



Health and
Wellness

Santé et
Mieux-être



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Prince Edward Island
Canada C1A 7N8

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Starting a Food Establishment in Prince Edward Island

This document will guide you through the process to start a food business in Prince Edward Island. If you have questions or require additional information please contact Environmental Health at 902-368-4970 or toll free at 1-800-958-6400 and ask to speak with an Environmental Health Officer.

Step 1: Municipality/Community 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.

Step 2: Make Application to Environmental Health

For Environmental Health you must comply with the *Public Health Act* and the *Food Premises Regulations*. These can be found at: <https://www.princeedwardisland.ca/en/legislation/health-and-wellness/612>.

Fill out the application to operate a food premise. This can be found at:

<https://www.princeedwardisland.ca/en/information/health-and-wellness/food-premises-program>.

Ensure to fill out all sections of the application. This application and the applicable fee are to be sent to or delivered to Environmental Health: PO Box 2000, 16 Fitzroy Street Charlottetown, PE C1A 7N8. The website also provides an [online application](#) option.

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 (cheque or cash only);
- floor plan;
- proposed menu;
- written sanitation plan – a sample can be found at: <https://www.princeedwardisland.ca/en/publication/sample-food-premises-sanitation-plan-template> ;
- 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.

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

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:

89 Kent Street, Charlottetown
902-629-4083

Summerside Fire Inspection

251 Foundry Street, Summerside
902-432-1224

Liquor Control Commission:

3 Garfield Street
902-368-5710

Provincial Fire Marshal's Office:

31 Gordon Drive, Charlottetown
902-368-4869

If you plan to commercially package 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.

Step 3: Set an Opening Inspection Date

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

Step 4: Opening Inspection

When an opening inspection date has been arranged, an Environmental Health Officer will meet with the operator onsite to review the premise 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.

Step 5: Open

Once the establishment has been approved, it can open for business. The current food premise 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.

Step 6: 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.

If you have any questions, please contact Environmental Health at (902)368-4970 or 1(800)958-6400.