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## OBTAINING A PHARMACY PERMIT OVERVIEW

### **NEW PHARMACY:**

A pharmacy permit is required prior to operating in the State of Florida. The permit application must be completed and returned to the Board of Pharmacy with the required fee of \$255.00. The application **MUST** have the original signatures of ALL the owners/officers and of the consultant or prescription department manager. New establishments are required to document ownership in the form of corporate charter and ID number filed with the Secretary of State or fictitious name affidavit filed with local authorities. **UNSIGNED APPLICATIONS WILL BE RETURNED.**

### **Application Process:**

1. Please mail the application and application fee (check or money order) to the following address:

Department of Health  
Board of Pharmacy  
P.O. Box 6320  
Tallahassee, Florida 32314-6320

Please send express mail to the following:

Department of Health  
Board of Pharmacy  
4052 Bald Cypress Way, Bin C-04  
Tallahassee, Florida 32399-3254

Once your application has been received by the Board office (allow 10 -14 days from mail date for the office to receive), you will be notified by letter of the status of your application. If the application is incomplete, you will be sent an incomplete letter notifying you of what is missing from your application. If the application is complete, you will be notified that an inspector will contact you to setup an inspection date. Please allow 30 days for the inspector to contact you. Please do not call the Board office concerning your inspection date.

Upon completion of the inspection the Board office will be notified that it was satisfactory or unsatisfactory by the inspector. If the inspection was satisfactory, you will be issued a permit number within 10 days.

Please do not call the Board of Pharmacy allow 10 days for the permit number to be issued. You may check the website at [www.flhealthsource.com](http://www.flhealthsource.com) for your number. The Board of Pharmacy will notify DEA that your pharmacy permit has been issued.



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## **DEA REQUIREMENTS-FEDERAL REGISTRATION**

If controlled substances will be involved, an application must be made with the Drug Enforcement Administration. The application may be obtained from the Miami Regional Office, 8400 NW 53<sup>rd</sup> Street, Miami, FL 33166, 305-994-4880 or 1-(800) 667-9752 via web at [www.DEAdiversion.usdoj.gov](http://www.DEAdiversion.usdoj.gov) . Mark the portion that requests your Board of Pharmacy Permit Number "Pending". DEA will not issue a registration until the Board of Pharmacy has issued the pharmacy permit.

## **PROCEDURES FOR A CHANGE OF OWNERSHIP**

Federal DEA registration and State registration applications for change of ownership should be completed using the same procedures outlined for new establishments, as all changes in ownership shall receive a new permit number. Please review Rule 64B16-28.1135 Change of Ownership for detailed information on what constitutes a change of ownership.

**BUYER:** Must obtain an application for State and Federal registration.

**SELLER:** 14 DAYS IN ADVANCE OF THE DATE OF THE PROPOSED TRANSFER, the seller MUST submit in person or by registered or certified returned receipt mail, to the Drug Enforcement administration the following information:

1. The name, address, authorized business activity and registration number of seller (registrant-transferor).
2. The name, address, authorized business activity and registration number of the person acquiring the drugs.
3. The date the transfer of controlled drugs will take place.

**NOTICE TO BUYER AND SELLER:** A) On date of the change of ownership, a COMPLETE INVENTORY OF ALL CONTROLLED SUBSTANCES BEING TRANSFERRED - MUST BE TAKEN.

This inventory shall serve as the final inventory of seller and the initial inventory of the buyer. B) Transfer of Schedule II drugs MUST BE DONE ON DEA 222 ORDER FORMS. When a buyer received his DEA certificate of registration and order forms, he must transfer all Schedule II drugs by listing them on the order forms. Original is given to seller, first copy is sent to the DEA office in Miami, Florida, and 2nd copy is retained by the buyer. A copy of the transferred inventory is to be given to the inspector upon his inspection.



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## **PROCEDURES FOR A CHANGE OF LOCATION**

A pharmacy currently registered with the Board of Pharmacy may not move the pharmacy without prior approval from the Board. It is recommended that an application be made for the new location approximately 60 days in advance. Prior to issuance of the new registration, a change of location inspection must be completed by a Department of Health Inspector. The inspection will be similar to the one required for a new pharmacy; however, the Board does understand that in certain instances the library, shelving, etc. will be moved from the old location at the time of the move.

The application must state the new location, and must show the pharmacy permit number. An application for DEA registration is not required. The Board will notify DEA of the change of location once the permit has been issued.

When there is a change of location, name or classification, the permit will be amended to reflect such change.