



IMPORTANT NOTICE

Applicants Applying for:

¹Assisted Living Facilities - ²Adult Family Care Homes - ³Adult Day Care Centers - ⁴Hospice Residential Unit

If you are planning to apply for a license for one of the above four name facilities and your home or facility will serve food and/or have a well, pool, or septic system, contact your local County Health Department (CHD) immediately. For a listing of CHDs go to <http://www.doh.state.fl.us/chdsitelist.htm>.

Food Hygiene

All residences and facilities are required to **submit a complete floor plan and proposed menu** to the local County Health Department (CHD), prior to construction, renovation, change of ownership, change of maximum occupancy or opening. This is to assure that the kitchen and dining areas have required equipment and meet Chapters 64E-11 or applicable food sections of 64E-12, FAC. This floor plan shall be drawn to scale and accurately detail the food service and preparation areas, including a list of food equipment to be used. It shall also include all outbuildings, fencing, restrooms, septic system, wells, etc. Fees may be associated with this plan review and permitting process.

Food Hygiene standards shall be met prior to issuing a license, renovation, a change of ownership, change of maximum occupancy, or opening for business. These requirements can be found in the Florida Administrative Code on line at <https://www.flrules.org/Default.asp> or accessing the DOH food hygiene website at <http://www.doh.state.fl.us/environment/community/food/default.html>.

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| Assisted Living Facility | 64E-11, FAC, for facilities licensed for 11 or more residents. Application and permit required.
64E-12.004, FAC, for those licensed for 10 or fewer residents. |
| Adult Family Care Homes | 64E-12.004, FAC. |
| Adult Day Care | 64E-11, FAC. Application and permit required. |
| Hospice Residential Unit | 64E-11, FAC. Application and permit required. |

Physical Plant Sanitation or Group Care Inspection

In addition to the food hygiene requirements assisted living facilities, hospice, and adult family care homes must meet physical plant sanitation standards outlined in Chapter 64E-12 FAC, for Community Based Residential Facilities. Chapter 64E-12, FAC, does not apply to adult day care centers, as they are not residential facilities. For more information on the group care inspection go to the DOH website <http://www.doh.state.fl.us/environment/community/group/index.html>.

Well, Pool or Septic System

If your facility/home has a well, pool or septic system on the property to be used for any of the facilities listed at the top of this notice, you must also contact the local County Health Department (CHD) before you submit your application to the Agency for Health Care Administration. Some properties with a well, pool, and septic tank can require extensive and costly renovations or modifications before they can be approved. Fees may be associated with plan reviews of septic systems, pools, and wells. When a group home facility with eight or more residents, has a pool, it is considered a public pool. Related DOH website links are as follows:

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| Septic Systems | http://www.doh.state.fl.us/environment/ostds/index.html . |
| Pools | http://www.doh.state.fl.us/environment/water/swim/index.html . |
| Drinking Water Well | http://www.doh.state.fl.us/environment/water/index.html . |

This list is not comprehensive! Contact your local CHD *environmental health* section for additional requirements, information, and to schedule an environmental health inspection your facility/residence for compliance. Website all 67 CHDs statewide, <http://www.doh.state.fl.us/chdsitelist.htm>.