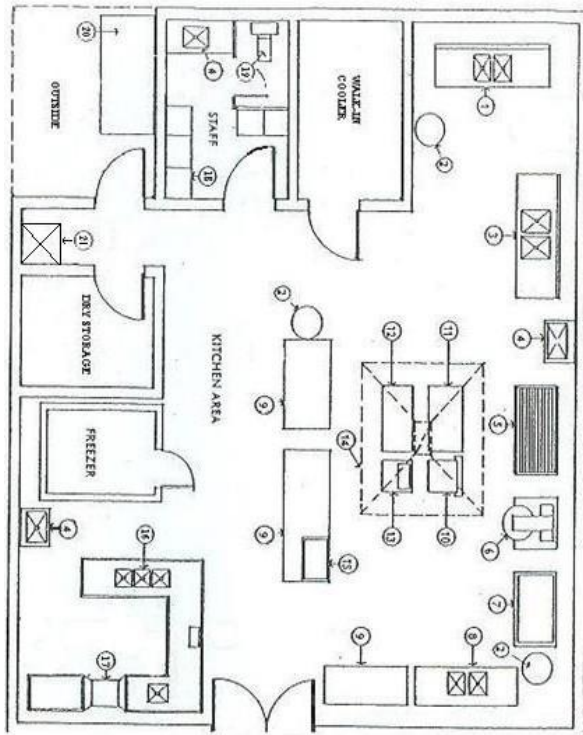


Example of how plans should be presented to the EHO
(Exact layout and equipment list dependent on operational needs)



- | | | |
|--------------|--------------|-----------------|
| 1. Prep Sink | 8. Prep Sink | 15. Microwave |
| 2. Garbage | 9. Table | 16. 3 Comp Sink |
| 3. Pot Sink | 10. Steamer | 17. Dishwasher |
| 4. Hand Sink | 11. Oven | 18. Lockers |
| 5. Freezer | 12. Range | 19. Toilet |
| 6. Mixer | 13. Fryer | 20. Garbage Bin |
| 7. Fridge | 14. Exhaust | 21. Mop Sink |

Annual Permit Fee

Month	Food Service Establishment ≤ 50 Seats	Food Service Establishment > 50 seats	Mobile Food Service Unit
Full Year	\$150.00 (\$12.50 per month)	\$250.00 (\$20.83 per month)	\$75.00
April	150.00	250.00	
May	137.50	229.17	
June	125.00	208.33	
July	112.50	187.50	
August	100.00	166.67	
September	87.50	145.83	
October	75.00	125.00	
November	62.50	104.17	
December	50.00	83.33	
January	37.50	62.50	
February	25.00	41.67	
March	12.50	20.83	

For seasonal establishments, the fee is based on number of months (partial or full) that the operation is open for business. For example, a seasonal concession that opens on May 15th and closes on September 8th is charged for 5 months. If premises is closed, a refund may be available for any full months the premises is not operating that year. Invoices for permit renewal will be issued every April for existing businesses.



Please call an Environmental Health Officer if you have any questions.



Opening a Food Service Establishment



A Guide to the Application Process

Environmental Public Health

Apr 2025



The purpose of this booklet is to assist applicants with the process for obtaining an operating permit. Please consult your local Environmental Health Officer (EHO) if you have any questions.

Island Health Offices

Victoria	250.519.3401
Duncan	250.737.2010
Nanaimo	250.755.6215
Parksville	250.947.8222
Port Alberni	250.731.1315
Courtenay	250.331.8518
Campbell River	250.850.2111
Port Hardy	250.902.6071

LEGISLATION:

Food premises are legislated under the **BC Public Health Act** and the **Food Premises Regulation**. Please read the Food Premises Regulation before applying. The regulations are available at:

https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/210_99

OTHER AGENCIES:

There may be other agencies you need to contact in conjunction with operating a food premises. They may include but are not limited to:

1. Local municipal or regional districts for zoning, building permits, business license, commercial food waste programs, plumbing codes (grease traps) or fire suppression equipment.
2. Ministry of Public Safety and Solicitor General for liquor license.
3. Canadian Food Inspection Agency for labeling and nutritional information on processed foods.
4. WORKSAFEBC for employee accident prevention (www.worksafebc.com)

REQUIRED DOCUMENTATION TO BE SUBMITTED PRIOR TO OPERATION:

1. Application for Food Facility
2. Operator FOODSAFE Level 1 Certificate or its equivalent
3. Plans and specifications for the construction or alteration of the premises. *Note: plans must be approved prior to construction*
4. Written Food Safety Plan and Sanitation Plan
5. Legal ownership documentation (if applicable). Include a copy of the Certificate of Incorporation if ownership is a corporation or society. Include a copy of the legal partnership agreement if the ownership is a Partnership.
6. Permit fees can be paid in person or via telephone. VISA, MASTERCARD or cheques accepted (payable to ISLAND HEALTH). *Note: Permits are non-transferable. New business operators must submit a new application form and pay applicable fees.*

Applicable forms and templates are available on our website:
<https://www.islandhealth.ca/learn-about-health/food-safety/food-safety>

GENERAL REQUIREMENTS:

The following are general requirements **ONLY**. Please refer to the Food Premises Regulation and consult with your local EHO for detailed structural, operational and equipment requirements.

- Design the kitchen in a manner to prevent conditions which may result in the contamination of food. Consider the “flow process” from receiving, storage, food preparation, dish washing and service. Preparation area must be suitable to accommodate the type and volume of food served.
- Floors, walls, ceilings including all equipment, counters, utensils and surfaces must be durable, smooth, non-absorbent, easily cleaned and free from any noxious substances. Walls should be light- coloured. Wall and floor junctures should be tightly sealed or coved. Wooden surfaces are not recommended unless covered with a non-toxic durable surface.
- Equipment must be suitable for their intended purpose and installed to allow for easy cleaning, sanitizing and maintenance.
- Lighting must be sufficient to allow for proper cleaning and accident prevention. Light fixtures must be protected to prevent breakage.
- Ventilation equipment must be adequate to prevent the accumulation of smoke, grease, condensation and odours. Consult with the local fire department regarding fire suppression equipment.
- Washrooms for patrons are based on seating capacity. Refer to your local building bylaws or the BC Building Code. Staff washrooms or dressing rooms should be provided with lockers or other suitable facilities for the storage of personal items.

- Dishwashing requirements may consist of a three compartment sink or a commercial dishwasher with a two compartment sink. The sink compartments must be of adequate size to submerge the largest cooking utensil and include a draining board for air-drying. Commercial dishwashers must sanitize by chemical or hot water methods.
- Handwashing stations with liquid soap and paper towel dispensers must be conveniently located in food preparation areas and used **exclusively** for handwashing.
- Food preparation sinks are recommended in addition to dishwashing and handwashing sinks, and may be required, along with utility sinks for janitorial purposes. Utility sinks, mops and cleaning chemicals must be located separately from food and food equipment.
- It is required that every operator of a Food Service Establishment hold a FOODSAFE certificate (or equivalent) and that at least one employee present, in the absence of the operator, holds a FOODSAFE certificate (or equivalent).

Note: If your facility is not connected to an approved water system, your water source will need to be approved and a permit to operate a Water Supply System will need to be issued by Island Health, prior to opening. If your facility is not connected to a community sewer system, you may be required to provide documentation that the existing sewerage system is adequate for your intended purposes. Please consult with the Environmental Health Officer to ensure the applicable permits and approvals are obtained.

SITE INSPECTIONS

Once plans have been approved, it is recommended that you check in with the EHO during the construction phase of the food premises.

Prior to opening, the EHO will conduct an “initial” inspection to test equipment and to verify the premises is completed in accordance with the plans and specifications you submitted. The EHO may also review documentation such as your food safety and sanitation plans. If you meet the requirements of the Food Premises Regulation, the EHO will grant you approval and issue the premises with an operating permit.

A “routine” inspection will be conducted by the EHO usually within sixty (60) days of operating. This inspection and all subsequent inspections determine your hazard rating, associated risk rating and the frequency of inspections. Inspection results are posted on the Island Health My Health Department web page at:

<https://inspections.myhealthdepartment.com/island-health>