

## ***Guidelines for Opening a Food Premises***

All food establishments are required to notify the local Health Unit before opening.

### **How to apply:**

1. Complete a Notification of Food Premises Opening form, which can be picked up at the Hastings & Prince Edward Counties Health Unit (HPECHU) or visit [www.hpechu.on.ca](http://www.hpechu.on.ca) and go to the Food Safety, Safe Food Handling section under Environmental Health to download a copy. The completed form is to be submitted to the Environmental Health Department at least five business days before the opening of the establishment to arrange for a pre-opening inspection.
2. For any new food establishment or the remodelling of an existing building, two sets of plans showing the layout of the food preparation area and equipment must be submitted to the health unit for approval.
3. In the case of taking over an existing food facility and no renovations are proposed, one must still submit a Notification of Food Premise Opening form. This notification is NOT transferable.
4. It is recommended that at least two people, one of the management staff and one front-line worker, be certified food handlers. For further information you can contact the health unit or visit our website [www.hpechu.on.ca](http://www.hpechu.on.ca) and go to clinics and classes under the Environmental Health section.

### **Requirements**

- All surfaces including the floors, walls, ceilings, counters, cupboards and shelving located in any food storage area, food preparation area, and walk-in refrigerator/freezer units must be constructed of materials that are smooth, non-absorbent, easily cleanable, non-corrosive, in good repair and sound condition.
- Dry food storage space must be adequate for the size and type of facility (well lit, away from floor drains, free of pests).
- Cold food storage must be sufficient to store all perishable foods. Each refrigeration and freezer unit must be equipped with an accurate indicating thermometer.
- Storage space for your employees' personal effects (i.e. purses, shoes, and clothing) such as lockers in staff washrooms is required.
- All food must come from approved government-inspected sources.
- All water must be potable.
- A separate handwashing basin is required in each food preparation area (with dispensed liquid soap and paper towels).
- Provide accurate indicating thermometers.
- Adequate lighting with protective light covers in food preparation areas.
- Adequate ventilation is required to remove odours, grease, smoke, steam and heat from areas where food is cooked.

- Proper dishwashing facilities a) a commercial dishwasher, b) three-compartment sink or c) two-compartment sink (*depending on type of utensils being used*).
- Proper garbage containers that are leak proof, non-absorbent with tight covers.
- Utility sink for mops, cleaning, etc.
- Washrooms - check the Ontario Building code or call your local building inspector for information about the washroom requirements. Be aware that requirements vary depending on the size and type of facility.

### **Other Requirements**

- Ensure the premises comply with the following: Ontario Fire Code, Ontario Building Code, Smoke-Free Ontario Act, local municipal by-laws and Liquor License Act.
- Other considerations before opening and operating a food premises are: Private Sewage Disposal, Well Water Treatment and Safe Food Handling Training.
- Copies of approvals and permits for development, building, plumbing and electrical installations may be requested where appropriate.

### **Useful links**

Hastings and Prince Edward Counties Health Unit: [www.hpechu.on.ca](http://www.hpechu.on.ca)

E-laws: [www.e-laws.gov.on.ca](http://www.e-laws.gov.on.ca)

Canadian Food Inspection Agency: [www.inspection.gc.ca](http://www.inspection.gc.ca)

Health Canada: [www.hc-sc.gc.ca](http://www.hc-sc.gc.ca)

Canadian Partnership for Consumer Food Safety Education: [www.canfightbac.org](http://www.canfightbac.org)

Canadian Restaurant and Food Services Association: [www.crfa.ca](http://www.crfa.ca)