



Food Establishment Permit Application User Guide

August 2019

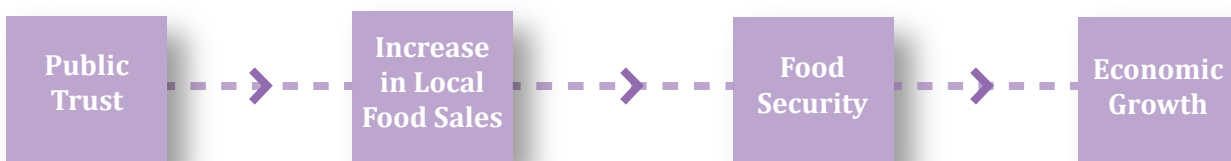


As of August 15, 2019, the NWT *Food Establishment Safety Regulations (FESR)* will be updated. These regulations are set out under the *Public Health Act*.

Here's what you need to know:

1 Why do I need a permit?

The requirements set by the FESR ensure that food provided by NWT food establishments is safe and promotes public trust in NWT food establishments.



2 Who needs a permit?

If you are “handling” food, you are required to have a permit issued by the Environmental Health Office.



What does it mean to “handle” food?

Handling food includes, but is not limited to, the following activities:

- ✓ **Harvesting**
- ✓ **Collecting**
- ✓ **Manufacturing**
- ✓ **Preparing**
- ✓ **Processing***
- ✓ **Packaging**
- ✓ **Storing**
- ✓ **Displaying**
- ✓ **Transporting**
- ✓ **Distributing**
- ✓ **Serving**
- ✓ **Selling**

A permit is required if you are practicing any of the above activities with food and beverages (this includes drinking water or ice).

* Includes thawing, heating, cutting, cooking, smoking, chilling, reheating, curing, salting, canning, freezing, drying, washing, and pasteurizing





Are there cases where a permit is not required?

You are NOT required to have a permit for:

- ✓ **A private residence, unless food is being handled for a commercial purpose*;**
- ✓ **Traditional community feasts;**
- ✓ **A function where food is prepared or served by volunteers of that organization or group;**
- ✓ **A premise used for a bake sale to raise funds for the operation of the organization, or for another charitable purpose**.**

** If you operate a child day care facility or bed and breakfast out of your private residence, the FESR will apply to you. Contact the Environmental Health Unit to find out more.*

*** A permit is required if a bake sale is operated as part of a fair, festival, carnival, exhibit, or other special event where food is made available to the general public.*

3 What types of permits exist?

There are three types of permits for both profit and not-for-profit food establishments. It is important to understand the duration of each and which permit pertains to you:

1. **Annual Permit** → up to one year
2. **Seasonal Permit** → three weeks to four months
3. **Temporary Permit** → less than three weeks

All permit types are issued based on the start- and end-dates of the proposed activity. For example, if a vendor intends to sell food at a community market over a period of 4 weeks (from time of first event to time of last event), they will be required to apply for a seasonal permit.



How much does each permit cost?

Class of Food Establishment	Type	Fee
For-Profit (majority of food establishments)	Annual	\$108
	Seasonal	\$54
	Temporary	\$25
Not-for-Profit (charitable purpose or non-profit organization)	Annual	No Fee
	Seasonal	
	Temporary	

PLEASE NOTE:



A food establishment permit is specific to **one** location only.

Multiple locations = multiple permits as there are different food safety considerations unique to the physical location that need to be assessed.

To support food security and avoid any duplication of fees for operators who may require multiple permits, some permit fees can be waived. Talk to the Environmental Health Unit to see if you might qualify to have your permit fee(s) waived.

4 Where do I apply?

Applications for the three types of food establishment permits can be found on the Department of Health and Social Services website and submitted to the Environmental Health Unit. You can also contact our office should you need print copies of resources.

All applications for permits must be submitted to the main office of the Environmental Health Unit:

- **Email:** environmental_health@gov.nt.ca
- **Mail:** Environmental Health Unit
Population Health Division
Health and Social Services
P.O. Box 1320
Yellowknife, NT X1A 2L9

NOTE: If you are setting up a new food business or making changes to your existing business (eg., menu, location, frequency, duration, etc), contact the Environmental Health Unit to discuss your requirements. An Environmental Health Officer can provide you with good information at an early stage in your planning, which will ensure you have food safety principles and design considerations at the outset and help avoid delays.

5 When should I apply?

Apply as soon as possible.

The earlier you submit your application to the Environmental Health Unit, the easier the process will be. An Environmental Health Officer will contact you for the specifics required for your establishment prior to approval. This process may require additional correspondence with an Environmental Health Officer to ensure you have all of the information you need in order to operate safely and within the law.

Your application for a food establishment permit will include questions about the operator as well as questions about the nature of the operations, and food being prepared and served.

If you have additional questions regarding NWT *Food Establishment Safety Regulations* and its associated permits, please contact the Environmental Health Unit:

- **Phone:** 867-767-9066 ext. 49262
- **Fax:** 867-669-7517
- **Email:** environmental_health@gov.nt.ca
- **Mail:** Environmental Health Unit
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