Requirements for Food Premises Approval

The purpose of this document is to provide guidance to food premises operators. This document is not intended to be all inclusive. The applicant is advised to contact other agencies having jurisdiction such as your local Building Inspection office. After review of this document, if further information is needed, please contact the local Interior Health Environmental Health office.

Note: For Premises that process and serve (dispense) food for immediate consumption, are classified as a food service establishment, for which a valid Permit issued by an Environmental Health Officer is required.

Sections in this handout include a checklist at the back of the handout, the application process, items to include on a building plan, operating Permit criteria, and references.

1.0 APPLICATION
There are two stages of Health Authority approval; 1) construction (or renovation) plan approval, and 2) operation approval (which may include Permit issuance).

Apply for food premises approval from Health Protection office well in advance of the time you expect to open.

Prior to opening, the Environmental Health Officer (EHO) will conduct an inspection to ensure the facility was constructed in accordance with the previously approved plan.

Include:
- Completed Application form
- Building plans for the facility as described below

2.0 BUILDING PLAN
Provide a plan of your proposed food premises showing the details explained in this section. A person must not construct or make alterations to a food premises unless the plans and specifications for the construction or alteration conform to the requirements of the Food Premises Regulations and have been approved by the EHO.

2.1 Layout
(a) Show dimensions of all rooms and their purpose.
(b) Describe the location, size, type and finish of major equipment and plumbing fixtures
   i. Locate separate hand sinks in the food preparation area.
(c) Provide storage space for cleaning supplies and personal belongings (e.g. purses, coats, etc.), separate from food and equipment storage.
(d) Provide adequate area for dry food storage in cupboards or on shelves raised a minimum of 15 cm (6 inches) off the floor to allow for cleaning.
(e) Consider food flow and work flow when designing layout (e.g. receiving to storage to preparation to service to dishwashing).
(f) Plan and arrange to install equipment to allow for easy cleaning (e.g. equipment on casters, flexible gas lines, etc.).
2.2 Equipment
(a) Ensure that all equipment, utensils and food contact surfaces used on the premises are constructed from materials that are suitable for their intended purpose, durable, easily cleaned and free from any noxious or toxic substance, in good working order, and operated in a manner that ensures the safe and sanitary handling of food.
(b) Ensure that all refrigeration and hot holding equipment is of a type and capacity that is adequate to meet the needs of the premises, and is capable of maintaining the food at temperatures of not more than 4°C (40°F) for refrigeration and not less than 60°C (140°F) for hot holding, as required by the Food Premises Regulation.
(c) Accurate thermometers are required for all temperature controlled units.
(d) Potable hot and cold water, under adequate pressure and of sufficient quantity, must be provided to meet the peak demands throughout the food premises.
(e) Commercial dishwashers require accurate temperature gauges to monitor dishwashing and sanitizing operations.
   i. Commercial dishwashers should be of suitable design and quality. e.g. NSF or ULC certified
   ii. High temperature dishwashers must reach a minimum plate temperature of 74°C (165°F) by providing 60°C (140°F) in the wash cycle and 82°C (180°F) for 10 seconds in the rinse cycle measured by the temperature gauge at the hot water manifold.
   iii. Chemical dishwashers must attain a minimum temperature of 38°C (100°F) at the manifold and 50 ppm of chlorine or other approved combination of temperature and sanitizer as described in the Food Retail and Food Services Code.
(f) For manual dishwashing, a three-compartment sink is required. These sinks must be large enough to allow the largest pot or utensil to be fully submersed for sanitizing. A two-compartment sink for utensil and pot washing is suitable for operations that use “single service” utensils. Provide a suitably sized drain-board for air drying pots and utensils. Sanitizing shall occur as described in the Food Retail and Food Services Code.
(g) Backsplashes are to be provided behind sinks, preparation areas and washing areas.

2.3 Finished Surfaces
(a) In food preparation and storage areas, walls, ceilings, floors, shelves and counters must be smooth, impervious and easy to clean.
(b) Where carpet is installed, it should only be used in the dining or public areas.

2.4 Lighting
(a) Lighting must be adequate to allow for the sanitary operation and maintenance of the premises with shatterproof coverings in areas where food is prepared and stored as described in the Food Retail and Food Services Code.

2.5 Ventilation
(a) Install ventilation according to the BC Building and National Fire Protection Association codes to keep rooms free of heat, steam, condensation, vapours, odours, smoke and fumes.
2.6 Sanitation Facilities
(a) Supply and maintain handwashing stations adequate in number and location to ensure convenient access to all employees.
(b) Handwashing sinks must be separate from food preparation sinks and dishwashing sinks.
(c) All hand sinks are to be provided with liquid soap and single use hand drying products (e.g. paper towels). Common use towels are not acceptable.
(d) The number of public washrooms required by a food service operation and whether your public washrooms must be accessible to persons with disabilities is regulated by the BC Building Code.
(e) WorkSafe BC regulates the number of staff washrooms.
(f) Public washrooms must be located so that patrons do not pass through the food preparation area or storage area.
(g) Washrooms may not open directly into any room where food is served, handled, prepared or stored.
(h) Signs directing staff to wash their hands after using the toilet or urinal should be prominently posted at all hand basin locations, or at washroom exit.
(i) Washrooms should be vented directly to the outdoors and equipped with self-closing hardware on the doors.

2.7 Janitorial Facilities
(a) A separate janitor’s sink for filling/emptying pails, cleaning mops, etc. is recommended.
(b) Provide a vacuum breaker for hose bib.
(c) Should be equipped with cleaning materials, equipment, and facilities that are located away from food storage and handling areas.

2.8 Waste Disposal
(a) Waste, refuse and recyclable materials should be removed from the premises at a frequency that will minimize odours and other conditions that attract or harbour pests.
(b) Grease traps are to meet local bylaws and the BC Building/Plumbing Code.
(c) Where applicable, a certification of the installation of a sewerage system meeting the Sewerage System Regulations is required.

3.0 PERMIT TO OPERATE (for Food Service Establishments)
A person must not operate a food service establishment unless the person holds a Permit to Operate issued by the EHO under the Food Premises Regulation. Prior to issuing the Permit, the EHO will conduct a pre-opening inspection:

Prior to issuing the Permit, the EHO will require:

3.1 Confirmation of FOODSAFE Certification (or proof of equivalent training) for the operator of the establishment.
   (a) This includes the manager and the owner or lessor of the premises.
   (b) While the operator is absent from the food service establishment, at least one employee present in the establishment must be FOODSAFE certified (or have proof of equivalent training).

3.2 A written Food Safety Plan.
3.3 A written Sanitation Plan.
3.4 Proof of payment of operating permit fees appropriate for the type of food service establishment.
3.5 A copy of the proposed menu.

4.0 REFERENCES AND OTHER AGENCIES

Ensure that all requirements of other government agencies are addressed. For example, fire inspectors, building inspectors, planners, business license issuers and liquor inspection officers.

The following references will help you in the planning of your food business:
- BCCDC Food Protection Booklet – Vital To Your Business
- Canadian Food Retail and Food Services Code
- Ensuring Food Safety – Writing your own Food Safety Plan the HACCP way
  [http://www.bccdc.ca/NR/rdonlyres/1A068D5D-3350-4D1C-A356-D8C6D62B7DB9/0/EnsuringFoodSafetyHACCPWay.pdf](http://www.bccdc.ca/NR/rdonlyres/1A068D5D-3350-4D1C-A356-D8C6D62B7DB9/0/EnsuringFoodSafetyHACCPWay.pdf)
- Food Premises Regulation

Note:
In British Columbia, the Food Premises Regulation is the governing legal document for all food handling and operations for the public. Both the food premises operator and local health authority have their respective roles and responsibilities for ensuring that the requirements of that regulation are met. The ultimate goal is to ensure that the public receives safe, wholesome food.

As part of the application process (and requirement of the Food Premises Regulation), the food premises operator must include a comprehensive proposal to Interior Health Health Protection Services for review and approval. The proposal must clearly outline all the operations which will occur within the facility (onsite preparation, take-out, delivery, catering, canning, etc.), along with a description of how the food premises will be managed to reduce the possibility of foodborne illness. The Environmental Health Officer (EHO) may provide guidance to the applicant to ensure that the relevant requirements of the Regulation are met. Ultimately, it is the responsibility of the operator to ensure that their food premises and its operation comply with all applicable legislation.
Approval of Plans for Food Premises - Checklist

- Completed Environmental Health Application (807627), along with required payment

**Potable Water Supply:**
- Source and connection
- Hot water – location, type, tank size

**Sewage Disposal:**
- Certification of appropriate sewerage system
- Grease trap detail and location

**Building Plans showing plan of each floor including:**
- Dimensions and seating capacity
- Floor finish, wall finish, ceiling finish – in kitchen, beverage room, dining room, storage, cooler, washrooms, garbage room, office, staff room and utility room
- Living quarters or other business

**Hand washing facilities:**
- Size and locations

**Refrigeration:**
- Walk-in cooler dimensions
- Location and type of cooling equipment: fridge, cold table, ice-cream, display case, milk cooler, freezer, beverage cooler, ice machine, etc

**Dishwashing:**
- Scraper and pre-wipe
- Sinks – type, location and size
- Automatic – make, model, location

**Garbage Disposal:**
- Description (in kitchen, on site, final disposal and frequency of removal)

**Lighting type and location:**
- Intensity in kitchen, storage, dining or beverage rooms
- Washrooms

**Food Storage area:**
- Dimensions
- Shelf construction and finish

**Ventilation and Heating:**
- Kitchen, washrooms, storage, etc
- Type, location, point of discharge
- Capacity (air change / hour)

**Washroom Facilities:**
- Location

**Preparation and Serving Equipment:**
- Type, location of steam table, cutting counter, mixers, slicers, tables, counters, ranges, other

**Copy of:**
- Menu
- Food Safety Plan
- Sanitation Procedures
- FOODSAFE Certificates