

FOOD PREMISES ORIENTATION PACKAGE

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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](#)², 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](#).

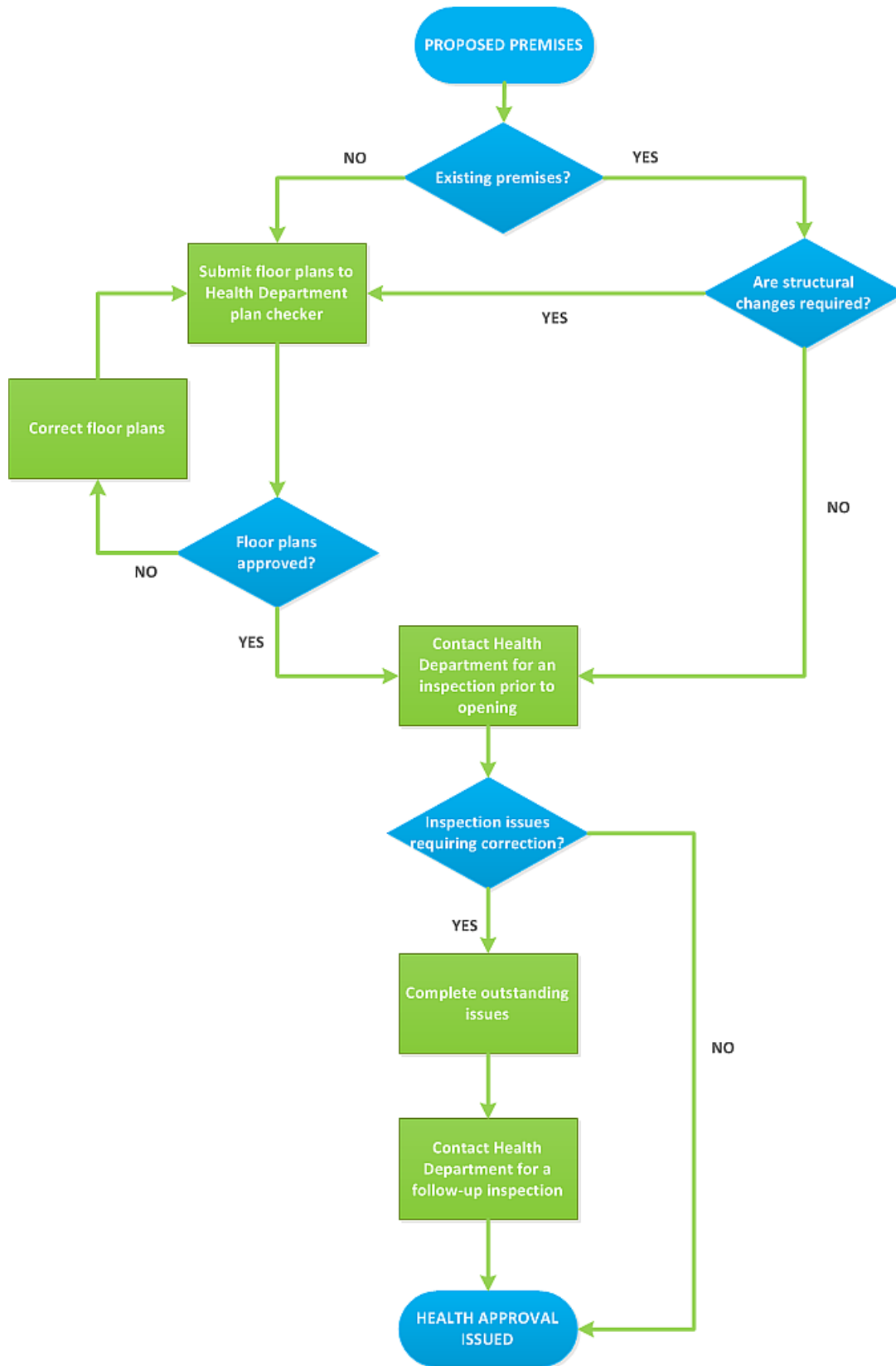
¹Contact other government agencies for their requirements before opening your food premises.

²Underlined words are website links.

³Blue italics lead to linked documents



HEALTH APPROVAL PROCESS



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
POWELL RIVER
RICHMOND
SECHELT

SQUAMISH
NORTH SHORE
VANCOUVER
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:

AREAS	<ul style="list-style-type: none"> ● Food preparation ● Cooking Area ● Dishwashing ● Janitorial ● Washrooms (public and staff) ● Seating 	<ul style="list-style-type: none"> ● Beverage/bar stations(s) ● Refrigerated and dry food storage ● Servery station(s) ● Floor drains ● Other areas related to the food premises (e.g. processing, retail)
EQUIPMENT	<ul style="list-style-type: none"> ● Ventilation equipment (e.g. range hood) ● Dishwasher and glasswasher (include type, e.g. high temperature, chemical) ● Sinks (hand washing, food preparation, dishwashing, and mop/utility sinks) ● Cooler(s)/fridge(s) and freezer(s) ● Grease trap 	<ul style="list-style-type: none"> ● Food preparation table(s) ● Hot holding equipment (e.g. steam table) ● Cooking equipment (e.g. stove/oven, broiler) ● Hot water tank (include size) ● Ice Machine(s) ● Other equipment (e.g. coffee machines, water filters)
GENERAL	<ul style="list-style-type: none"> ● Surface material including floors, walls, ceilings, food contact surfaces ● Smooth, easy-to-clean and non-absorbent surfaces; sealed floor and wall joints ● Lighting layout and type of fixtures; indicate shatterproof fixtures in food handling areas ● Facility must be connected to potable water and a waste disposal system. Contact local municipality 	

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)

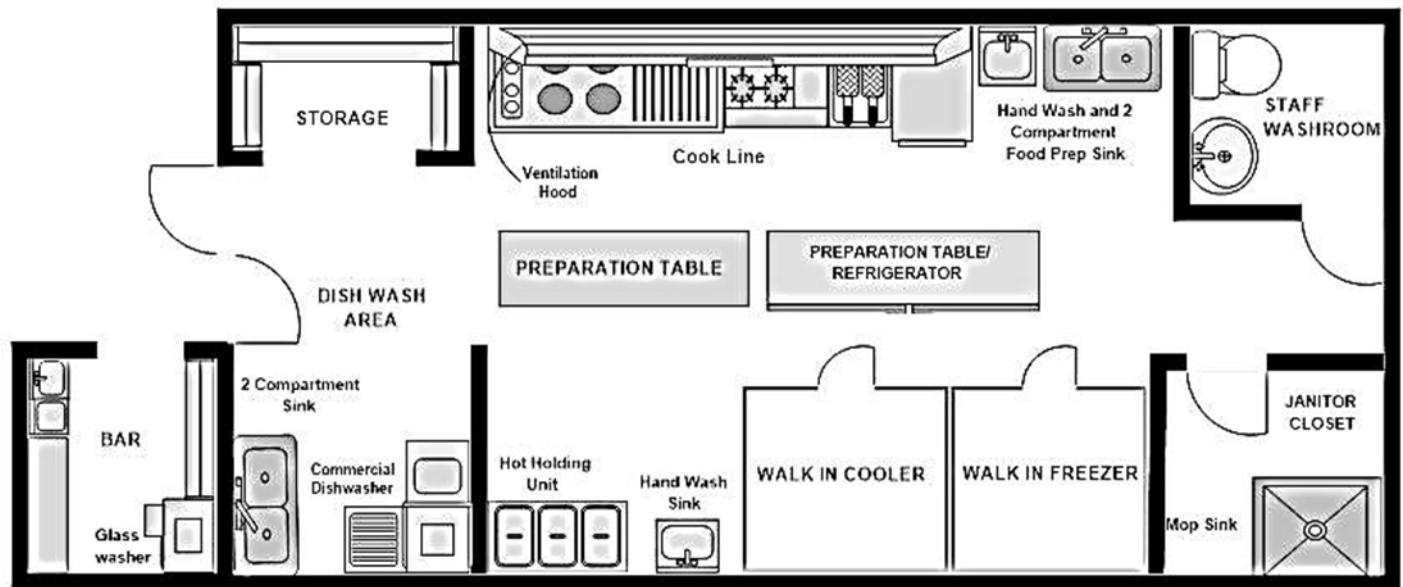
FOOD PREPARATION SINK

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)

SAMPLE FLOOR PLAN



Scale $\frac{1}{4}'' = 1$ ft

REQUIREMENT FOR INSPECTION BEFORE OPENING YOUR BUSINESS

Prior to opening, you must call your EHO to do an inspection. Complete the following items before requesting an inspection:

<input type="checkbox"/> Food Safety Plan	
<input type="checkbox"/> Sanitation Plan and cleaning schedule	
Renovation and/or construction	<input type="checkbox"/> Removal of construction materials <input type="checkbox"/> Cleaning and sanitizing of the food premises <input type="checkbox"/> Surfaces are smooth, easy-to-clean and non-absorbent, including: shelving, walls, counters, floors, cupboards, ceilings <input type="checkbox"/> Sufficient hot water is available to meet the needs of the food premises <input type="checkbox"/> Sinks are connected to potable water and sewer systems <input type="checkbox"/> Backflow prevention devices are in place <input type="checkbox"/> Building design prevents entry of pests and conditions allowing for pest harbourage
Hand washing stations are functional and fully equipped	<input type="checkbox"/> Hot and cold running water <input type="checkbox"/> Liquid soap in a wall-mounted dispenser <input type="checkbox"/> Paper towel in a wall-mounted dispenser
Equipment must be operational	<input type="checkbox"/> Cooler temperatures are 4°C (40°F) or colder <input type="checkbox"/> Freezer temperatures are -18°C (0°F) or colder <input type="checkbox"/> Accurate thermometers are provided inside the units <input type="checkbox"/> Hot holding temperatures are 60°C (140°F) or hotter <input type="checkbox"/> Commercial dishwasher meets sanitizing requirements <ul style="list-style-type: none"> ◇ High temperature dishwasher: 71°C (160°F) at the plate level ◇ Low temperature/chemical dishwasher: 50 ppm chlorine residual ◇ Glasswasher: 100 ppm chlorine residual or 12.5-25 ppm iodine residual
Necessary tools and equipment are available	<input type="checkbox"/> An accurate probe thermometer that can measure 0°C (32°F) to 100°C (212°F) <input type="checkbox"/> An approved food contact surface sanitizer in a spray bottle and/or bucket, e.g.: <ul style="list-style-type: none"> ◇ 100-200 ppm bleach sanitizer solution ◇ 200 ppm Quaternary Ammonium (QUATs) <input type="checkbox"/> Wiping cloths in a clearly labelled bucket of sanitizer <input type="checkbox"/> Test strips to test sanitizer concentration for dishwasher and surface sanitizer <input type="checkbox"/> Appropriate waste containers (e.g., garbage, recycling, green waste)

What to bring to the inspection:

<input type="checkbox"/> Approved, stamped floor plans <input type="checkbox"/> Completed health permit application form with permit fee <input type="checkbox"/> Payment for permit fee if required: Visa, MasterCard, debit card, cash, cheque	<input type="checkbox"/> FoodSafe Level 1 certificate or receipt of registration <ul style="list-style-type: none"> ◇ Owner must be FoodSafe Level 1 certified ◇ At least 1 person, with FoodSafe Level 1, must be on-site at all times Find courses at www.foodsafe.ca
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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.

