



Health and
Wellness

Santé et
Mieux-être



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Starting a Food Premises in Prince Edward Island

This document can be used as a basic guide through the process to start a food business in Prince Edward Island (PEI). For questions and/or additional information, please contact Environmental Health at 902-368-4970 (toll free: 1-800-958-6400) or envhealth@ihis.org to speak with an Environmental Health Officer (EHO).

Municipality/Community Approval

Ensure the municipality or community where the business is to be located has approved the planned operation. If the operation will be located outside municipal or community limits, approval from [Provincial Planning](#) is required. This approval is required before making contact with Environmental Health, any application and/or plan without it **will not be reviewed**.

Application with Environmental Health

All food premises in PEI must comply with the [Public Health Act](#) and the [Food Premises Regulations](#).

After receiving municipal/community approval, submit an [application](#) to operate a food premises to Environmental Health. Ensure to fill out all sections of the application and **include all required attachments**.

If an online application is not possible, a paper copy can be completed; it along with the applicable fee can be sent or delivered to Environmental Health.

A complete application must be submitted at least **2 weeks** before the planned opening or the event.

The application must include:

- the type of business (ie restaurant, food truck, caterer, takeaway, etc);
- proof of municipal, community or provincial approval for the planned operation;
- completed application with up to date contact information and address;
- applicable fee (cheque or cash only for paper applications);
- detailed floor plan;
- proposed menu;
- proof of food safety training;
- written [sanitation plan](#);
- [water sample](#) taken within the past 12 months (private well water or a holding tank); and
- hours of operation.

Note: An application will NOT be reviewed until all of the above listed items have been received.

Floor Plan – Ensure to include the following (where applicable) in the floor plan:

Construction:

ceiling, floor & wall materials;
floor dimensions;
floor drain;
mop sink;
hand sink(s);
pot & prep sink(s);
shelving;
fume/exhaust hoods;
dry storage room/shelves;
washrooms;
seating

Equipment:

walk in cooler(s) & freezer(s);
coolers(s) & freezer(s);
grill & stove;
dishwasher and/or dishwashing sinks;
food preparation tables & materials;
buffet table(s);
fryer(s);
ice machine

Other Agency Approvals

Approval from Charlottetown Fire Inspection, Summerside Fire Inspection or Provincial Fire Marshal's Office is required.

Charlottetown Fire Inspection:

89 Kent Street, Charlottetown
902-629-4083

Summerside Fire Inspection:

251 Foundry Street, Summerside
902-432-1224

Provincial Fire Marshal's Office:

31 Gordon Drive, Charlottetown
902-368-4869

A liquor license with the Liquor Control Commission is required for all alcohol service.

Liquor Control Commission:

3 Garfield Street
902-368-5710

If food will be commercially package and/or sold, it must be properly labeled. For more information, please contact the [Canadian Food Inspection Agency](#) at 902-566-7290.

Opening Inspection

Once an EHO has received a complete application package, and is satisfied with the planned operation, a date and time will be arranged to complete an opening inspection. The following check-list can be used as a guideline for this inspection, but it is not exhaustive. Specific requirements to the operation will be communicated in advance by an EHO.

- Coolers must be at 4C (40F) or lower and be equipped with thermometers.
- Freezers should be -18C (0F) or colder.
- A probe thermometer which can measure hot and cold temperatures (0°C - 100°C) and can be easily calibrated.
- Handwash stations must be equipped with hot and cold running water under pressure, liquid hand soap and paper towel in a dispenser and a trash receptacle.
- Dishwashers must be operational, test papers present (low-temperature dishwashers) and log book available.
- An adequate number of sinks present (of appropriate size) and all materials required for dish washing which includes adequate drying racks, etc.
- Potable water supply with hot & cold running water under pressure.
- A surface sanitizer must be available, mixed at the proper concentration for food contact surfaces. Test strips must also be onsite.
- Aprons/uniforms and hair control present for all food handlers.
- If a washroom door opens directly into an area where food is served, it must be equipped with a self-closing device.
- Washrooms must not open directly into any room where foods are prepared or stored.
- Ventilation must be in proper working order in the kitchen and all washrooms.
- Adequate lighting present in all areas. Light fixtures in areas where food is prepared or stored must be equipped with shatterproof covers.
- All surfaces must be smooth, non-absorbent and washable.
- Doors and windows must be constructed to prevent the entry of pests and be fitted with screens if opened.
- Proof of food safety training onsite.
- Written sanitation plan must be posted or present onsite.

Food Safety Training

At least one person must be on site during operational hours with food safety training from an approved program. Proof of training must be present. Information on food safety training courses offered by Environmental Health can be found [here](#). Additional approved food safety courses can be found [here](#).

Open for Business

If the opening inspection is satisfactory, the food premises can open for business. The food premises license must be posted in a visible location and the establishment will now be subject to random routine inspections. The number of routine inspections completed yearly is based on a risk rating which will be completed by an EHO.

Each food premises operator has the responsibility to comply with the applicable legislation and keep up to date with any changes. Good food safety procedures must be followed.

Any changes to the operation (extensive menu changes, renovations, etc.), must be approved by an EHO prior to any work being completed.

For questions please contact Environmental Health at 902-368-4970 (toll free 1-800-958-6400) or envhealth@ihis.org.

A food premises license is not transferrable. If a food premises changes ownership or physical location, a new, complete application is required.