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INTRODUCTION

THE ORIENTATION PACKAGE

This guideline consists of three separate documents that will guide you through the process of obtaining a health operating permit, including:

♦ Requirements for plan approval and inspection before opening your business
♦ How to create a Food Safety and Sanitation Plan
♦ Resources for opening your business

This document can be used in its entirety or by the sections you require for your business (e.g., the Food Safety Plan and/or Sanitation Plan).

Your Environmental Health Officer (EHO) will provide you with education, advice, and resources to promote food safety in your food premises. After you have completed the requirements detailed in this package, your EHO will do an initial inspection of your business and determine whether or not health approval can be given.

It is your responsibility as the operator of a food premises to comply with the requirements of the BC Food Premises Regulation, including:

♦ Ensuring employees practice safe food handling techniques
♦ Ensuring the food premises is well maintained and kept in a sanitary condition
♦ Preventing foodborne illness

During inspections, the EHO ensures you are complying with the BC Food Premises Regulation, BC Public Health Act, and BC Food Safety Act.

Contact your EHO if you have questions about your application. There is more information on the Vancouver Coastal Health website at VCH Food Safety.

1 Contact other government agencies for their requirements before opening your food premises.
2 Underlined words are website links.
3 Blue italics lead to linked documents
REQUIREMENTS FOR PLAN APPROVAL

PLAN SUBMISSION

- Submit a minimum of three copies of the plan.
- Plans must be re-submitted if there are any alterations or revisions.
- Submit a copy of your business plan, including:
  - Type of operation (e.g., mobile, caterer, fast food, dine-in, take-out)
  - Sample menu
  - Specialties (e.g., confit, sous-vide, Chinese BBQ meat, raw seafood, raw oysters, ready-to-eat/partially cooked foods, products containing raw eggs, fermented foods, charcuterie, in-house canning or bottling, etc.)
  - Copy of Certificate of Incorporation, information at the BC Business Registry

Submit plans for health approval to the appropriate address below:

- **GIBSONS**
- **SQUAMISH**
- **POWELL RIVER**
- **NORTH SHORE**
- **RICHMOND**
- **VANCOUVER**
- **SECHELT**
- **WHISTLER**

Note: Click on name of health service delivery area above to be taken to website.

Contact the municipality to apply for a business license and building permits (e.g., plumbing, fire, electrical).

PLAN DESIGN

Floor plans must be drawn to scale (showing dimensions) and include the following:

<table>
<thead>
<tr>
<th>AREAS</th>
<th>EQUIPMENT</th>
<th>GENERAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Food preparation</td>
<td>- Beverage/bar stations(s)</td>
<td>- Surface material including floors, walls, ceilings, food contact surfaces</td>
</tr>
<tr>
<td>- Cooking Area</td>
<td>- Refrigerated and dry food storage</td>
<td>- Smooth, easy-to-clean and non-absorbent surfaces; sealed floor and wall joints</td>
</tr>
<tr>
<td>- Dishwashing</td>
<td>- Servery station(s)</td>
<td>- Lighting layout and type of fixtures; indicate shatterproof fixtures in food handling areas</td>
</tr>
<tr>
<td>- Janitorial</td>
<td>- Floor drains</td>
<td>- Facility must be connected to potable water and a waste disposal system. Contact local municipality</td>
</tr>
<tr>
<td>- Washrooms (public and staff)</td>
<td>- Other areas related to the food premises (e.g. processing, retail)</td>
<td></td>
</tr>
<tr>
<td>- Seating</td>
<td>- Ventilation equipment (e.g. range hood)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Dishwasher and glasswasher (include type, e.g. high temperature, chemical)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Sinks (hand washing, food preparation, dishwashing, and mop/utility sinks)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Cooler(s)/fridge(s) and freezer(s)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Grease trap</td>
<td></td>
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</table>
Minimum dishwashing requirements:

- **BCCDC Dishwashing Guideline**
- Take-out using single service utensils: 2-compartment sink large enough for the largest piece of equipment to be submerged
- Eat-in premises: Mechanical or manual dishwashing options depend on a number of factors such as the complexity of food preparation, seating capacity and type of equipment used in food preparation.
- Three-compartment sink large enough to submerge your largest piece of equipment
- Two-compartment sink and a high temperature or chemical/low temperature dishwasher

**definitions**

**HAND WASHING SINK**

* a sink to be used for hand washing only
* (More than 1 hand washing sink may be required)

**FOOD PREPARATION SINK**

* a sink used to thaw, cool, process and wash food

**2 or 3 COMPARTMENT SINK**

* a sink used to wash dishes and food equipment
* (More than 1 hand washing sink may be required)

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**SAMPLE FLOOR PLAN**

[Sample floor plan image]

Scale ¼” = 1 ft
Prior to opening, you must call your EHO to do an inspection. Complete the following items before requesting an inspection:

<table>
<thead>
<tr>
<th>What to bring to the inspection:</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Approved, stamped floor plans</td>
</tr>
<tr>
<td>□ Completed health permit application form with permit fee</td>
</tr>
<tr>
<td>□ Payment for permit fee if required: Visa, Mastercard, debit card, cash, cheque</td>
</tr>
<tr>
<td>□ FoodSafe Level 1 certificate or receipt of registration</td>
</tr>
<tr>
<td>◊ Owner must be FoodSafe Level 1 certified</td>
</tr>
<tr>
<td>◊ At least 1 person, with FoodSafe Level 1, must be on-site at all times</td>
</tr>
</tbody>
</table>

Find courses at [www.foodsafe.ca](http://www.foodsafe.ca)
CLOSURE OF FOOD PREMISES

definition

HEALTH HAZARD

anything that may pose a risk to public health

A food premises may be closed by the EHO when the premises is operating without a valid health permit or approval, or where there is a significant health hazard including:

- Fire
- Flood, including sewage backup
- No electricity
- No running water
- No hot water
- Foodborne illness outbreak
- Improper food storage temperatures
- Pest infestation
- Unsanitary conditions

You should close your premises immediately if any of the above situations occur and notify your EHO.

If your EHO orders you to close your food premises, you must:

- Close the food premises immediately.
- Correct the infractions listed on the Closure Order.
- Remain closed until your EHO inspects, determines you are in compliance, and removes the Order.