



# FOOD ESTABLISHMENT STARTER GUIDE FOR INSPECTIONS

Permits, Licenses and Inspections Timeline and Checklist

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## PRE-LOCATION SELECTION

- If you are serving Alcohol, it is important to contact **Alcohol and Gaming** before choosing your location to discuss your plan with a licensing officer and to ensure liquor can be served publicly in your area.
- Please remember to schedule a pre-opening inspection with them.
- Contact the municipality to secure necessary zoning approvals and permits.

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## PRE-BUILD

- Submit your **Food Establishment Permit Application** along with your site plan, menu and layout drawing; once submitted, your assigned Public Health Officer will contact you. They will review your submission and if required, they may provide feedback and request changes be made to your menu or plan drawing. Remember, **Your plan drawings must be approved before construction**. As soon as possible, book a pre-opening inspection with your Public Health Officer.
- You may require a **Municipal 'As of Right' Development Permit**, and inspection (contact your municipality).
- Before building or renovating you must have a **Municipal Building or Renovating Permit and inspection**.

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## BUILD

- Please ensure any changes to your previously approved site plan, menu or layout are communicated to your assigned Public Health Officer before you build or renovate.
- After your build and/or renovations are complete a **Municipal Occupancy Permit Application** is required.

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## PRE-OPEN

- Your municipal occupancy permit application was submitted and your **Municipal Occupancy Inspection** is scheduled.
- A **Municipal Fire Prevention Inspection** is required once you receive your occupancy permit.
- Your previously scheduled pre-opening **Food Establishment Inspection** is required. Have your water test report and food hygiene certificate ready.
- If serving Alcohol, your previously scheduled pre-opening **Alcohol and Gaming Inspection** is required. Once inspected, your liquor license will be provided after your Food Establishment Permit has been approved.

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## OPEN

- Now that you have your Food Establishment Permit, your Public Health Officer will complete a **Compliance Inspection** within the first month of opening. Post all required signs, and permits as outlined by inspectors.
- Mark your calendar. Schedule equipment maintenance and set reminders to renew your permits and licenses.
- Be ready for inspections. Some happen quarterly, twice a year and once a year. You will not be notified of your inspection date.

For information on Mobile Food Cart regulations and requirements contact Business Navigation.