



Interior Health

January 18, 2006

Dear

Re: (Name and Address of Proposed Food Premises)

The plans and specifications for the above food premises were reviewed and are approved subject to the following conditions:

General Premises Design and Construction Specifications

- Floors in food-preparation areas, food-storage areas, wash-up areas and washrooms must be constructed to provide an impervious, durable, smooth, non-slip and easy-to-clean finish. Floors subject to moisture must be sloped to allow for drainage to adequately sized and constructed floor drains.
- Walls and ceilings in food-preparation and storage areas, wash-up areas and washrooms must be constructed to provide a smooth, crack free, impervious, light-coloured and easy-to-clean finish. Drop ceiling tiles must be vinyl coated or equivalent in order to facilitate cleaning.
- Three or four-inch vinyl baseboard or equivalent covered material must be provided between wall and floor joints to facilitate easy cleaning.
- Lighting fixtures must be capable of providing 540-lux (50 foot-candle) illumination and must be shielded with shatterproof coverings in food preparation and storage areas.
- Exhaust hoods to be provided when cooking of foods produces grease-laden vapours or materials. Exhaust hoods to be constructed to NFPA 96 standards as required by the **(Local Fire Department OR local building inspector)**.
- Where non grease laden vapours are created exhaust hoods that vent to the outside air are required over cooking equipment.
- The ventilation system must keep rooms free of excessive heat, steam, condensation, vapours, odours, smoke and fumes.
- All shelving units must be constructed to provide a minimum six-inch separation from the floor level to facilitate cleaning. Alternately, the shelving units should be sealed to the floor to prevent entry of food and debris.
- Sewage disposal by Municipal system or approved properly functioning onsite waste disposal system is to be provided.
- Plumbing and grease traps are to be properly sized, installed, maintained and in accordance with the local Plumbing Code. Ensure that no cross connections are present (i.e. ice machines and ice sinks are to be air-gapped).

- ❑ At least one handwash station must be provided in each food preparation area. The handwash station must be provided with single-use soap and paper towel dispensers and have a sign posted explaining proper handwashing procedures.
- ❑ A janitorial sink and adequate storage facilities should be provided as necessary.
- ❑ _____

Washrooms and Dressing Areas

- ❑ At least one toilet and more if deemed necessary, should be provided for the use of workers in each food premise. The Workers' Compensation Board as per the Occupational Environment Regulations requires staff washrooms.
- ❑ Ensure all washrooms are provided with an indirect approach to any room where food is prepared, served or stored and the door is provided with a self-closing door device. An exception is those washrooms that are designed for use by handicapped persons.
- ❑ Washroom lavatories must be provided with liquid soap and paper towels in dispensers.
- ❑ The washrooms must be vented directly to outside air.
- ❑ Dressing areas should be provided where workers routinely change their clothes in the food premises and appropriate storage space provided for clothes and personal effects.
- ❑ _____

Maintenance and Sanitation

- ❑ Back splashes are to be provided behind sinks, preparation and washing areas.
- ❑ Refrigeration and freezer units must be provided with accurate easy-to-view thermometers. Coolers must be capable of maintaining food below 4°C (40°F) and freezers below -18°C (0°F).
- ❑ Cleaning compounds and equipment must be stored separately from food preparation and storage areas.
- ❑ Kitchen equipment should meet NSF or ULC standards.
- ❑ Probe type thermometers are required for monitoring food temperatures.
- ❑ Kitchen equipment using natural gas should be provided with flexible hoses and casters to allow for easy cleaning, subject to the requirements of the authority having jurisdiction.
- ❑ The dishwasher must be of commercial grade. Accurate thermometers, chemical test kits and pressure gauges must be provided to monitor dishwashing and sanitizing operations.
- ❑ If buffet service is planned for, mechanically refrigerated and/or mechanically heated units with sneeze guards are required.

- _____

Additional Regulations

- A smoke-free workplace is required as per the Workers' Compensation Board.
- In Kamloops where the Workers' Compensation Board – Environmental Tobacco Smoke legislation does not apply, a maximum of 50% seating can be designated for smoking provided Section 3 of the City of Kamloops Clean Indoor Air Bylaw can be met.
- No smoking may occur in any area where food is prepared, dispensed or stored.
- Should you choose to serve alcohol; signs must be posted in accordance with the City of Kamloops Fetal Alcohol Syndrome By-law.
- _____

Miscellaneous

- _____

Education and Training

Before an Operating Permit will be issued the following must be completed:

- Complete the enclosed application for an operating permit and return it to the undersigned.
- Contact the undersigned to arrange for an inspection of premises prior to opening for business.
- Every operator must have successfully completed the **FOODSAFE** food handler training program or its equivalent. The operator must also ensure that in their absence at least one employee on duty has the **FOODSAFE** training.
- Every operator must have a written Food Safety Plan. This plan must identify all critical food handling steps, safe handling standards and corrective actions. Consult your Environmental Health Officer for further details.
- Every operator must have a written Sanitation Plan to ensure the safe and sanitary operation of the establishment. This plan must identify proper cleaning steps and cleaning agents for all equipment, as well as identification and proper use of all pesticides
- _____

Permitting Fees

If your premise has 50 seats or less, the fee is \$150/year. If there are more than 50 seats the fee is \$250/year. We use a fiscal year April 1 – March 31. These fees can be prorated if the premise

is not open 12 months during the fiscal year. A mobile cart fee is \$75 which cannot be prorated nor refunded. If a mobile is open for only 5 months or less it can be classed as a Food Service Establishment and pay \$12.50/month. ***The permitting fees for the current fiscal year must accompany the application. Once your fee has been received you will be issued a decal. Your permit is not valid without displaying a current decal.***

Should you have any questions regarding the above please contact our office at (250) 851-**inspector's local**.

cc - Building Inspection,
- Business Licensing,

Revised 02/06..../forms/Plan Approval2.doc