

## OPENING A NEW FOOD PREMISE

BEFORE opening a food premise, approval must be obtained from the Environmental Health Officer (EHO). In order to obtain the approval, plans and specifications of the premise must be approved by the EHO and approval is granted upon the applicant meeting the requirements of the BC Food Premise Regulations (BC Health Act).

**Plans and applications should be submitted to the EHO prior to construction of the food service establishment. If the establishment is pre-existing, plans and applications must be submitted at least one month prior to the proposed opening date to allow sufficient time for review, comment and inspection.**

1. Submit the following to the Environmental Health Officer (EHO) for approval:
  - Building Plans - See pg. 2 of BCCDC's Food Protection – Vital to Your Business for more detail on building plans
  - Application - Included in this package
  - Proposed Menu
  - Food Safety Plans - Templates, information and assistance can be obtained from your EHO
  - Sanitation Plans - Templates, information and assistance can be obtained from your EHO
  - Copies of FoodSafe Certificates for the owner and operator of the establishment
    - While the operator is absent from the food service establishment, at least one employee present in the establishment is Food Safe certified.
2. Contact other agencies to ensure other applicable requirements and bylaws are met (e.g. fire inspectors, building inspectors, business license issuers).
3. Once the submitted plans have been approved the EHO will contact you to schedule an Initial Inspection - this is required to obtain approval to open and have your Permit to Operate issued.
4. Once approval to open has been granted you may open to the public. The Permit to Operate will be issued and will be mailed to you once your annual fees have been paid.
  - a. The holder of a permit must post the permit in a conspicuous location in the food service establishment.
  - b. The operator must continue to maintain the operation and maintenance of the food service establishment in compliance with the BC Food Premise Regulations and any conditions the EHO may apply on the Permit to Operate.
  - c. The EHO will conduct routine inspections of the premise to ensure compliance.

**For more information contact your local Environmental Health Officer at:  
(250) 565-2150; 4<sup>th</sup> Floor, 1600 3<sup>rd</sup> Avenue, Prince George, BC Fax: (250) 565-2144**