

Guidelines for Opening A Food Premises

In Ontario, health regulations stipulate that 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 Hastings Prince Edward Public Health (HPEPH) or visit www.hpepublichealth.ca and search Forms/Resources. The completed form is to be submitted 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.

General Requirements under Ontario Regulation 562/90 (Food Premises):

- All water used in the operation of the premises must be potable.
- All foods must come from approved government-inspected sources.
- Adequate cooking equipment and accurate indicating thermometers must be available to ensure the minimum cooking temperature of potential hazardous foods is reached.
- Cold food storage must be sufficient to store all perishable foods below 4 Celsius, and frozen foods at -18 Celsius or lower. Each refrigeration and freezer unit must be equipped with an accurate indicating thermometer.
- A separate handwashing basin is required in each food preparation area (with dispensed liquid soap and paper towels).
- The premises must be protected from and maintained pest free at all times.
- 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). Shelves must be at least 15 centimeters or 6 inches above the floor.
- A separate room, compartment, locker or cupboard is to be provided as storage space for employees' personal effects.
- 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 - at least one sanitary facility for each sex. 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 Considerations Prior to Opening and Operating a Food Premises:

- Safe Food Handling Training for staff.
- Adequate water treatment and sewage disposal for facilities not connected to municipal systems.
- Ensure the premises comply with the following: Ontario Fire Code, Ontario Building Code, Smoke-Free Ontario Act, Liquor License Act and local municipal by-laws.
- Other agencies may require copies of approvals and permits for development, building, plumbing and electrical installations.

For more information contact:

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 179 North Park Street, Belleville, ON K8P 4P1
 T: 613-966-5500 or 1-800-267-2803 ext. 677
 F: 613-968-1461 TTY: 711 or 1-800-267-6511

We are committed to providing accessible publications, programs and services to all. For assistance please call 613-966-5500; TTY: 711 or email accessibility@hpeph.ca. For more information, please visit www.hpepublichealth.ca.