

**The following is a summary of the requirements for health approval from Northern Health for new business (also for existing businesses changing ownership or location).**

**Food Premises (food stores, food processors, restaurants and other food service establishments)**

Before opening a food premises, approval must be granted by an Environmental Health Officer (EHO) upon the applicant meeting the requirements of BC's [Food Premise Regulations](#) under the [Public Health Act](#). Ensure that plans and applications are submitted to the EHO in a timely manner so there is sufficient time for review and comment before the proposed opening date (recommend at least 3-4 weeks before opening). Note that plans and specifications should be submitted for review prior to any purchasing or installation. All required documentation must be submitted and approved before an initial inspection is conducted.

Summary of process:

1. Submit [Application for Health Approval](#) with the following supporting documents\*
  - a. Copy of operator's [FOODSAFE](#) certificate or [equivalent training](#) (not required for food stores unless they also have a food processing or food service component, for example a grocery store with a deli or meat cutting department)
  - b. [Food Safety Plan](#)
  - c. [Sanitation Plan](#)
  - d. [Site Plan](#)

\* For assistance with Food Safety Plans, Sanitation Plans, or Site Plans please contact an EHO. The links provided are only a few of the many resources available to food premises operators.

2. Once the package is received, an EHO will review the submitted documents. After the documents have been approved by the EHO, an initial pre-opening inspection will be scheduled to obtain Health Approval and/or an Operating Permit. If the premises is found to be satisfactory, Health Approval may be granted when the initial inspection is complete. Consultations can be done, on request, for potential premises or when considering renovations or equipment installations but the intent of the inspection should be made clear to the EHO (i.e. please don't request an initial/opening inspection if the application package has not been submitted and the facility is not ready to open).
3. If the facility is a Food Service Establishment, a permit fee invoice will be mailed to the operator's billing address shortly after approval has been granted. Once payment has been received a decal and permit will be mailed. (Not applicable for food stores or food processors)

## **Personal Service Establishment (nail salons, tattoo artists, barbershops, etc.)**

Before opening a personal service establishment, the facility, the sanitation plan, and the infection control practices must be assessed by an EHO to ensure that the [Regulated Activities Regulation](#) (under the *Public Health Act*) and the BC Guidelines for Personal Services are met. Ensure that plans and applications are submitted to the EHO in a timely manner so there is sufficient time for review and comment before the proposed opening date (recommend at least 3-4 weeks before opening). Note that plans and specifications should be submitted for review prior to any purchasing or installation. All required documentation must be submitted and approved before an initial inspection is conducted.

Summary of process:

1. Submit [Application for Personal Service](#) with the following supporting documents\*\*:
  - a. Site Plan
  - b. Infection control practices
  - c. Sanitation Plan

\*\*For more information on these items refer to the [Guidelines for Personal Service Establishments](#) or contact an Environmental Health Officer.

2. Same as above
3. N/A (there is no fee for personal service establishments)

We strongly recommend submitting all applications and directing general inquiries to our central inbox [php@northernhealth.ca](mailto:php@northernhealth.ca) (though you may wish to cc your area EHO). Although many operators are familiar with their local EHO, EHOs are field officers so are not always available in the office and assigned coverage/inspection areas may change periodically. Contacting the central inbox or phone line phone line (250-565-7322) will ensure that your message is received in a timely manner by an EHO.

If you have any questions or concerns please feel free to contact Northern Health.

### **Northern Health**

1001 110<sup>th</sup> Ave.

Dawson Creek, BC V1G 4X3

Tel: 250-719-6500

Fax: 250-719-6513