



Food Establishment Permit & Plan Submittal Requirements

Note: Other information may be required. Health Department requirements are in addition to information required by the Building Department.

A. New Construction / Remodel:

1. Food service details, including full floor plan with all equipment and fixtures depicted. Identify all food service areas, including bars, outdoor serving/dining areas, food storage areas, ware-wash areas, etc.
2. Identify each room with function and purpose, including staff break areas. Separate area for storage of employees' personal items is required.
3. Equipment and fixture schedules. Include each piece of counter-top equipment used in food service. A three-compartment sink is required, except in Limited Food Establishments (by approval only).
4. Manufacturer's specification sheets of ALL equipment (fixed and counter-top). All refrigeration and cooking equipment (including microwaves) MUST be commercial grade, i.e. NSF Approved for Food Service.
5. Finish schedules for all areas.
6. Grease interceptor proposed location.
7. Above ground grease waste storage container location, where applicable
8. Copy of Bare Hand Contact policy. Bare hand contact with ready to eat foods is prohibited.
9. Full menu depicting Consumer Advisory for consumption of raw or undercooked animal products.
10. Full descriptions of all food prep/processing procedures, i.e. meat slicing/grinding, vegetable cutting/chopping, raw meat breading, thawing, etc.
11. Copies of current certificate for ALL Certified Food Managers.
12. Completed Food Establishment Permit Application, and all applicable fees.

B. Existing Food Establishment with Ownership Change and/or Minor Modifications, Menu Change, or Purchase of Vacant Food Establishment:

ALL Equipment, Fixtures, and Finishes MUST be labeled as 'NEW' or 'EXISTING'.

1. Food service details including full floor plan with all equipment and fixtures depicted. Identify all food service areas, including bars, outdoor serving/dining areas, food storage areas, ware-wash areas, etc.
2. Manufacturer's specification sheets of all proposed new equipment. All refrigeration and cooking equipment (including microwaves) MUST be commercial grade, i.e. NSF Approved for Food Service.
3. Finish schedules of all areas.
4. Grease interceptor size and location identified.
5. Above ground grease waste storage container location, where applicable.
6. Copy of Bare Hand Contact policy. Bare hand contact with ready to eat foods is prohibited.
7. Full menu depicting Consumer Advisory for consumption of raw or undercooked animal products.
8. Full descriptions of all food prep/processing procedures, i.e. meat slicing/grinding, vegetable cutting/chopping, raw meat breading, thawing, etc.
9. Copies of current certificate for ALL Certified Food Managers.
10. Completed Food Establishment Permit Application, and all applicable fees.

C. Ownership Change ONLY (currently permitted and occupied, with NO modifications or change of menu):

1. Food service details including full floor plan with all equipment and fixtures depicted. Identify all food service areas, bars, outdoor areas, storage, and ware washrooms.
2. Copies of current certificate for ALL Certified Food Managers.
3. Completed Food Establishment Permit Application, and all applicable fees.

****NOTE: Once plans have been approved, NO CHANGES can be made without approval from Health Department and/or Building Department. In some cases, resubmittal of plans may be required for approval of any changes.****