

# Weights and Measures Device Permit Information Guide

[www.800helpfla.com](http://www.800helpfla.com) | 1-800-HELP-FLA

## WHO IS REQUIRED TO HAVE A WEIGHING AND MEASURING DEVICE PERMIT?

A business or person is required to have a Weighing and Measuring Device Permit if they use any weighing or measuring device or devices except gas pumps for commercial purposes. Weighing and measuring devices include:

- All scales
- Taximeters (unless permitted and tested for accuracy by a city or county program).
- Mass flow meters
- Volumetric flow meters
- Grain moisture meters
- Multiple dimension measuring devices
- Tanks used as measures

You may view a copy of the [5F-5.002, F.A.C. Rule](#)

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## WHAT CONSTITUTES “COMMERCIAL PURPOSES”?

Regulations define “commercial purpose” as being used or employed in commerce to establish the size, quantity, extent, area, or measurement of any commodity sold, offered, or submitted for sale or hire; used or employed in computing any basic charge or payment for services rendered on the basis of weight, measure, or count; or used or employed in determining the winner of any award based on weight, measure, or count.

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## I HAVE A SCALE (OR OTHER WEIGHING AND MEASURING DEVICE) THAT I AM NOT USING FOR A COMMERCIAL PURPOSE BUT WOULD STILL PREFER IT BE INSPECTED BY THE STATE. DO I NEED A PERMIT?

Yes, if you ask for a state inspection, regardless if the device is being used commercially, you will need to obtain a permit. Florida Statute Chapter 531.60(3) provides for testing of devices that are not used commercially if the appropriate permit and fees are paid as prescribed.

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## HOW DO I OBTAIN A PERMIT?

### FOR NEW BUSINESSES;

- For new businesses you may print the application form from our [website at www.800helpfla.com](http://www.800helpfla.com); call the Bureau of Standards Permit Line at 850-921-1590 and request an application form, or request an application form using fax number 850-921-1592.
- Once the application form is obtained, complete the form and determine the amount of the permit fee using the worksheet on page two. The amount and type of commercial devices at each business location which are subject to the permit requirements will be verified by a state inspector.
- Future invoices will be sent to permit holders prior to the expiration of their permits with information based on data from original applications and/or inspection visits.
- Allow 4-6 weeks for delivery of permit.

### FOR EXISTING BUSINESSES OR RENEWALS;

- Verify that all information on the permit application is correct.
- Verify the amount owed is correct using the worksheet on page two of the application or the [Permit Application Guide \[PDF\]](#) and make any corrections if necessary.
- Allow 4 to 6 weeks for delivery of permit.

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## HOW DO I DETERMINE HOW MUCH IS OWED AND WILL I HAVE TO PAY THIS FEE EVERY YEAR?

- The permit fee will be due annually. The Department will attempt to notify businesses for renewals each year prior to the expiration date of the permits, but ultimately the permit holder is responsible for renewing their permit prior to its expiration.
- Existing businesses or renewals will have the fee printed on the invoices sent to them by the Department. This amount can be verified and corrected (if necessary) using the [Permit Application Guide \[PDF\]](#).
- For new businesses, reference the [Permit Application Guide \[PDF\]](#) to determine how much the permit fee should be.
- The permit fee is based on total number, type, size and/or capacity of devices at that location.
- The permit fee may have to be adjusted periodically depending on the total number, type, size and/or capacity of devices in use at that location.

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## I HAVE REPLACED OR ADDED SCALES (OR OTHER WEIGHING AND MEASURING DEVICES) AT MY BUSINESS. DO I NEED TO NOTIFY THE BUREAU OF STANDARDS?

- Yes, any time a business adds or replaces a device, the Bureau of Standards must be notified within 30 days of replacement with the brand name, capacity of both the device being replaced and the replacement device by mail to the Bureau of Standards, 3125 Conner Blvd, L-2, Tallahassee, Fl. 32399-1650, by facsimile at 850-921-1592, or by email at [mflwmdp@freshfromflorida.com](mailto:mflwmdp@freshfromflorida.com).
- The permit fee could change with the addition of devices prior to the expiration of a permit.

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## WHAT CAN HAPPEN IF I DO NOT OBTAIN A WEIGHING AND MEASURING DEVICE PERMIT AS REQUIRED?

- If the business does not obtain a permit or does not renew a permit within 30 days after the due date, a late fee of \$100.00 must be paid in addition to the regular permit fee before the Department will issue or re-issue the device permit.
- Refusing to apply for a permit or pay the permit fee will result in additional sanctions and penalties, including fines and prohibiting the use of the devices until a permit is issued.

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## CAN I USE MY SCALE (OR OTHER WEIGHING AND MEASURING DEVICE) AFTER I HAVE APPLIED FOR MY PERMIT?

Yes, provided the device has been properly calibrated and placed into service by a registered agency or tested by a state inspector.

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**Any questions or comments you may have can be directed to:**

**Bureau of Standards – Weights and Measures**

**3125 Conner Blvd. Lab 2**

**Tallahassee Florida 32399-1650**

**850-921-1590**