



HEALTHY ENVIRONMENT TEAM

Requirements for Opening a Food Premise





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The Haldimand-Norfolk Health Unit must be notified before any food premise can be opened in Haldimand or Norfolk County.

As indicated below, the Health Protection and Promotion Act of Ontario requires anyone who intends to commence to operate a food premise, to notify their local Health Unit of their intention to operate.

16. (2) Notice of intention to commence operation

Every person who intends to commence to operate a food premise shall give notice of the person's intention to the medical officer of health of the health unit in which the food premise will be located. R.S.O. 1990, c. H.7, s. 16 (2).

Failure to do so may result in the premise being ticketed, fined, or even closed. As stated in the Health Protection and Promotion Act;

100. (1) Penalty

Every person who is guilty of an offence under this Act is liable on conviction to a fine

of not more than \$5,000 for every day or part of a day on which the offence occurs or continues. R.S.O. 1990, c. H.7, s. 101 (1).

The Ontario Food premise Regulation (O. Reg. 562) under the Health Protection and Promotion Act provides the minimum requirements for operation of a food premise. These requirements have been summarized in the "Basic Food Premises Requirements" section of this brochure to help operators fulfill their responsibility to prepare, serve, sell safe and wholesome food, in compliance with the regulation.



To obtain a copy of the Ontario Food Premise Regulation (reg. 562), please contact the Government Book Store (1-800-668-9938). A copy of the Food Premises Regulations can also be found at www.e-laws.gov.on.ca/html/regs/english/elaws_regs_900562_e.htm. You may also request a copy of the regulation from your Public Health Inspector by calling the Health Unit in Simcoe at 519-426-6170 or in Caledonia at 905-318-5367.

Additional legislation which may apply to a food premise could include:

- Ontario Fire Code (County Fire Department)
- Ontario Building Code (County Building Department)
- Local County By-Laws (e.g. garbage rooms/areas, zoning)
- Alcohol Licensing/ Liquor License Act
- Smoke Free Ontario Act
- To ensure the premise complies with the Provincial Smoke-Free Ontario Act obtain information by calling the Haldimand-Norfolk Health Unit at 519-426-6170 Ext. 3202 and the Tobacco Control Officer would be pleased to speak with you.



Other Considerations Before Opening and Operating a Food Premise



Private Sewage Disposal

- Must comply with Part 8 of the Ontario Building Code.
- An application must be made to the local Building Department to verify the existing private sewage disposal system performance level is not adversely affected. A permit may be required for change of use, alteration, repair or construction of a new system.
- If you are not the owner of the property, a letter of authorization from the owner to release information is required.

Well Water

If private well water is to be used, ensure it is safe/potable. Bacterial levels are safe when water results are Total Coliform -0 and E. coli -0.

- Your drinking water system must be registered with the Health Unit. Contact the Health Unit to do so.
- An accredited laboratory will have to be used to analyze the water. A list of laboratories can be obtained from the Ministry of the Environment or accessed on-line at www.ene.gov.on.ca/envision/water/sdwa/lablicensing.htm.
- The Public Health Laboratory will only analyze drinking water samples for private citizens, SINGLE HOUSEHOLD ONLY.

Home Food Preparation

A completely separate kitchen with a separate entrance from the private residence is required. All applicable legislation will apply.

Safe Food Handling

The operator should consider becoming a certified food handler:

- Contact the Health Unit to find out when the next Food Handler Course is being offered.
- You can also visit the Health Unit's website at www.hnhu.org for a listing of all course dates and times. You can also print off the registration form.

Once you have determined the location of the food premise you will be operating, please complete the application titled "Haldimand-Norfolk Health Unit Business Application Form" available on our website at www.hnhu.org under forms. A copy of the floor plans must be submitted for the kitchen/food preparation area with an equipment list/legend and a seating plan.

Basic Food Premise Requirements

The following information is an outline of some requirements in the Ontario Food Premises Regulation (O. Reg. 562). For the complete requirements please refer to the Regulation.

Building Maintenance

- A food premise shall be opened and maintained such that it does not pose a health hazard.
- Any area where food is present cannot be used for sleeping purposes.
- Storage space must be provided for employee clothing.
- The floors in the food preparation and dishwashing areas must be tight, smooth, and non-absorbent.
- The walls and ceilings in food premises shall be maintained in a sanitary condition so that they can be readily cleaned.



Lighting

- Adequate lighting must be maintained during all hours of operation of a food premise. The requirements for the level of illumination are regulated under the Ontario Building Code. For more information, consult with a Building Department Official at the County Office where you intend to operate your food business.

Ventilation

- Ventilation shall be maintained so that it does not become a health hazard. The specific ventilation requirements for washrooms and food preparation areas are regulated under the Ontario Building Code; consult with a Building Department Official at the County Office where you intend to operate your food business for more information.

Equipment

- Any article or piece of equipment used in the kitchen shall be of sound and tight construction; kept in good repair; and of such form and material that it can be readily cleaned and sanitized.

- Equipment and utensils with which food comes in direct contact shall be corrosion-resistant, non-toxic and free from cracks, crevices and open seams.
- All food shall be stored on racks, shelves or pallets no less than 15 cm (6") above the floor.
- A dipper-well with potable running water shall be provided for storing dispensing scoops used to serve ice cream, frozen confections or desserts. Scoop storage may also be approved by the inspector in any other manner that will prevent bacterial growth.
- Enclosed protective containers, cabinets or shields shall be provided to protect all hazardous food displayed for sale or service.



Water

- A supply of potable water adequate for the operation of the premise shall be provided.
- Hot and cold running water under pressure shall be provided in areas where food is processed, prepared or manufactured or utensils are washed.

Sinks

- A separate handwashing basin shall be provided in a convenient location in each food preparation area, together with supplies of hot and cold water, soap or detergent in a dispenser and clean single service towels.
- A three-compartment sink of sufficient size or an approved commercial dishwasher with an accurate temperature gauge is required for cleaning/sanitizing multi-use utensils/dishware (forks, plates, etc.).
- If patrons are provided only with single-service articles (disposable forks, plates, etc.), a two compartment sink of sufficient size is required for cleaning/sanitizing utensils/equipment.
- In addition to handwashing basins and sinks to wash and sanitize utensils, a food preparation sink may be required, depending on the nature of the food preparation. For more information, consult with a Building Department Official or a Plumbing Inspector of the Municipality where you intend to operate your food business.
- A separate mop sink is recommended.

Temperature and Storage

- Adequate refrigeration facilities are required for keeping cold foods at 4°C or lower.
- Frozen foods shall be maintained at -18°C or lower until sold or prepared for use.
- Adequate facilities are required for keeping hazardous hot foods at 60°C or higher.
- An accurate indicating thermometer is required in each temperature-controlled room/compartment used for the storage of hazardous foods.
- All food shall be cooked to reach an internal temperature for at least 15 seconds in accordance with Regulation 562, Section 33.
- Accurate indicating probe thermometers that can be easily read are required to measure the internal temperature of hazardous foods.

Exterior Garbage Storage

- Except where a daily collection service is provided, garbage and liquid waste shall be placed in a separate room or in a bin with a lid so constructed and maintained as to exclude insects and vermin and prevent odours and health hazards on the premise.

Sanitary Facilities (Washrooms)

- At least one sanitary facility shall be provided for each gender and have a sign clearly indicating the gender for which it is intended.
- Every sanitary facility in a food premise shall be equipped with the following:
- A supply of toilet paper; a constant supply of hot and cold potable running water; a supply of soap or detergent in a dispenser; a durable, easy-to-clean receptacle for used towels and other waste material; and a continuous cloth roller towel in a mechanical device, a supply of paper towels, a supply of clean single service towels or a hot air dryer.
- The number of wash basins, urinals and toilets required in washrooms is regulated under the Ontario Building Code. For more information, consult with a Building Department Official in the County where you intend to operate your food business.

Renovations

If you are planning structural renovations on your establishment, you must contact your Public Health Inspector before the work begins. Your Inspector will advise you on how to renovate so that you are still following required regulations. Contacting your Inspector ahead of time may help you avoid future fines, time, and money.

Planning to renovate? Contact your Public Health Inspector now!

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