – Administrative fine of \$150 to \$300.
2. 2nd offense – Administrative fine of \$250 to \$500.

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3. 3rd and any subsequent offense – Administrative fine of \$350 to \$1000, license suspension, or both.

(b) Intermediate violation.

1. 1st offense – Administrative fine of \$200 to \$400.

2. 2nd offense – Administrative fine of \$375 to \$750.

3. 3rd and any subsequent offense – Administrative fine of \$550 to \$1,000, license suspension, or both.

(c) High priority violation.

1. 1st offense – Administrative fine of \$250 to \$500.

2. 2nd offense – Administrative fine of \$500 to \$1,000, license suspension, or both.

3. 3rd and any subsequent offense – Administrative fine of \$750 to \$1,000, license suspension, or both.

(d) Misrepresenting food or food product.

1. 1st offense – Administrative fine of \$500 or license suspension.

2. 2nd offense – Administrative fine of \$1,000, license suspension, or both.

3. 3rd and any subsequent offense – Administrative fine of \$1,000, license suspension, or license revocation or any combination thereof.

(e) Obstruction of division personnel.

1. 1st offense – Administrative fine of \$500 or license suspension.

2. 2nd offense – Administrative fine of \$1,000, license suspension, or both.

3. 3rd and any subsequent offense – Administrative fine of \$1,000, license revocation, or both.

(f) Operating a public lodging establishment or public food service establishment without a license or with a license expired for more than 60 days.

1. 1st offense – Administrative fine of \$250 to \$500.

2. 2nd offense – Administrative fine of \$500 to \$1,000.

3. 3rd and any subsequent offense – Administrative fine of \$750 to \$1,000.

(g) Operating a public lodging establishment or public food service establishment without a license resulting in an Administrative Determination and Order of Closure.

1. 1st offense – Administrative fine of \$500.

2. 2nd and any subsequent offense – Administrative fine of \$1,000.

(h) Operating a public lodging establishment or public food service establishment in violation of an Order of Emergency Suspension of License and Closure, Emergency Order of Closure, or other emergency administrative action that prohibits operation of the establishment.

1. 1st offense – Administrative fine of \$500 to \$1,000.

2. 2nd and any subsequent offense – Administrative fine of \$1,000.

(i) Failure to comply with the requirements of a disciplinary Final Order.

1. 1st offense – Administrative fine of \$500 and license suspension.

2. 2nd offense – Administrative fine of \$1,000 and license suspension.

3. 3rd and any subsequent offense – License revocation.

(j) Finding by the Florida Commission on Human Relations resulting in a violation of Section 509.092, F.S.

1. 1st offense – Administrative fine of \$200 to \$400.

2. 2nd offense – Administrative fine of \$375 to \$750 and license suspension.

3. 3rd and any subsequent offense – License revocation.

(k) Finding by the State Fire Marshal resulting in a violation of Section 509.215(5), F.S.

1. 1st offense – Administrative fine of \$1,000, license suspension, or license revocation or any combination thereof.

2. 2nd offense and any subsequent offense – Administrative fine of \$1,000, license suspension, or license revocation or any combination thereof.

(l) Finding of an agency having jurisdiction resulting in a violation of Section 509.261(5)(b), F.S.

1. 1st offense – Administrative fine of \$200 to \$400.

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2. 2nd offense – Administrative fine of \$375 to \$750 and license suspension.

3. 3rd and any subsequent offense – License revocation.

(m) Being adjudicated guilty of or having forfeited a bond when charged with any of the items listed in Section 509.261(6)(a), F.S.

1. 1st offense – Administrative fine of \$200 to \$400.

2. 2nd offense – Administrative fine of \$375 to \$750 and license suspension.

3. 3rd and any subsequent offense – License revocation.

(n) Operating a public lodging establishment or public food service establishment that has been deemed an imminent danger to the public health and safety by the division or local health authority for failure to meet sanitation standards or the premises have been determined by the division or local authority to be unsafe or unfit for human occupancy.

1. 1st offense – Administrative fine of \$200 to \$400.

2. 2nd offense – Administrative fine of \$375 to \$750 and license suspension.

3. 3rd and any subsequent offense – License revocation.

(o) Any violation requiring an Order of Emergency Suspension of License and Closure, as authorized by Chapter 509, F.S.

1. 1st offense – Administrative fine of \$500.

2. 2nd offense – Administrative fine of \$1,000, license suspension, or both.

3. 3rd and any subsequent offense – Administrative fine of \$1,000, license suspension, or license revocation or any combination thereof.

(p) Failure to satisfy a tax warrant that has existed for more than three consecutive months (Section 213.50(3)(a), F.S.).

1. 1st offense – License suspension.

2. 2nd and any subsequent offense – License suspension.

(q) Violation of the Florida Clean Indoor Air Act, Chapter 386, Part II, F.S., shall be assessed a civil penalty in accordance with Section 386.207(3), F.S.

(r) Conviction of an owner or employee of a public lodging establishment or public food service establishment by another authority having jurisdiction for a violation of Section 500.451, F.S.

1. 1st offense – License suspension.

2. 2nd and any subsequent offense – License suspension.

(7) Aggravating or mitigating factors. The division may deviate from the standard penalties in paragraphs (a) through (n) of subsection (6) above, based upon the consideration of aggravating or mitigating factors present in a specific case. The division may deviate from the standard penalties in paragraph (o) of subsection (6) above, based upon the consideration of aggravating factors present in a specific case. The division shall consider the following aggravating and mitigating factors in determining the appropriate disciplinary action to be imposed and in deviating from the standard penalties:

(a) Aggravating factors.

1. Possible danger to the public.

2. The current administrative complaint alleges six or more violations.

3. The current administrative complaint alleges three or more violations of any high priority item.

4. Number of Emergency Orders of Suspension or Closure against the same licensee filed with the Agency Clerk by the division within the 12 months preceding the date the current administrative complaint was issued.

5. Actual physical damage or bodily harm caused to persons or property by the violation.

6. The current administrative complaint alleges a violation for which the licensee was previously disciplined in a Final Order filed with the Agency Clerk by the division within the 24 months preceding the date the current administrative complaint was issued.

7. Any other aggravating factors, as relevant under the circumstances.

(b) Mitigating factors.

1. Violation resulted from a natural or manmade disaster, civil disturbance or other emergency out of the operators'

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control and no corrective action was possible.

2. Effect of the penalty upon the licensee's livelihood.
3. Attempts by the licensee to correct the violation.
4. Any other mitigating factors, as relevant under the circumstances.

(8) Absent any mitigating factors, a license may be suspended for no less than two days. Absent any aggravating factors, a license may be suspended for no more than ten days. Terms of license suspensions resulting from multiple violations or Final Orders shall be applied consecutively, not concurrently.

(9) Fines resulting from multiple violations or Final Orders shall be assessed cumulatively.

(10) Notwithstanding subsection (6), license revocation may be recommended in any case or for any violation when the aggravating circumstances, licensee's compliance history, and conditions of the public lodging establishment or public food service establishment present a significant threat to the public health, safety, and welfare.

Rulemaking Authority 455.2273, 509.032 FS. Law Implemented 213.50(3), 386.207, 500.451, 509.032, 509.092, 509.215(5), 509.261, 509.281, 509.292 FS. History—New 6-28-09, Amended 12-28-09, 1-1-13, 5-31-15, 2-9-17.

61C-1.008 License Fees.

(1) Application Fees. Upon making initial application or an application for change of ownership, each public lodging and food service establishment applicant shall pay to the division a fee of \$50 in addition to any other fees required by law or rule. Temporary food service events and vending machines are exempt from this subsection.

(2) Fractional License Fees. The licensing fee schedule shall require an establishment which applies for an initial license to pay the full license fee, if application is made during the annual renewal period or more than 6 months prior to the next such renewal period, and one-half of the fee if application is made 6 months or less prior to such period.

(3) Amount of License Fee – Public Lodging Establishment. The license fee to conduct a public lodging establishment shall be in accordance with the following schedule exclusive of the categories of fee adjustments set forth in subsections 61C-1.008(1), (2) and (5), F.A.C.:

(a) Transient lodging/excluding transient apartments, vacation rentals and timeshare projects.

NUMBER OF UNITS	BASIC FEE	INCREMENTAL UNIT FEE	HEP FEE	TOTAL FEE
1	\$170	\$10	\$10	\$190
2-25	\$170	\$20	\$10	\$200
26-50	\$170	\$35	\$10	\$215
51-100	\$170	\$50	\$10	\$230
101-200	\$170	\$75	\$10	\$255
201-300	\$170	\$105	\$10	\$285
301-400	\$170	\$135	\$10	\$315
401-500	\$170	\$160	\$10	\$340
OVER 500	\$170	\$190	\$10	\$370

(b) Transient apartments.

NUMBER OF UNITS	BASIC FEE	INCREMENTAL UNIT FEE	HEP FEE	TOTAL FEE
1	\$125	\$10	\$10	\$145
2-25	\$125	\$20	\$10	\$155
26-50	\$125	\$35	\$10	\$170
51-100	\$125	\$50	\$10	\$185
101-200	\$125	\$75	\$10	\$210
201-300	\$125	\$105	\$10	\$240
301-400	\$125	\$135	\$10	\$270
401-500	\$125	\$160	\$10	\$295

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OVER 500	\$125	\$190	\$10	\$325
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(c) Vacation rentals and timeshare projects.

1. Vacation rentals may be classified as a condominium or dwelling. Vacation rental and timeshare project licenses may be issued as either single or collective or group, as defined in Rule 61C-1.002, F.A.C.

2. Fees for renewal shall be based on the number of existing units under license at the time of the renewal period. Unless timely notification of additions or deletions of units in a group or collective license is given to the division, as set forth in sub-subparagraph 61C-1.002(5)(a)2.b., F.A.C., the fee for renewal shall be based upon the number of units under license when the license was either issued or last renewed, whichever is most recent.

3.a. Vacation rentals and timeshare projects/collective license.

BASIC FEE	PER UNIT FEE	HEP FEE	TOTAL FEE
\$150	\$10	\$10	VARIES

b. Vacation rentals and timeshare projects/group and single license.

NUMBER OF UNITS	BASIC FEE	INCREMENTAL UNIT FEE	HEP FEE	TOTAL FEE
1	\$150	\$10	\$10	\$170
2-25	\$150	\$20	\$10	\$180
26-50	\$150	\$35	\$10	\$195
51-100	\$150	\$50	\$10	\$210
101-200	\$150	\$75	\$10	\$235
201-300	\$150	\$105	\$10	\$265
301-400	\$150	\$135	\$10	\$295
401-500	\$150	\$160	\$10	\$320
OVER 500	\$150	\$190	\$10	\$350

(d) Non-transient apartments.

NUMBER OF UNITS	BASIC FEE	INCREMENTAL UNIT FEE	HEP FEE	TOTAL FEE
5-25	\$95	\$20	\$10	\$125
26-50	\$95	\$35	\$10	\$140
51-100	\$95	\$50	\$10	\$155
101-200	\$95	\$75	\$10	\$180
201-300	\$95	\$105	\$10	\$210
301-400	\$95	\$135	\$10	\$240
401-500	\$95	\$160	\$10	\$265
OVER 500	\$95	\$190	\$10	\$295

(4) Amount of License Fee – Public Food Service Establishment. The license fee for a public food service establishment shall be in accordance with the following schedule exclusive of the categories of fee adjustments set forth in subsections 61C-1.008(1), (2) and (5), F.A.C.:

(a) Nonseating:

1. Permanent, Mobile Food Dispensing Vehicle, Temporary Commercial Kitchen, Catering and Culinary Education Programs.

LICENSE TYPE	BASIC FEE	SERVICE TYPE FEE	EPIDEMIOLOGICAL FEE	HEP FEE	TOTAL FEE
Permanent	\$220	\$0	\$12	\$10	\$242

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Mobile Food Dispensing Vehicle	\$185	\$135	\$17	\$10	\$347
Temporary Commercial Kitchen	\$185	\$135	\$17	\$10	\$347
Catering	\$185	\$55	\$13	\$10	\$263
Culinary Education Program	\$220	\$0	\$12	\$10	\$242

2. Temporary Public Food Service Establishment or Vendor.

EVENT DURATION	BASIC FEE	EPIDEMIOLOGICAL FEE	HEP FEE	TOTAL FEE
1-3 day events	\$77	\$4	\$10	\$91
4 through 30-day events	\$90	\$5	\$10	\$105
Annual vendor	\$425	\$21	\$10	\$456

3. Vending Machine.

LICENSE TYPE	BASIC FEE	EPIDEMIOLOGICAL FEE	HEP FEE	TOTAL FEE
Vending Machine	\$10	\$1	\$10	\$21

4. Theme Park Food Carts.

NO. OF CARTS	BASIC FEE	CAPACITY FEE	EPIDEMIOLOGICAL FEE	HEP FEE	TOTAL FEE
1-5	\$185	\$55	\$12	\$10	\$262
6-10	\$185	\$65	\$13	\$10	\$273
11-15	\$185	\$85	\$14	\$10	\$294
16-20	\$185	\$105	\$15	\$10	\$315
21-25	\$185	\$125	\$16	\$10	\$336
26 or more	\$185	\$145	\$17	\$10	\$357

(b) Seating:

NO. OF SEATS	BASIC FEE	CAPACITY FEE	EPIDEMIOLOGICAL FEE	HEP FEE	TOTAL FEE
1-49	\$185	\$55	\$12	\$10	\$262
50-149	\$185	\$65	\$13	\$10	\$273
150-249	\$185	\$85	\$14	\$10	\$294
250-349	\$185	\$105	\$15	\$10	\$315
350-499	\$185	\$125	\$16	\$10	\$336
500 or more	\$185	\$145	\$17	\$10	\$357

(c) Variance review process fees shall be \$0.

(5) Delinquency Fees. A license renewal filed with the division within 30 days after the expiration date shall be accompanied by a delinquency fee of \$50 in addition to the renewal fee and any other fees required by law or rule.

Rulemaking Authority 509.032, 509.251 FS. Law Implemented 509.013, 509.032, 509.251, 509.302 FS. History—New 7-31-79, Revised 9-1-80, Formerly 7C-1.08, Amended 5-10-89, 9-10-89, 10-31-89, 4-3-90, 12-31-90, 9-11-91, 2-27-92, 7-6-92, 8-23-92, 11-4-92, 4-4-93, Formerly 7C-1.008, Amended 9-20-93, 12-22-93, 6-29-95, 10-9-95, 9-25-96, 5-11-98, 9-21-00, 9-9-03, 1-18-12, 11-1-12, 2-1-14, 11-20-14, 12-28-15, 7-11-16, 5-16-17, 8-24-23.

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PUBLIC LODGING ESTABLISHMENTS

61C-3.0001	Public Lodging Establishments-General. <i>(Repealed 7-22-96)</i>
61C-3.0002	Definitions. <i>(Repealed 9-25-96)</i>
61C-3.0003	Definitions.
61C-3.001	Sanitation and Safety Requirements.
61C-3.0011	Safety Requirements-General. <i>(Repealed 9-25-96)</i>
61C-3.002	Consumer Protection Requirements.
61C-3.006	Unethical Business Practices <i>(Repealed 3-31-94)</i>
61C-3.009	Elder or Disabled Individuals. <i>(Repealed 7-22-96)</i>

61C-3.0003 Definitions.

(1) As referenced in Sections 509.096(1) and 509.211(5), F.S., and in this rule, the term “employee” means a person who is directly employed by a public lodging establishment and works at the licensed premises. The term excludes independent contractors and persons employed by a temporary staffing agency or employee leasing company.

(2) As referenced in Section 509.211(5), F.S., the term “key” means anything that is provided to a tenant or guest for the specific purpose of locking or unlocking a tenant unit door or guest room door.

(3) As referenced in Section 509.096(1), F.S., the phrase “provide annual training” means a public lodging establishment is required to provide yearly division-approved human trafficking awareness training to all employees required by statute to be trained. The training must initially be provided within 60 days after an employee begins employment in a role requiring training and provided again no later than every 365 days from the date the training was last provided to that same employee for as long as the employee remains in a role requiring training.

Rulemaking Authority 509.032 FS. Law Implemented 509.096, 509.211(5) FS. History—New 11-30-22, Amended 5-5-24.

61C-3.001 Sanitation and Safety Requirements.

The following requirements and standards shall be met by all public lodging establishments.

(1) Glassware, tableware, and utensils.

(a) The handling, cleaning, and sanitizing of glassware, tableware, and utensils in public lodging establishments shall be subject to the provisions of Chapter 4, Food Code, as adopted by reference in Rule 61C-1.001, F.A.C. As referenced in this chapter of the Food Code, the term “food establishment” shall apply to all public lodging establishments as defined in Chapter 509, F.S.

(b) Any public lodging establishment which cannot comply with this provision shall post in a conspicuous place in each guest room where dishware, glassware, kitchenware or utensils are provided, a placard or sign which contains the following statement, or its equivalent:

“NOTICE TO GUESTS: Dishware, glassware, kitchenware and/or utensils have been provided in this room as a guest convenience. These items have been cleaned within this room or unit using ordinary household dishwashing facilities and agents. They have not been sanitized according to Federal and State standards for public food service establishments.”

(2) Kitchen and kitchen equipment –

(a) Kitchen appliances and refrigeration equipment shall be kept clean, free from odors and in good repair. Refrigerators shall be properly drained. Kitchens shall be ventilated to minimize the occurrence of excessive heat, steam, condensation, vapors, objectionable odors, smoke, and fumes. Kitchens must also have at least 10 foot candles

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of light, sufficient and suitable cooking utensils, and adequate garbage receptacles.

(b) A kitchen sink with hot and cold running water under pressure is required.

(3) Ice.

(a) Ice making machines shall utilize water from an approved source pursuant to Chapters 62-550 and 62-555, F.A.C., and shall be constructed, located, installed, operated, and maintained so as to prevent contamination of the ice. Ice obtained from outside the establishment shall be from a source approved under Chapter 500, F.S. Ice storage bins shall be drained through an air gap according to the provisions of the local building authority having jurisdiction.

(b) Canvas containers shall not be used unless provided with a sanitary single-service liner so as to completely protect the ice from contamination. Ice buckets and other ice containers shall be made of a smooth, nonabsorbent, impervious material; shall be designed to facilitate cleaning; shall be kept clean; and shall be stored and handled in a sanitary manner. Ice buckets and other ice containers must be cleaned and sanitized between each guest or be provided with a sanitary single-service liner which is changed at least daily. Between uses, ice containers used to transfer ice from ice making machines to ice storage bins shall be stored in a way that protects the ice containers and ice-dispensing utensils from contamination.

(c) Ice for consumer use shall be dispensed only with scoops, tongs or other ice-dispensing utensils or through automatic self-service, ice-dispensing equipment. Ice-dispensing utensils shall be made of a smooth, nonabsorbent, impervious material; shall be designed to facilitate cleaning; and shall be kept clean. Ice-dispensing utensils shall be stored on a clean surface, attached to a nonoxidizing chain or tether, and stored inside the ice bin or in the ice with the utensil's handle extended out of the ice.

(4) Locks – An approved locking device for the purposes of Section 509.211, F.S., is a locking device that meets the requirements of chapter 10, section 1008.1.8 of the 2007 Florida Building Code: Building. Public lodging establishments as defined in paragraph 61C-1.002(5)(a), F.A.C., shall have at least one approved locking device which cannot be opened by a non-master guest room key on all outside and connecting doors. An approved locking device does not include a “sliding chain” or “hook and eye” type device.

(5) Balcony Inspection.

(a) As provided in Section 509.2112, F.S., every public lodging establishment which is 3 or more stories in height must submit to the division a certificate stating that any and all balconies, platforms, stairways, and railings have been inspected by a person who, through education and experience, is competent to inspect multi-story buildings and found by such person to be safe, secure, and free of defects. The term “balcony” is defined as a landing or porch that is accessible to or used by the public and shall include those portions of a building which are unenclosed, except by a railing, guardrail system, balustrade, or parapet. It shall also include those portions of a building which are enclosed by screening or other non-permanent building material.

(b) It is the responsibility of the operator to verify the facts and credentials establishing the competency of the multi-story balcony inspector. Such verification shall be clearly stated on the applicable form.

(c) Certification of inspection shall be submitted on DBPR HR-7020, CERTIFICATE OF BALCONY INSPECTION (<http://www.flrules.org/Gateway/reference.asp?No=Ref-06411>), incorporated herein by reference and effective 2015 November 10. Copies of this form are available from the Division of Hotels and Restaurants Internet website www2.MyFloridaLicense.com/hotels-restaurants; by e-mail request submitted at www2.myfloridalicense.com/contactus; by phone request to the department at (850)487-1395; or upon written request to the Division of Hotels and Restaurants, Department of Business and Professional Regulation, 2601 Blair Stone Road, Tallahassee, Florida 32399-1011.

(d) The Certificate of Balcony Inspection shall be valid for three years from the date the inspection was completed. Public lodging establishments must file a new certificate with the division and the applicable local government agency every third year. The division must receive the new Certificate of Balcony Inspection on or before the date the previous certificate expires.

(e) The operator shall keep a copy of the Certificate of Balcony Inspection, stamped with the date it was received by the district, available for inspection upon request.

(f) Upon change of ownership, the operator must:

1. Have a new balcony inspection completed and file a new Certificate of Balcony Inspection; or
2. In lieu of completing a new balcony inspection, file a copy of the previous operator's valid Certificate of Balcony Inspection along with a Certificate of Balcony Inspection containing the current operator's information and signature. Choosing this option does not extend the original three years for which the previous operator's Certificate

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of Balcony Inspection was valid.

(6) Proof of Compliance with Miya's Law Background Screenings.

(a) As provided in Subsection 509.211(5), F.S., each public lodging establishment licensed as a nontransient apartment or transient apartment must require that each hire undergo a background screening as a condition of employment pursuant to s. 83.515, F.S.

(b) Background screening as a condition of employment shall apply only to new hires on or after January 1, 2023 and is not retroactive.

(c) It is the responsibility of each nontransient apartment or transient apartment licensee to verify that the background screening performed meets the minimum requirements pursuant to s. 83.515, F.S.

(d) Each nontransient apartment or transient apartment licensee must complete the DBPR HR-7033 Proof of Compliance with Miya's Law Background Screenings (<http://www.flrules.org/Gateway/reference.asp?No=Ref-15915>), incorporated herein by reference and effective 2023 July. Copies of this form are available from the Division of Hotels and Restaurants Internet website at www2.MyFloridaLicense.com/hotels-restaurants; by e-mail request submitted at www2.myfloridalicense.com/contactus; by phone request to the department at (850)487-1395; or upon written request to the Division of Hotels and Restaurants, Department of Business and Professional Regulation, 2601 Blair Stone Road, Tallahassee, Florida 32399-1011.

1. The licensee must keep a copy of the form on the premises of the licensed establishment, readily available for inspection upon request.

2. The form must include a list of applicable employees with the date of hire and should be updated as changes in staff occur.

3. Upon change of ownership, a new form must be completed by the new licensee.

(7) Exemptions – Vacation rentals, timeshare projects and nontransient apartments are exempt from subsection (1) of this rule. Establishments opting to provide any of the services listed in subsection (1) of this rule shall comply with the requirements described herein. Nontransient apartments are exempt from paragraph (2)(a) of this rule.

Rulemaking Authority 509.032, 509.2112 FS. Law Implemented 509.032, 509.211, 509.2112, 509.221 FS. History—New 1-20-63, Revised 2-4-71, Amended 9-19-84, Formerly 7C-3.01, Amended 12-31-90, Formerly 7C-3.001, Amended 3-31-94, 9-25-96, 1-18-98, 8-12-08, 3-24-10, 8-10-11, 4-1-13, 11-20-14, 3-6-16, 4-13-23, 10-18-23.

61C-3.002 Consumer Protection Requirements.

The division shall consider it an unethical business practice for any establishment to engage in, or knowingly permit anyone on the licensed premises to engage in, any illegal, unfair or deceptive act. Such acts include imposition of a charge separate and apart from, or in addition to, the room rate, that is not disclosed in writing to the guest at the time of check-in; failing to disclose that additional telephone surcharges are being applied which exceed the user-line charges of the local telephone company; or depriving an individual or party of accommodations at a public lodging establishment after having prepaid reservations for said accommodations. To avoid depriving a guest of a prepaid reservation for accommodations at a public lodging establishment the establishment shall make every effort to find other comparable accommodations; and refund all monies deposited for such reservation whether deposited with the public lodging establishment, or a travel or booking agent.

Rulemaking Authority 509.032 FS. Law Implemented 509.032, 509.2015 FS. History—Amended 4-20-63, Revised 2-4-71, Amended 9-19-84, 6-6-85, Formerly 7C-3.02, Amended 12-31-90, Formerly 7C-3.002, Amended 3-31-94, 9-25-96, 3-24-10.

CHAPTER 61C-4

PUBLIC FOOD SERVICE ESTABLISHMENTS

61C-4.0001	Sanitary Standards. <i>(Repealed 3-31-94)</i>
61C-4.002	Advertising. <i>(Repealed 3-31-94)</i>
61C-4.003	Mobile Food Dispensing Vehicles. <i>(Repealed 3-31-94)</i> .
61C-4.004	Theme Park Food Cart. <i>(Repealed 3-31-94)</i>
61C-4.006	Temporary Events 4–18 Days. <i>(Repealed 3-31-94)</i>
61C-4.007	Exemptions. <i>(Repealed 3-31-94)</i>
61C-4.008	Public Food Service – General. <i>(Repealed 7-22-96)</i>
61C-4.009	Definitions. <i>(Repealed 9-25-96)</i>
61C-4.010	Sanitation and Safety Requirements.
61C-4.011	Food Protection. <i>(Repealed 9-25-96)</i>
61C-4.012	Personnel. <i>(Repealed 9-25-96)</i>
61C-4.013	Food Equipment and Utensils. <i>(Repealed 9-25-96)</i>
61C-4.014	Sanitary Facilities and Controls. <i>(Repealed 9-25-96)</i>
61C-4.015	Other Facilities and Operations. <i>(Repealed 9-25-96)</i>
61C-4.0151	Labeling. <i>(Repealed 9-25-96)</i>
61C-4.016	Temporary Food Service Events.
61C-4.0161	Mobile Food Dispensing Vehicles, Temporary Commercial Kitchens, and Theme Park Food Carts.
61C-4.017	Caterers <i>(Repealed 3-31-94)</i>
61C-4.018	Drive-ins <i>(Repealed 3-31-94)</i>
61C-4.019	Mobile Food Dispensing Vehicles. <i>(Repealed 9-25-96)</i>
61C-4.0191	Satellite Service Units. <i>(Repealed 9-25-96)</i>
61C-4.020	Vending Machines.
61C-4.021	Examination and Condemnation of Food. <i>(Repealed 9-25-96)</i>
61C-4.022	Procedure When Infection Is Suspected. <i>(Repealed 9-25-96)</i>
61C-4.023	Food Protection Manager Certification and Public Food Service Employee Training.
61C-4.024	Certificates and Fees. <i>(Repealed 3-31-94)</i>
61C-4.025	Inspection. <i>(Repealed 9-25-96)</i>
61C-4.026	Plan Review and Variances. <i>(Repealed 9-25-96)</i>

61C-4.010 Sanitation and Safety Requirements.

(1) Food Supplies and Food Protection – Except as specifically provided in this rule, public food service establishments shall be subject to the provisions of Chapter 3, Food Code, as adopted by reference in Rule 61C-1.001, F.A.C.

(a)1. Public food service establishment operators may use DBPR Form HR 5022-090, Time as a Public Health Control Written Procedures (<https://www.flrules.org/Gateway/reference.asp?No=Ref-13899>), incorporated herein by reference and effective 2021 September, as a guide for written procedures to apply time only, instead of time and temperature, as a public health control for potentially hazardous food, as provided in Section 3-501.19 of the Food Code, as adopted by reference in Rule 61C-1.001, F.A.C. DBPR Form HR 5022-090 is not required and the division will accept written procedures in another format as long as the written procedures contain all the necessary information. The written procedures must be maintained and made available in each food establishment at all times for use by the person in charge and for review by the division upon request.

2. Public food service establishment operators may use DBPR Form HR 5022-101, Non-continuous (Partial) Cooking Written Procedures (<https://www.flrules.org/Gateway/reference.asp?No=Ref-13900>), incorporated herein by reference and effective 2021 September, to outline the standard procedures and policies used to protect the health and safety of the public when utilizing non-continuous cooking of raw animal foods, as provided in Section 3-401.14 of the

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Food Code, as adopted by reference in Rule 61C-1.001, F.A.C. DBPR Form HR 5022-101 is not required and the division will accept written procedures in another format as long as the written procedures contain all the necessary information. The written procedures must be maintained and made available in each food establishment at all times for use by the person in charge and for review by the division upon request.

(b) In the event of an emergency such as a fire, flood, power outage, or similar event that might result in the contamination of food or that might prevent potentially hazardous food from being held at safe temperatures, the person in charge shall immediately notify the division.

(c) Labeling – Public food service establishments which prepare and package food products for sale within the establishment must ensure that packaged food products are properly labeled. A label is not required on food products placed in a wrapper, carry-out box, or other nondurable container for the purpose of protecting the food during service to and receipt by the customer. Package labels must contain the following information:

1. Identity and description of product;
2. Date product was packaged; and,
3. Name and address of establishment which prepared and packaged product.

(d) Paragraph 3-301.11(B) of the Food Code, as adopted by reference in Rule 61C-1.001, F.A.C., specifies that food service employees shall not contact ready-to-eat food with bare hands. However, paragraph 3-301.11(D) of the Food Code, as adopted by reference in Rule 61C-1.001, F.A.C., allows public food service employees to contact ready-to-eat foods with their bare hands if the operator of the public food service establishment maintains a written alternative operating procedure approved by the division. Such approval may be obtained by completing optional form DBPR Form HR 5022-049, Alternative Operating Procedure (AOP) (<http://www.flrules.org/Gateway/reference.asp?No=Ref-11143>), incorporated herein by reference and effective 2019 November. The division will accept written procedures in another format as long as the written alternative operating procedure addresses all of the required components listed in the Food Code, as adopted in Rule 61C-1.001, F.A.C.

(e) If the division or other food regulatory authority is notified of a suspected foodborne illness outbreak in any public food service establishment which utilizes bare hand contact with ready-to-eat foods, the division will temporarily enforce no bare hand contact in the establishment until the health authority determines whether a foodborne illness outbreak exists or until such time as the origin of the foodborne illness outbreak is confirmed. If the origin of the foodborne illness, specific to the implicated establishment, is determined to be a food service employee associated outbreak, the division shall continue to enforce no bare hand contact until the establishment operator verifies completion of corrective action, including remedial training of all food preparation employees.

(2) Examination and Condemnation of Food – Food may be examined by division personnel as often as necessary to determine freedom from unwholesomeness, adulteration or misbranding in accordance with the provisions of Section 509.032(4), F.S.

(3) Personnel – Except as specifically provided in this rule, personnel in public food service establishments shall be subject to the provisions of Chapter 2, Food Code, as adopted by reference in Rule 61C-1.001, F.A.C.

(4) Procedure When Infection Is Suspected – When the division has reasonable cause to suspect the possibility of disease transmission from any food service establishment employee, the division shall immediately consult with the state health officer or designee to provide epidemiological assistance or make other such investigation as may be indicated and take appropriate action in accordance with Part 2-2 of the Food Code, as adopted by reference in Rule 61C-1.001, F.A.C., and these rules.

(5) Food Equipment, Utensils and Linens – Public food service establishments shall be subject to the provisions of Chapter 4, Food Code, as adopted by reference in Rule 61C-1.001, F.A.C.

(6) Outdoor equipment is categorized as outdoor cooking equipment and outdoor kitchen equipment.

(a) As used in this subsection, the term “outdoor cooking equipment” means equipment used to prepare, serve or sell food items for immediate consumption, which is operated in conjunction with a public food service establishment and is constructed with solid tight-fitting door(s) and a solid tight-fitting lid or overhead dome that are integral parts of the equipment.

1. Outdoor cooking equipment may be used to prepare individual and bulk portions of food items, and may be used for immediate service in response to a consumer’s order.

2. The addition of outdoor cooking equipment must meet the plan review requirements contained in paragraph 61C-1.002(6)(c), F.A.C.

3. The removal or relocation of previously approved outdoor cooking equipment must meet the plan review

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requirements contained in paragraph 61C-1.002(6)(c), F.A.C.

(b) As used in this subsection, the term “outdoor kitchen equipment” means equipment used for the storage and preparation of foods, which is operated in conjunction with a public food service establishment. Outdoor kitchen equipment must be used in combination with at least one piece of outdoor cooking equipment.

1. Outdoor kitchen equipment may require overhead protection if evidence of environmental contamination is observed or if mandated during the plan review process based on the location of the equipment or on the nature of the food preparation occurring at the equipment.

2. The addition of outdoor kitchen equipment must meet the plan review requirements contained in paragraph 61C-1.002(6)(c), F.A.C.

3. The removal or relocation of previously approved outdoor kitchen equipment must meet the plan review requirements contained in paragraph 61C-1.002(6)(c), F.A.C.

(c) All foods and utensils must be removed from the outdoor equipment and stored within the associated public food service establishment whenever the establishment is not in operation.

(d) Public access to outdoor equipment must be restricted and the equipment may only be operated by food service employees.

(e) Outdoor equipment may not be utilized to conduct any special processes requiring a HACCP plan as provided in sections 3-502.11 and 3-502.12 of the Food Code as adopted by reference in Rule 61C-1.001, F.A.C.

(f) Outdoor equipment must be installed, approved, maintained and operated in accordance with the local fire authority and with any local authorities having jurisdiction.

(7) Physical Facilities – Except as specifically provided in these rules, the physical facilities at public food service establishments shall be subject to the provisions of Chapter 6, Food Code, as adopted by reference in Rule 61C-1.001, F.A.C. Public food service establishments and all property used in connection with their operations shall be kept free of litter. The walking and driving surfaces of all exterior areas of public food service establishments shall be effectively maintained to minimize dust. These surfaces shall be graded to prevent pooling of water.

(8) Bathroom Facilities – All bathroom facilities shall provide easy and convenient access to both customers and employees, and shall be located on the same floor of the premises served. For the purpose of this rule, the same floor includes any intermediate levels between the floor and ceiling of any room or space not to exceed a vertical height of 8 feet. Public food service establishments whose occupancy is incidental to another occupancy may use public bathroom facilities provided on the same floor. The travel distance may vary if adequate directional signs are provided and the number of fixtures is deemed satisfactory by the applicable local building authority. Easily cleanable receptacles shall be provided for waste materials and such receptacles in bathroom facilities for women shall be covered. Each public food service establishment shall maintain a minimum of one bathroom facility available for public use, except as provided herein:

(a) Mobile food dispensing vehicles, temporary commercial kitchens, theme park food carts, vending machines, and public food service establishments or food vendors participating in temporary food service events shall not be required to provide public bathroom facilities.

(b) Public food service establishments located within arcades, malls, or flea markets may use centrally located bathroom facilities accessible to the customers and employees of the public food service establishments. Such centrally located bathroom facilities must be available for use during all hours of operation; located on the same floor as the public food service establishment; and must be accessible without entering another business.

(c) Public food service establishments located within theme parks and entertainment complexes may utilize centrally located bathroom facilities accessible to the customers and employees of the public food service establishments provided such bathroom facilities are reasonably accessible. For purposes of this section, reasonably accessible means within 300 feet of each establishment.

(d) Public food service establishments located within a public lodging establishment shall be permitted to utilize public bathroom facilities located within the public lodging establishment provided such bathroom facilities are available for use by the customers and employees of the public food service establishment during all hours of operation and are located on the same floor as the public food service establishment.

(9) Consumer Advisory. In addition to the consumer advisory provisions of Chapter 3, Food Code, as adopted by reference in Rule 61C-1.001, F.A.C., public food service establishments serving raw oysters shall display, on menus, placards, or other effective means, the following notice: “Consumer Information: There is risk associated with consuming raw oysters. If you have chronic illness of the liver, stomach or blood or have immune disorders, you are at

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greater risk of serious illness from raw oysters, and should eat oysters fully cooked. If unsure of your risk, consult a physician.”

(10) Obtaining forms. All forms incorporated in this section are available from the Division of Hotels and Restaurants Internet website www2.MyFloridaLicense.com/hotels-restaurants; by e-mail request submitted at www2.myfloridalicense.com/contactus; by phone request to the department at (850) 487-1395; or upon written request to the Division of Hotels and Restaurants, Department of Business and Professional Regulation, 2601 Blair Stone Road, Tallahassee, Florida 32399-1011.

Rulemaking Authority 509.032, 509.221 FS. Law Implemented 509.032, 509.035, 509.221 FS. History—New 1-1-77, Amended 1-6-81, Formerly 10D-13.23, Amended 2-21-91, Formerly 10D-13.023, 7C-4.010, Amended 3-31-94, 9-25-96, 1-1-98, 7-2-98, 12-6-00, 2-27-05, 8-12-08, 6-13-10, 2-12-13, 4-29-15, 10-29-19, 1-17-22, 1-18-23, 10-18-23.

61C-4.016 Temporary Food Service Events.

(1) Public food service establishments or food vendors at temporary food service events shall comply with all applicable sanitary requirements of this rule chapter and rule 61C-1.004, FAC, unless otherwise provided in this section.

(2) Facilities.

(a) Specific requirements for the physical facility where the food service activity is to be conducted shall be based on the type food that is to be prepared or served, the length of the event, and the extent of food preparation that is to be conducted at the temporary facility.

(b) Overhead protection shall be provided at all food service operations when food is prepared or portioned on premises.

(c) When potentially hazardous food is prepared at temporary food service events of 4-30 days in length, the physical structure where the food preparation occurs shall be protected from the entrance of flying insects and other vermin.

(3) When all necessary washing and sanitizing of utensils and equipment are conducted at an approved commissary or food service establishment, a utensil washing sink will not be required, except that, an adequate supply of spare preparation and serving utensils are maintained in the establishment and used to replace those that become soiled.

(4) All food service operations which prepare food on premises shall provide an adequate supply of potable water for cleaning and employee handwashing. An adequate supply may be provided in clean portable containers equipped with on/off valves. Soap and single-service towels shall be available for handwashing and hand drying.

Specific Authority 509.032(2)(d), 509.032(6) FS. Law Implemented 509.032(2)(d), (3)(c), 509.221 FS. History—New 1-1-77, Amended 1-6-81, Formerly 10D-13.29, Amended 2-21-91, Formerly 10D-13.029, Formerly 7C-4.016, Amended 3-31-94, 9-25-96.

61C-4.0161 Mobile Food Dispensing Vehicles, Temporary Commercial Kitchens and Theme Park Food Carts.

(1) Except as otherwise specified in this rule, mobile food dispensing vehicles, temporary commercial kitchens and theme park food carts shall comply with applicable requirements of Rules 61C-4.010 and 61C-4.023, F.A.C.

(2) Mobile food dispensing vehicles and temporary commercial kitchens shall meet the following additional requirements:

(a) Food serving openings shall not be larger than necessary for the particular operation conducted and shall be kept closed at all times except when food is actually being served.

(b) Waste containers shall be provided for the deposit of food scraps, food wrappings, cups, napkins and discarded single-service articles.

(c) Mobile food dispensing vehicles and temporary commercial kitchens shall operate from an approved commissary that meets all applicable requirements of this rule. The commissary must be provided with potable water and adequate facilities for disposal of liquid and solid waste. Mobile food dispensing vehicles and temporary commercial kitchens must report to the commissary to store or replenish supplies, clean utensils and equipment, or dispose of liquid and solid waste. Mobile food dispensing vehicles and temporary commercial kitchens must report to their commissary at least daily when in operation.

(d) When a service area is provided at the commissary for cleaning and servicing mobile food units, the service area shall be physically separated from other food operations; shall be equipped to furnish potable water in accordance with any state or local authorities having jurisdiction; and shall provide facilities for the drainage and disposal of liquid

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wastes in accordance with any state or local authorities having jurisdiction. The surface of the servicing area shall be constructed of a smooth nonabsorbent material such as concrete or machine laid asphalt and shall be maintained in good repair, kept clean and be graded to drain.

(e) The owner of each mobile food dispensing vehicle and temporary commercial kitchen shall notify the division of each commissary they intend to utilize for support services before using the commissary by submitting DBPR HR-7022, COMMISSARY SERVICES NOTIFICATION (<https://www.flrules.org/Gateway/reference.asp?No=Ref-15946>), incorporated herein by reference and effective 2023 August.

(f) After submission of an initial application, the operator of a temporary commercial kitchen must notify the division within 48 hours after commencing operation in a new or different location by submitting DBPR HR-7034, NOTIFICATION OF TEMPORARY COMMERCIAL KITCHEN OPERATIONS (<https://www.flrules.org/Gateway/reference.asp?No=Ref-16472>), incorporated herein by reference and effective 2024 January. The completed form should be submitted electronically to the division at dmr.info@myfloridalicense.com.

(g) Mobile food dispensing vehicles and temporary commercial kitchens shall not obtain water from or dispose of wastewater at a private residence or prepare food; store food products, equipment or utensils; or conduct warewashing or any other activities related to the public food service in a private residence. The exterior of the vehicle or kitchen may be washed in any location, provided the wastewater does not create a sanitary nuisance.

(h) Self-sufficient mobile food dispensing vehicles and self-sufficient temporary commercial kitchens are exempt from paragraphs (2)(c) and (2)(e) of this rule.

(3) Mobile food dispensing vehicles which limit the preparation of food to frankfurters only shall comply with all applicable requirements set forth in Rules 61C-4.010 and 61C-4.023, F.A.C., as well as the additional requirements set forth in subsections (2), (4), (5) and (8) of this rule; except that:

(a) A utensil washing sink will not be required when all necessary washing and sanitizing of utensils and equipment are conducted at a designated approved commissary or fixed food establishment. An adequate supply of spare preparation or serving utensils shall be maintained on the vehicle and used to replace any utensils that become contaminated.

(b) Paragraph (2)(a) of this rule shall not apply when adequate precautions are utilized to prevent contamination of the frankfurters during cooking operations.

(c) Time/temperature control for safety (potentially hazardous) foods such as chili, cooked onions and peppers, cheese, and cheese sauce may only be served in individually portioned and packaged or pre-packaged containers that are maintained at proper temperatures on the unit. Non-time/temperature control for safety (non-potentially hazardous) foods such as relish, raw onions and peppers, and other such condiments may be served directly from the unit.

(4) Mobile food dispensing vehicles or temporary commercial kitchens which fail to provide water and waste systems or which otherwise fail to meet all applicable requirements of this chapter shall not engage in food preparation except as permitted in subsection (3) of this rule. Such mobile food dispensing vehicles or temporary commercial kitchens shall handle only completely wrapped or packaged food which has been manufactured, processed, prepared, and packaged in individual servings at an approved public food service establishment or a food processing plant and transported and stored in accordance with the provisions of this chapter. Bulk beverages from approved sources may be dispensed from covered urns or other protected containers.

(5) Mobile food dispensing vehicles may temporarily connect to an approved utility system for no more than one day's operation, if the utility system provides water, wastewater, or electricity adequate to meet the needs of the unit, and the unit returns to its base commissary as described in paragraph (2)(c) of this rule.

(6) A mobile food dispensing vehicle which conducts business within a theme park or entertainment complex may be stationary; may connect to an approved utility system; and shall be exempt from the further requirements of paragraph (2)(c) and subsection (5) of this rule.

(a) The mobile food dispensing vehicle shall designate a commissary within the theme park or entertainment complex. The designated commissary shall be equipped with a mobile cleaning unit that will travel from the commissary to the mobile food dispensing vehicle. The mobile cleaning unit will be based in a service area adjacent to the designated commissary as described in paragraph (2)(d) of this rule. The mobile cleaning unit shall be stocked with supplies to clean the interior and exterior of a mobile food dispensing vehicle. In addition, the mobile cleaning unit shall carry a supply of potable water sufficient to fill the mobile food dispensing vehicle's potable water tank, and shall be able to pump waste water from a mobile food dispensing vehicle into holding tanks on the mobile cleaning unit, if necessary. The mobile cleaning unit holding tanks shall be emptied in accordance with the provisions of paragraph (2)(d) of this rule.

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(b) Mobile cleaning units shall be subject to the plan review requirements contained in paragraph 61C-1.002(6)(c), F.A.C.

(c) The mobile cleaning unit shall travel to and service the mobile food dispensing vehicle not less than once weekly or more often as needed to replenish supplies, clean the interior of the unit, or dispose of liquid or solid wastes.

(7) If a theme park has a servicing area to support its theme park food carts which meets the sanitation and safety standards of this rule, deviations from the provisions of this rule are allowed for theme park food carts, provided there is full compliance with the following additional requirements:

(a) The preparation of time/temperature control for safety (potentially hazardous) foods shall be prohibited; except that, frankfurters and hamburger patties, obtained from approved sources, which prior to service require no further preparation except cooking, may be served. Time/temperature control for safety (potentially hazardous) food, which has been portioned for individual service at an approved fixed food service establishment, may be served from an enclosed theme park food cart as long as the food is protected from contamination by way of enclosures with self-closing doors, screens, air curtains, or other approved methods. Sandwich fillings may be individually portioned from protected containers. Condiments may be served individually packaged, from approved dispensers, or by the operator as a part of food preparation. Theme park food carts shall operate adjacent to or within 300 feet of the support facility.

(b) Ice which will be consumed or which will come into contact with food shall be obtained from an approved source only in chipped, crushed or cubed form. The ice shall be held in a way that protects it from contamination until dispensed.

(c) Food and food-contact surfaces shall be protected from rain, dust, rodents, insects and customer contamination. Where necessary to prevent such contamination, overhead protection and effective shields or air curtains shall be provided.

(d) All food carts, when used, shall be cleaned and serviced at least once daily.

(e) At the end of each period of operation, all foods and supplies shall be stored in the theme park's commissary or at an approved fixed food service establishment within the park.

(f) Each theme park food cart other than those offering only packaged shall provide employees with adequate and conveniently located handwashing facilities equipped with running hot and cold water, hand cleansing soap or detergent, and approved sanitary towels or other approved hand-drying device.

(g) An adequate supply of sanitized, covered, or wrapped spare preparation or serving utensils shall be maintained in the theme park food cart and used to replace any utensil that becomes contaminated. All multi-use preparation and serving utensils used in theme park food carts shall be washed and sanitized daily at the theme park's commissary or at an approved fixed food service establishment within the park.

(h) All storage cabinets must be of closed construction to prevent the entrance of vermin.

(8) Fire extinguishing equipment and liquified petroleum gas appliances, equipment, apparatus or containers shall be installed, approved, maintained, and used in accordance with the Florida Fire Prevention Code as approved by the local fire authority.

(9) Copies of all forms adopted in this section are available from the Division of Hotels and Restaurants Internet website www2.myfloridalicense.com/hotels-restaurants; by e-mail request submitted at www2.myfloridalicense.com/contactus; by phone request to the department at (850) 487-1395; or upon written request to the Division of Hotels and Restaurants, Department of Business and Professional Regulation, 2601 Blair Stone Road, Tallahassee, Florida 32399-1011.

Rulemaking Authority 509.032, 509.221, 509.241(4)(c) FS. Law Implemented 509.032, 509.091, 509.101, 509.211, 509.215, 509.221, 509.241(4)(c) FS. History—New 2-21-91, Formerly 10D-13.0291, 7C-4.0161, Amended 3-31-94, 9-25-96, 5-11-98, 7-2-98, 2-12-08, 8-12-08, 6-13-10, 11-1-12, 7-4-13, 1-6-15, 4-29-15, 7-29-18, 2-18-21, 12-31-23, 5-16-24.

61C-4.020 Vending Machines.

(1) Vending machines regulated under Chapter 509, F.S., shall be subject to applicable provisions of Rules 61C-1.004 and 61C-4.010, F.A.C.

(2) Cleaning – All food-contact surfaces of vending machines shall be thoroughly cleaned and subjected to effective bactericidal treatment at scheduled intervals, based upon the type of product being dispensed, as approved by the division in accordance with provisions of Chapter 4, Food Code, as adopted by reference in Rule 61C-1.001, F.A.C. A record of such cleaning and sanitizing operations shall be maintained and available for inspection in each machine and shall be current for at least the past 30 days. The cavities and door edges of microwave ovens must be cleaned at least

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once a day and shall be kept free of encrusted grease deposits and other accumulated soil.

(3) Equipment location – Vending machines, ovens and other equipment shall be located in a room, area or space which is maintained in a clean condition and which is protected from overhead leakage from drains, piping and other sources. Each machine shall be so located that the space around and under the machine can be easily cleaned and so that insect and rodent harborage is not created. The immediate area shall be well lighted and ventilated. The floor area upon which vending machines are placed shall be of such construction as to be easily cleaned and shall be kept clean and in good repair. Adequate handwashing facilities, including hot and cold running water, soap and individual towels shall be convenient to machine locations where employees service bulk food machines.

(4) Exterior construction and maintenance – The exterior construction of vending machines shall be such as to facilitate cleaning and to prevent the entrance of insects and rodents and shall be kept clean. Door and panel access openings to product and container storage spaces shall be tight fitting and, if necessary, gasketed to minimize the entrance of dust, moisture, insects and rodents. Necessary ventilation openings into vending machines shall be effectively screened. Water, gas, electrical or other service connections through an exterior machine wall shall be sealed. Utility connections shall be made in such a manner that unauthorized or unintentional disconnections will be discouraged. In all vending machines in which the condenser unit is an integral part of the machine, such unit when located below the food and container storage space, shall be separated from such space by a dust proof barrier, and when located above, shall be sealed from such space. In order to prevent seepage underneath the machine and to promote cleaning, free standing vending machines shall have one or more of these elevation or movability features:

(a) Be light enough to be manually moved with ease by one person; or

(b) Be elevated on legs or extended sidewalls to afford, with or without kickplates, an unobstructed vertical space of a least 6 inches under the machine; or

(c) Mounted on rollers or casters which permit easy movement; or

(d) Be sealed to the floor.

(e) Where used, kickplates shall be easily removable or be capable of being rotated. These kickplates shall be designed and installed to make the area under the machine easily accessible for routine cleaning without unlocking the cabinet door.

(f) Counter type machines shall be:

1. Sealed to the counter; or

2. Mounted on 4 inch legs or the equivalent; or

3. Easily moved for cleaning with service connections in place.

Rulemaking Authority 509.032 FS. Law Implemented 509.032, 509.221 FS. History—New 1-1-77, Amended 1-6-81, Formerly 10D-13.33, Amended 2-21-91, Formerly 10D-13.033, 7C-4.020, Amended 3-31-94, 9-25-96, 1-22-14.

61C-4.023 Food Protection Manager Certification and Public Food Service Employee Training.

(1) All managers who are responsible for the storage, preparation, display, and serving of foods to the public shall have passed a certification test approved by the division demonstrating a basic knowledge of food protection practices as adopted by the division. Those managers who successfully pass an approved certification examination shall be issued a certificate by the certifying organization, which is valid for a period of five years from the date of issuance. Each licensed establishment shall have a minimum of one certified food protection manager responsible for all periods of operation. The operator shall designate in writing the certified food protection manager or managers for each location. A current list of certified food protection managers shall be available upon request in each establishment. When four or more employees, at one time, are engaged in the storage, preparation or serving of food in a licensed establishment, there shall be at least one certified food protection manager present at all times when said activities are taking place. The certified food protection manager or managers need not be present in the establishment during those periods of operation when there are three or fewer employees engaged in the storage, preparation, or serving of foods. It shall be the responsibility of the certified food protection manager or managers to inform all employees under their supervision and control who engage in the storage, preparation, or serving of food, to do so in accordance with acceptable sanitary practices as described in this chapter.

(2) Temporary food service vendors and vending machine operators, licensed pursuant to Chapter 509, Part I, F.S., are exempt from the manager certification requirements of this section.

(3) The Conference for Food Protection Standards for Accreditation of Food Protection Manager Certification

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Programs, as adopted by the Conference for Food Protection on August 4, 2008 and herein adopted by reference, shall be the division standard for the recognition of certifying organizations who provide food manager certification examinations. A copy of the Standards for Accreditation of Food Protection Manager Certification Programs is available on the Conference for Food Protection website at www.foodprotect.org. The Division of Hotels and Restaurants shall accept all certification examinations approved by the Conference for Food Protection. Certifying organizations that are accredited by a Conference for Food Protection sanctioned accreditor shall be recognized by the division as approved providers of a Food Protection Manager Certification Program.

(4) Public Food Service Employee Training.

(a) All public food service employees must receive training on professional hygiene and foodborne disease prevention. Professional hygiene includes personal cleanliness and hygienic practices in accordance with the Food Code, as adopted by reference in Rule 61C-1.001, F.A.C., and techniques to prevent cross contamination. Foodborne disease prevention training must include the types and causes of foodborne illness, identification of time/temperature control for safety (potentially hazardous) food, and how to control or eliminate harmful bacteria in a public food service establishment.

(b) Public food service employees must receive training which relates to their assigned duties. Employees who prepare foods must be knowledgeable about safe methods of thawing, cooking, cooling, handling, holding and storing foods. Service personnel must be knowledgeable about safe methods of serving food. Employees who clean equipment and facilities must be knowledgeable about proper cleaning and sanitization methods. Employees responsible for maintaining the premises must be knowledgeable about proper vermin control methods as specified in the Food Code, as adopted by reference in Rule 61C-1.001, F.A.C.

(c) Licensees who provide in-house employee training shall make available on the premises of the establishment, or in a theme park or entertainment complex in a central location, upon the division's request, the curriculum and materials used to conduct training. If training is obtained from an outside provider, the licensee must provide, upon the division's request, information about the selected training program and methods used to evaluate training outcomes. Training outcomes include employees correctly applying procedures and answering questions relative to assigned duties. Employees must safely perform their work duties in a manner consistent with the requirements of the Food Code, as adopted by reference in Rule 61C-1.001, F.A.C.

(d) Public food service employee training may be provided through written materials, interactive distance learning, in-person instruction, or any other method of delivery that conveys the necessary information, so long as the training program has been approved by the division and complies with all requirements in this subsection and Section 509.049, F.S. Regardless of the delivery method, each employee training certificate and card provided to the student upon completing the public food service employee training program must include the provider number assigned by the division, and the name and certificate number of the certified food manager responsible for providing the training.

1. For the purpose of this rule, "interactive distance learning" means the delivery of an approved public food service employee training program via the internet or other interactive electronic media. Such training must be interactive, providing for the exchange of information at regular intervals to promote student involvement, and must provide for the registration, evaluation, monitoring, and verification of public food service employee training. Interactive distance learning training programs must require the student to complete and submit a statement at the end of the course that the student personally completed each module of instruction. Interactive distance learning must not require passage of an examination to complete the training.

2. Each provider of an approved public food service employee training program provided through interactive distance learning is responsible for verifying student identification upon each log-in and at regular intervals, and ensuring that one student registration cannot be used to complete the training program more than one time. Student identification verification may be based upon information obtained at the time of registration.

3. Each provider of an approved public food service employee training program must notify the division in writing that it will provide the training program through interactive distance learning. Such notification must include the approved program provider number; the form of electronic media utilized; the internet address for the training program, if provided through the internet; and the name and certificate number of the certified food manager responsible for maintaining and updating the information provided by the training program. The approved provider must notify the division in writing of any changes to the required information within 30 days of the change.

Rulemaking Authority 509.032, 509.039, 509.049 FS. Law Implemented 509.039, 509.049 FS. History—New 2-21-91, Amended 5-12-92, Formerly 10D-13.037, 7C-4.023, Amended 3-31-94, 10-9-95, 1-18-98, 2-7-01, 8-12-08, 6-30-10, 8-10-11, 4-29-15.

CHAPTER 61C-8

HOSPITALITY TRAINING PROGRAMS GRANTS

61C-8.001	Intent. <i>(Repealed 9-25-96)</i>
61C-8.002	Definitions. <i>(Repealed 9-25-96)</i>
61C-8.003	Funds Availability. <i>(Repealed 3-31-94)</i> .
61C-8.004	Program Requirements.
61C-8.005	Review and Processing of Grant Applications. <i>(Repealed 9-25-96)</i>
61C-8.006	Program Review and Disbursement of Funds. <i>(Repealed 9-25-96)</i>
61C-8.007	Program Reports. <i>(Repealed 9-25-96)</i>

61C-8.004 Program Requirements.

(1) School-to-Career Transition Program Grant Application Requirements. Pursuant to Section 509.302, F.S., the division may award four-year school-to-career transition program grants to nonprofit statewide organizations representing the hospitality industry of this state.

(a) The application cycle will begin on January 1 and end on March 1. Applications and all supplemental materials must be received by the division by the close of business on March 1 to be considered in the grant recipient selection process.

(b) Grant applications shall be submitted on DBPR Form HR 5025-200, GRANT APPLICATION, (<https://www.flrules.org/Gateway/reference.asp?No=Ref-00659>) incorporated herein by reference and effective 2009 October 1, to the Hospitality Education Program, Division of Hotels and Restaurants, Department of Business and Professional Regulation, 2601 Blair Stone Road, Tallahassee, Florida 32399-1011.

(c) All grant applications must address the applicant's experience and history in representing the hospitality industry; demonstrated ability to provide services statewide with industry support and participation; and prior commitment to school-to-career transition programs in the hospitality industry. All applications must also address and identify how the recipient intends to demonstrate compliance with the following criteria:

1. Provide hospitality education opportunities for high school (or equivalent) students in the public school system;
2. Provide school-to-career transition opportunities to prepare students to be recruited, trained or employed for a career in the hospitality industry;
3. Provide education about progressive career options describing opportunities for professional advancement in the hospitality industry;
4. Provide opportunity for students to receive certification in an area of the hospitality industry. Certification means documentation that the student has successfully completed requirements in a specific area of the hospitality industry and in accordance with the goals established by the program awarded grant funds. All certifications must be completed through programs established and recognized in the State of Florida, hospitality-industry-sponsored programs, or national certification programs, such as Certified Professional Food Manager, food service employee food handler certification, or apartment manager certification;
5. Provide a description of the objectives of the grant and the methodology to assess the achievement of certification objectives;
6. Provide an emphasis on spending grant funds on direct student services;
7. Provide or possess the capability to provide value beyond the grant term;
8. Identify potential methods and sources for acquiring independent funding beyond the grant term to finance the continued operation of the program, provided the program is designed to be continued; and
9. Provide the program services for the full four-year grant term.

(d) All grant recipients must have a functional advisory committee to assist in the development and operation of the grant-funded program. The advisory committee must include three or more hospitality industry professionals related to the sector of industry addressed by the training program, of which at least one shall not be employed by the grant recipient or any of its affiliates. The committee members must have agreed in writing to serve in this capacity.

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(e) The application must be accompanied by DBPR Form HR 5025-201, PROPOSAL NARRATIVE FORMAT, (<https://www.flrules.org/Gateway/reference.asp?No=Ref-00660>) incorporated herein by reference and effective 2010 May 20.

(f) All materials developed through the grant recipient's program become the property of the Hospitality Education Program.

(2) Review and Processing of Grant Applications.

(a) The division shall receive, process, determine application completeness, and evaluate the grant applications.

(b) DBPR Form HR 5025-206, EVALUATION FORM, (<https://www.flrules.org/Gateway/reference.asp?No=Ref-06534>) incorporated herein by reference and effective 2016 March, shall be used by all reviewers to evaluate all school-to-career transition program grant applications submitted.

(c) The division shall provide the Hotels and Restaurants Advisory Council (advisory council) a copy of each grant application received and a list of prioritized programs with recommended funding levels by March 31 of each application cycle.

(d) The advisory council will meet to evaluate the applications and forward its recommendations to the division director. Any member of the advisory council who is also an applicant or an employee or paid representative of an applicant shall abstain from the advisory council's evaluation, recommendation, and vote regarding grant applications. The final determination of grant awards shall be made by the secretary of the department. Grant recipients shall be notified by May 1.

(3) Program Review and Disbursement of Funds.

(a) The applicant shall ensure that the terms of the grant contract executed under this chapter are enforced.

(b) The division reserves the right to review programs for grant contract compliance at any time during the grant period. This review shall focus on the completion of stated tasks within the approved timetable, fulfillment of stated goals and objectives, and proper expenditure of grant monies.

(c) Each recipient of grant funds shall maintain accurate records of all expenditures of grant funds and shall make these records available for inspection, review or audit by the division and other authorized personnel. Records shall be kept for a period of at least 5 years following the end of the grant period. All grant funds will be subject to state audit requirements.

(d) Grant funds shall be distributed quarterly, consistent with the terms of the grant proposal and contract. An amendment to the grant shall be approved, so long as such amendment does not change the scope of the grant or create a substantial deviation from the original proposal.

(e) All aspects of the grant-funded program shall comply with Chapter 509, Part I, F.S., and the rules adopted thereunder.

(f) Written status reports shall be submitted as indicated on the grant application, but not more than 60 days following the end of each quarter, using DBPR Form HR 5025-202, QUARTERLY STATUS REPORT FORM, (<https://www.flrules.org/Gateway/reference.asp?No=Ref-00662>) incorporated herein by reference and effective 2009 October 1. Quarterly requests for payment shall be submitted with the status reports. Such requests shall contain an invoice requesting payment and a detailed accounting of quarterly expenditures. Payment requests for expenditures accrued during the first quarter of the grant period shall include only those expenditures accrued on or after July 1 or the date of grant contract execution, whichever is later. All other payment requests shall contain only those expenditures accrued during the previous quarter.

(4) Annual Program Reports. An annual report shall be submitted within 60 days following the end of each state fiscal year and the grant period using DBPR Form HR 5025-203, ANNUAL PROGRAM REPORT FORM, (<https://www.flrules.org/Gateway/reference.asp?No=Ref-00663>) incorporated herein by reference and effective 2009 October 1.

(5) Obtaining forms. All forms incorporated in this section are available from the Division of Hotels and Restaurants Internet website www2.MyFloridaLicense.com/hotels-restaurants; by e-mail request submitted to www2.MyFloridaLicense.com/contactus; by phone request to the department at (850)487-1395; or upon written request to the Hospitality Education Program, Division of Hotels and Restaurants, Department of Business and Professional Regulation, 1940 North Monroe Street, Tallahassee, Florida 32399-1011.

Rulemaking Authority 509.032, 509.302 FS. Law Implemented 509.302 FS. History—New 2-27-92, Amended 8-11-92, Formerly 7C-8.004, Amended 3-31-94, 9-25-96, 1-18-98, 5-7-08, 12-29-11, 4-25-16.