



## A Guideline Kit for Food Premises Applications

The Health Protection and Promotion Act of Ontario requires that every person who intends to operate a food premises give notice of this intention to the Medical Officer of Health for the Public Health in which the food premises is to be located. Every person who operates a food premises in Ontario must meet the requirements of the Ontario Food Premises Regulation (562/90). This regulation can be accessed online at [www.e-laws.gov.on.ca](http://www.e-laws.gov.on.ca).

### Guidelines for constructing or renovating a food premises

Complete the attached “Notice of Intent to Operate a Food Premises” form and submit it to KFL&A Public Health along with two copies of the plans and specifications for the food premises. Plans and specifications should contain the following information:

- (a) Name, address, and telephone number of applicant and legal owner.
- (b) Legal description of property.
- (c) Floor plans of the food premises drawn to scale and including:
  - types of equipment and their location
  - seating capacity (indoors and out)
  - materials used for flooring, walls and ceilings in all rooms, and
  - location and type of water supply if the premises is not on municipal services

You must submit a completed application to install or continue to use an on site sewage system if the premises is not on municipal services.

If the proposal is satisfactory, a copy of the approved plans will be returned to you. Take the approved plans with you to the municipal office when you apply for your building permit. If you propose any changes to the approved plan, they must first be reviewed by the public health inspector.

Please contact the public health inspector once construction is complete, to schedule a final inspection prior to opening. Please allow a minimum of 48 hours notice for an inspection.

All food handling staff should be trained in safe food handling practices. KFL&A Public Health offers safe food handling courses throughout the year. Please contact the KFL&A Public Health, Environmental Health Department office for further information.

## Construction requirements

### Floors

The Food Premises Regulation requires that floors or floor coverings be tight, smooth, and non absorbent in rooms where;

- a) food is manufactured, handled, displayed, distributed, sold or offered for sale, prepared, processed, served, transported or stored,
- b) utensils are washed, or
- c) washing fixtures and toilet facilities are located.

Commercial grade flooring should be used. The joint between walls and floor must be tight for easy cleaning. This can be accomplished by extending the floor covering 15 cm up the wall, or by installing base boards. Carpeting is allowed in dining rooms, provided it is maintained in a clean and sanitary condition.

### Walls and ceilings

Walls and ceilings must be constructed so that they are easy to clean and maintain. In areas of high water use, such as dishwashing areas, an easy to clean waterproof backsplash should be installed on the walls. Stainless steel, ceramic tile, or plastic laminate are good options.

### Pipes and wires

Plumbing pipes, electric cables, and panels should be enclosed whenever possible to permit easy cleaning of the premises.

### Lighting

Lighting must meet the requirements of the Ontario Building Code. Your local building inspector can advise you on the illumination requirements for food premises.

### Sinks

Hand basins must be provided in each processing, preparation, and manufacturing area. These hand basins must be located so that they are convenient for employees to use. Hand basins must have hot and cold water, soap in a dispenser, and clean, single service paper towels. Cocktail bars must have a separate hand basin.

Sinks must be provided for cleaning and sanitizing utensils. For hand washing of multi service utensils a three compartment sink and drainage rack must be provided.

It is recommended that a janitor's (mop) sink be installed for cleaning mops and filling and emptying floor cleaning buckets.

### Garbage storage

Unless daily pickup has been arranged, garbage must be stored in a separate room, compartment or bin that is constructed and maintained so as to exclude insects and vermin and prevent odours and health hazards on the premises.

## Equipment

All equipment used for preparation, distribution, transport, storage, sale or display of food must be of sound and tight construction and kept in good repair. All equipment must be easily cleaned and sanitized. Large equipment such as stoves should be equipped with wheels and flexible gas or electric service connectors whenever possible to allow cleaning of the walls and floors behind such equipment.

### Shelving

Shelving for food storage must be easy to clean and maintain. Shelves must be at least 15 cm (6") off the floor.

### Cutting boards

Cutting boards, mixing bowls, work tables and other food contact surfaces must be free from cracks, crevices and open seams. They must be maintained in a clean and sanitary condition.

### Refrigerators and freezers

Refrigerators and freezers must be equipped with accurate visible indicating thermometers so that staff can monitor their temperatures.

### Food storage containers

Food storage containers must be food grade plastic or other non corrosive food grade material.

### Dishwashers

Dishwashers must be commercial machines that are designed and maintained such that:

- a) (i) the wash water is sufficiently clean at all times to clean the dishes and is maintained at a temperature not lower than 60°C or higher than 71°Celsius, and
- (ii) the sanitizing rinse is
  - (A) water that is maintained at a temperature not lower than 82°C and is applied for a minimum of ten seconds in each sanitizing cycle, or
  - (B) a chemical solution described in clause 75(1)(b), (c), (d), or (e); and
- b) provided with thermometers that show wash and rinse thermometers and that are so located as to be easily read. R.R.O. 1990, Reg. 562, s.77.

### Ventilation

Externally vented exhaust canopies are required over cooking equipment and high temperature dishwashers that produce heat, steam, condensation, smoke, or fumes. A fire protective shield may be required behind equipment as well. Please contact the building inspector, and the local fire department for further information.

### Sneeze guards

Sneeze guards are required in all self serve areas where foods are not individually packaged. See attached diagram for a sample design.

**Sample design:**

**Salad bar/buffet**

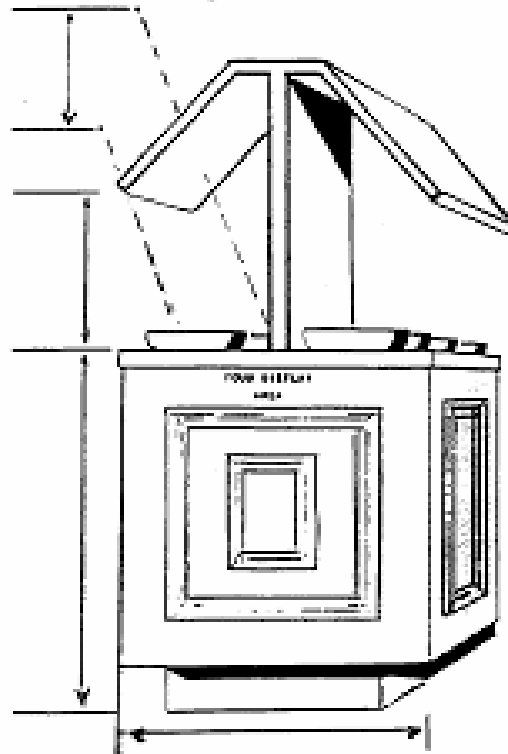
food shield to surround  
salad bar/buffet from the top  
and on all accessible sides

food shield must intercept  
a direct line between the  
customer's mouth and the  
food on display

average mouth height  
1.4m - 1.5m  
(4'6" - 5'0")

height of food shield  
30.48cm - 38.1cm  
(12" - 15")  
to allow for easy  
handling of utensils  
and unrestricted  
arm movement

suitable counter height  
81.28cm - 91.44cm  
(32" - 36")



Salad bar/buffet widths  
should not exceed:

- (1) 81.3cm (32") if accessible on one side only
- (2) 162.5cm (64") if accessible on two sides

**Notice of intent to operate a food premises  
Application Form**

Business name: \_\_\_\_\_  
Business address: \_\_\_\_\_  
Mailing address: \_\_\_\_\_ postal code \_\_\_\_\_  
Location: \_\_\_\_\_  
(Lot, Concession, Township - Municipality)  
Owner: \_\_\_\_\_ Operator \_\_\_\_\_  
Phone #: Home \_\_\_\_\_ Business: \_\_\_\_\_

**If corporate ownership**

Name/number: \_\_\_\_\_  
Address: \_\_\_\_\_ Postal code: \_\_\_\_\_  
Phone number: \_\_\_\_\_  
Name of principal officer: \_\_\_\_\_

**Type of food premises**

Restaurant \_\_\_\_\_ Food take-out \_\_\_\_\_ Food Processing \_\_\_\_\_ Bakery \_\_\_\_\_  
Butcher Shop \_\_\_\_\_ Food Warehouse \_\_\_\_\_ Mobile Food Premises \_\_\_\_\_  
Retail Food Store \_\_\_\_\_ Other: \_\_\_\_\_  
Seasonal Operation(Yes/No) \_\_\_\_\_ Water Supply: \_\_\_\_\_  
(municipal, private, communal)  
Sewage disposal \_\_\_\_\_  
(municipal/private)  
Number of seats(if restaurant) \_\_\_\_\_ (indoors) \_\_\_\_\_ (patio/outdoors) \_\_\_\_\_  
Proposed number of employees \_\_\_\_\_ Proposed number of management: \_\_\_\_\_  
Proposed date of opening: \_\_\_\_\_

\_\_\_\_\_  
Signature of owner/operator

\_\_\_\_\_  
Date

**KFL&A Public Health**

Main Office  
221 Portsmouth Avenue, Kingston, Ontario K7M 1V5  
Tel: (613) 549-1232 1-800-267-7875  
Fax (613)549-7738 www.kflapublichealth.ca

Branch Offices  
Cloyne Tel: (613) 336-8989 Fax: (613) 336-0522  
Sharbot Lake Tel: (613) 279-2151 Fax: (613) 279-3997  
Napanee Tel: (613) 354-3357 Fax: (613) 354-6267

The personal information on this form is being collected under the authority of the Health Protection and Promotion Act and will be used for the administration of public health programs. Any questions about the collection of this information should be directed to the Director, Environmental Health Department,  
KFL&A Public Health, 221 Portsmouth Avenue, Kingston, Ontario, 549-1232 or 1-800-267-7875.  
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