



Food Premises Starter Guide

A guide to starting a food premises in Prince
Edward Island.

Am I a Food Premises?

A food premises is any place where food is:

- manufactured, processed or prepared;
- packaged, stored, or handled;
- distributed or transported; or
- served, offered for sale or sold, including sold in a food vending machine.

A food premises can be a:

- restaurant, dining room, café, food truck or take-out;
- convenience store or grocery store;
- caterer, retail bakery or meat vendor;
- brewery, winery or distillery;
- food vendor at a farmers' market, craft fair, special event or fundraising event.

Anyone wishing to operate a food premises, must apply for a Food Premises License.

The [Public Health Act](#) and [Regulations](#) describe the requirements for a license. It is strongly recommended that you review the legislation in detail before completing a license application.

CHECKLIST

- ☐ Municipal/Provincial approval
- ☐ Register your business
- ☐ Application to Environmental Health
- ☐ Set opening inspection date
- ☐ Opening inspection
- ☐ Open
- ☐ Practice good food safety

Additional details on each step can be found on the following pages

Resources

Environmental Health

envhealth@ihis.org 1-800-958-6400

PEI Business Navigator*

businessnavigator@gov.pe.ca

1-833-335-0536

PEI Liquor Control Commission

infopeiucc@liquorpei.com

902-368-5710

For municipal contact details refer to the [Municipal Directory](#).

For provincial planning contact details refer to [Housing, Land & Communities](#).

Still unsure? Have more questions? Contact a Business Navigator* at 1-833-335-0536 or email businessnavigator@gov.pe.ca for personalized assistance.

Checklist Details

1. Municipal/Provincial/Other Approval

Ensure the municipality or community where the business is to be located has approved the planned operation. This approval is **required** before making contact with Environmental Health as any application and/or plan without it will **not be** reviewed.

You will also **require** approval from the Charlottetown or Summerside Fire Inspection (if operating within these cities), Provincial Fire Marshal's Office (outside city limits), and Liquor Control Commission (if alcohol is to be served). Contact information for each of these:

Charlottetown Fire Inspection

83 Kent Street, Charlottetown
902-629-4083

Liquor Control Commission

3 Garfield Street, Charlottetown
902-368-5710

Summerside Fire Inspection

251 Foundry Street, Summerside
902-432-1224

Provincial Fire Marshal's Office

31 Gordon Drive, Charlottetown
902-368-4869

TIP:

If you plan to commercially package or sell food it must be properly labeled. For more information please contact the Canadian Food Inspection Agency at 902-566-7290 or visit www.inspection.gc.ca.

2. Register your Business

You are required to register your business in Prince Edward Island. You can register a new business online in the [Online Corporate Business Registry](#).

If you require assistance with this, please visit the [Provincial Business Registration Starter Guide](#) or reach out to the PEI Business Navigator by calling 1-833-335-0536 or emailing businessnavigator@gov.pe.ca.

3. Application to Environmental Health

An Environmental Health Officer **must** receive the application 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);
- completed application with up to date contact information and address;
- applicable fee (fees for each class of license can be found [here](#));
- floor plan (additional details below);
- proposed menu;
- written sanitation plan – a sample can be found [here](#);
- proof of [food safety training](#);
- water sample taken within the past 12 months (if using well water or a holding tank); and
- hours of operation.

The application can be completed online [here](#).

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);
- Grill & stove;
- Dishwasher and/or dishwashing sinks;
- Food preparation tables & materials;
- Buffet table(s)
- Fryer(s)
- Ice machine

4. Set an Opening Inspection Date

Once an Environmental Health Officer has received a complete application package, they will contact you to address any concerns or questions. An inspection date/time will be arranged to meet on site and complete an opening inspection.

5. Opening Inspection

On the day of inspection, an Environmental Health Officer will meet with you onsite to review the premises and planned operations. The following check list can be used as a guideline for this inspection, but it is not exhaustive.

- 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 (0C-100C) that can be easily calibrated.
- Handwash stations **must** be equipped with hot and cold running water, liquid hand soap and paper towel in a dispenser.
- Dishwashers **must** be operational, test papers present (if applicable) 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.
- Written sanitation plan **must** be posted or present onsite.

6. Open — Congratulations, you're in business!

Once your establishment has been approved, it can open for business. The current food premises license will be provided and must be posted in a visible location and the establishment will now be subject to random routine inspections. The number of inspections is based on a risk rating which will be completed by the Environmental Health Officer.

Food safety training is **required** by the license holder. In addition, at least one person **must** be on site during operational hours with food safety training from an approved program. For more information on food safety training please contact Environmental Health at 902-368-4970 or toll free at 1-800-958- 6400.

7. Practice Good Food Safety

It is your responsibility to comply with the applicable legislation and keep up to date with any changes which may occur. You must always practice good food safety procedures. If you plan to make any changes to your operation, they must first be approved by an Environmental Health Officer.

There may be additional Provincial regulations required for the operation of your food premise. A Business Navigator is always here to help. Contact us today!