

# Provincial Permit Process and Construction Requirements for Food Processors



**This document provides general information to anyone proposing to build or renovate a food processing establishment.**

All food processing establishments require a permit to operate and comply with the [Food and Food Handling Establishments Regulation](#). If you are a potential operator, we encourage you to contact us at the initial stages of your project to review your plan. We are also able to conduct an on-site building assessment to determine what is required to meet regulations.

Contact Manitoba Agriculture's Food Safety and Inspection Branch at [foodsafety@gov.mb.ca](mailto:foodsafety@gov.mb.ca) or phone (204) 795-8418 to get started.

Working with your health officer at initial stages can save you time and financial resources. These services are free of charge.

## How to Obtain a Permit to Operate

- Submit an [online permit registration form](#) or fill a [downloadable registration form](#) (PDF).
- You will be contacted by a health officer, who will work with you to obtain your permit.
- A permit to operate a food establishment has no cost.
- The permit registration form requires a basic floor plan and product description.

## Floor Plan Considerations

Provide a floor plan with the following details as applicable:

- process and personnel flow
- intended use of each area
- location of walls, doors, conveyor rails, coolers, freezers, floor drains, three compartment sink, hand wash sink(s), staff room, washrooms, storage areas, office areas, shipping/receiving area, retail area and larger equipment

Remember that you still need to meet local and provincial building codes (e.g., plumbing, fire). Contact the appropriate department for details.

## Product Description

Provide a document with the product(s) to be made and their details, including information related to:

- ingredients and processing aids
- food allergens
- process controls (e.g., cooking time/temperature, pasteurization)
- packaging
- storage requirements (e.g., refrigeration, shelf life)
- shipping

## Establishment Design and Layout

Ideally, food premises are designed in a way that food flow is in one direction to prevent cross-contamination. For example, food flow goes from receiving, to processing, to packaging to storage and shipping. Incompatible areas or processes, particularly clean-up and chemical storage areas, must be reasonably separated from food processing areas.

## Construction Requirements

### 1. Structure

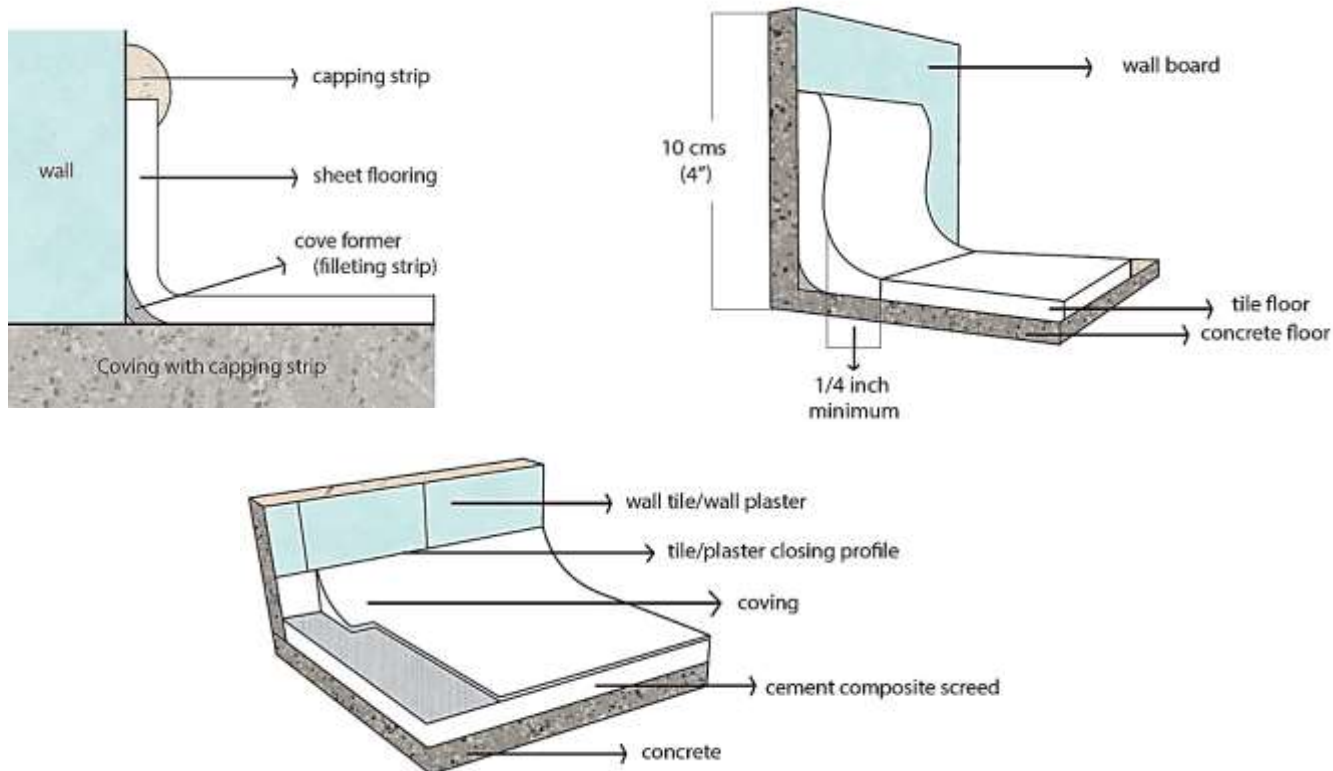
#### **Building must be**

- of sound construction and away from potential external contaminants.
- an adequate size to accommodate ingredients, packaging material, finished products, equipment and the various activities involved with operating a food processing establishment.
- sealed to prevent pest entry.

#### **Floors**

- Floors and floor coverings of all food processing areas, food storage areas, washing areas, and walk-in-refrigeration units, are constructed of smooth, impervious and durable material which is either seamless or with sealed seams.
- Floor coverings in food processing areas, equipment and utensil washing areas must be coved and sealed at all floor and wall junctions.
- All floors in washrooms must be made of impervious durable materials, with the wall and floor junctions coved and sealed.
- Floors that are in wet processing areas are graded and have a drain.

## Examples of Approved Floor Coverings and Proper Coving



## Walls, Partitions and Ceilings

- Walls, partitions and ceilings in food processing areas, equipment and utensil washing areas and walk-in refrigeration units must be of a smooth non-absorbent finish and easily cleanable.
- Unsealed wood is not an acceptable finish for shelves, ceilings and walls.
- Studs and joists in food processing areas, equipment and utensil washing areas and walk-in refrigeration units must be covered and not exposed.
- Where a suspended ceiling is used, the inserts must be non-perforated and plastic coated or have another finish that is non-absorbent and cleanable.

## Examples of Approved Wall Surfaces

	Sealed Concrete (e.g., epoxy or resin)	Sealed Drywall (e.g., epoxy paint or latex paint)	Plastic / Fiberglass	Stainless Steel
Wet Processing Area	X		X	X
Dry Processing Area	X	X	X	X
Dishwashing Area	X		X	X
Dry Storage Area	X	X	X	X
Washroom	X	X	X	X
Walk-in Refrigerator	X		X	X

## 2. Permitted Establishments in a Private Dwelling

If you are considering having your food establishment located in your home, be sure your local municipal government approves it. The following conditions must be met:

- Separate all parts of the establishment from the private dwelling including food storage, cooking and equipment washing.
- Have a self-closing door.
- Not used for any other purpose (e.g., sleeping, personal storage)
- Only authorized people required for the operation are allowed inside.
- No animals are allowed.

## 3. Equipment Design and Installation

- All equipment must be of commercial grade quality and preferably certified (listed) by NSF International.
- Equipment not NSF certified may be subject to approval by a health officer, prior to use, to ensure it is suitable for the purpose intended.
- It is recommended that heavy and/or large food equipment that is not readily moveable should be mounted on wheels wherever possible.
- Equipment that is not mounted on wheels and not readily moveable must be sealed to the floor or mounted on legs providing a minimum height of 15 cm (six inches) from the floor and located in a way that allows access on all sides for cleaning purposes.
- All table or countertop mounted equipment that is not readily moveable and is not sealed directly to the table or countertop must be set on legs to provide space between the piece of equipment and the table or countertop to allow adequate cleaning.

## 4. Sinks

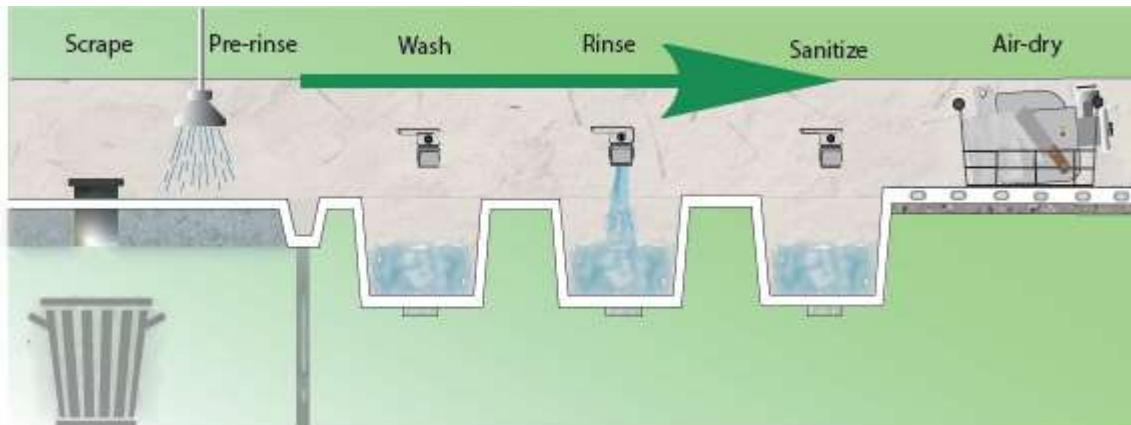
### Hand-wash Sink

- A minimum of one separate hand-wash sink, with hot and cold potable water, must be conveniently located in the food preparation area. Depending on the size of the food processing area, additional hand-wash sink(s) may be required.
- A hand-wash sink in a washroom is not considered a designated hand-wash sink for a food processing area.
- An ideal hand-wash faucet has hands-free operation or a single lever to operate.
- Must be equipped with:
  - soap dispenser
  - single use towels or air drier
  - garbage can

### Three-Compartment Sink

- A three-compartment sink of sufficient size to adequately clean and sanitize utensils and equipment is required, unless otherwise approved by a health officer.
- The washing area must provide adequate separation to ensure that clean equipment is not in contact with, or contaminated by, dirty equipment.
- Drain boards or racks are required and must be non-corrodible; self-draining and big enough to properly air dry the clean utensils and equipment.

### Steps to Follow When Using a Three-Compartment Sink



### Dishwasher

- If a mechanical dishwasher is to be used, it must be of commercial grade and NSF International certified (or equivalent) and approved by a health officer.
  - Commercial dishwashers have a high temperature or chemical sanitation cycle.

Properly sized grease traps or interceptors, servicing utensil washing sinks, must meet the Manitoba Plumbing Code. They must be located in a way that they are accessible for easy cleaning and maintenance.

### Janitorial Sink

- A separate janitorial style sink is recommended for filling cleaning pails and disposing of cleaning waste to prevent contamination of food and washing areas.

## 5. Storage Space

- Adequate storage space is required and must be provided to ensure that food products are protected from contamination at all times.

- Storage units such as shelving, racks or pallets to store food, food in containers and equipment should be 15 cm (six inches) off the floor. Shelving units should be at least 30 cm (12 inches) from the walls to allow for access, and permit easier visual inspection of cleanliness and evidence of pests.
- Provide a refrigerator and freezer big enough to maintain potentially hazardous foods at 4 °C (40 °F) or less, and keep frozen food, frozen.
- Placement of refrigeration equipment should be carefully considered to ensure that refrigeration space is available and conveniently located near food preparation areas, and not affected by extreme heat sources, such as ovens.
- Storage space must be provided to allow for the storage and separation of items that are distinct from each other, such as food products, equipment and cleaning supplies.
- Adequate storage facilities, such as lockers or change rooms, should be provided for personal clothing and items of employees.
- It is also recommended that an area be set aside for the storage of infrequently used items.

## 6. Ventilation and Exhaust System

- Proper ventilation is required in all food processing establishments and must meet the requirements of the Manitoba Building Code.
- Where grease-laden vapors are produced, such as from a deep fryer, or similar type equipment, a ventilation exhaust system is required and must comply with the Manitoba Building Code, the Manitoba Fire Code and receive approval of the local authority having jurisdiction.

## 7. Lighting

- Bright and direct lighting is required to allow for proper cleaning operations at a minimum of 215 lux in these areas:
  - food processing
  - washing
  - dry storage
  - washrooms
- All lighting, where food, food packaging and equipment are located, must be shatterproof or shielded to protect products from shattering and broken glass.
- For walk-in refrigerators and freezers, a minimum of 108 lux is required.

## 8. Washroom Facilities

- Washroom facilities must have a toilet and a hand-washing sink and meet the requirements of the Manitoba Building Code.

## 9. Garbage Facilities

- Garbage containers must be provided inside and outside of the establishment.
  - The containers must be durable, easily cleanable, rodent proof and must be provided in sufficient numbers to handle the volume of waste generated.

## 10. Water

- Where a food processing establishment is not serviced by a licensed municipal water supply, and the water source is a well, the water system may be required to be licensed as a semi-public water system that complies with the Drinking Water Safety Act and Regulations.
- The food processing establishment must have an adequate supply of hot potable water for cleaning.

## 11. Sewage Disposal

- The food processing establishment must be connected to a municipal sewer system or other wastewater treatment system licensed under The Environment Act.

For more information, please contact the Food Safety and Inspection Branch at [foodsafety@gov.mb.ca](mailto:foodsafety@gov.mb.ca) or visit our website at [manitoba.ca/agriculture/foodsafety](http://manitoba.ca/agriculture/foodsafety).

A permit will be issued only after an inspection has been carried out, all construction is complete and regulatory requirements are met.

This is a guideline only. The health officer pursuant to the Food and Food Handling Establishments Regulation may require additional items.