

Application for a Permit to Construct or Alter a Building Intended for Use as a Dairy Plant For Existing Licensed Plants

The *Milk Act* (R.S.O. 1990, c.M12), s.14 (1), (2),
and (3) and Regulation 761

Fields marked with an asterisk (*) are mandatory.

Section 1. Applicant Information

Plant Operating Name (as per the Licence Application) *

Provincial Licence Number *	Federal Licence Number (if applicable)
Contact Last Name *	Contact First Name *

(A) Current Address

Unit Number	Street Number *	Street Name *	PO Box
City/Town *		Province	Postal Code
Telephone Number *		Email Address	

(B) Mailing Address

☐ Check if (B) mailing address is the same as (A) current address

Unit Number	Street Number *	Street Name *	PO Box
City/Town *		Province *	Postal Code *
Telephone Number *		Email Address	

(C) Other Plant Information

Name of CFIA Inspector (if applicable)

Will new products be manufactured at this location? *

☐ Yes ☐ No

If yes, specify _____

Will raw milk be received? *

☐ Yes ☐ No

(D) Species of Milk and Volumes (provide the total estimated annual volumes of milk that will be processed) *

Species of Milk *	Annual Volume (Litres) *

Species of Milk *	Annual Volume (Litres) *

Section 2. Project Information

Please indicate the type of construction or alteration to be conducted. *

(Check all that apply, provide additional information as required)

Note, if your proposed new building is at a separate site from the existing licensed plant, please ensure you have completed an [Application for a New Licence for the Operation of a Dairy Plant](#).

- ☐ An addition will be constructed to the existing plant
- ☐ A renovation will be constructed to an existing area within the plant
- ☐ New product processing categories and/or milk species will be added

List any new species

List any new products

List any new milk classes (if applicable)

(For list of milk classes see Table in section 11, [Regulation 753](https://www.ontario.ca/laws/regulation/900753) (<https://www.ontario.ca/laws/regulation/900753>) under the *Milk Act*)

- ☐ I have attached a letter from DFO indicating the allotted volume of milk, the milk classes, and under what program that milk supply is being issued.
- ☐ Raw cow milk will be a new ingredient
- ☐ Raw goat milk will be a new ingredient

Processing equipment installations and/or changes will be made to:

- ☐ Pasteurizing Systems
- ☐ Other (List)

- ☐ Any addition, replacement or modification of equipment or systems could directly affect the risk of any product made at the plant being contaminated

Reason for Project and Description of Key Points *

(If additional space is required an attachment can be added below under List of Documents)

Drawings and Specifications Required with the Permit Application

You are required to submit 2 copies of drawings and specifications of your proposed construction or alteration. Check to ensure you have included the following information in the "List of Documents" below:

- A site plan showing your plant location relative to the other buildings around you and what activities are carried on in those buildings.
- Plant drawings, **drawn to scale** that:
 - ☐ Show the floor plan of each level of the plant, the scale used and a legend explaining the symbols used *
 - ☐ Show that the plant is designed with adequate space to meet the intended activities, provides for effective employee flow (employees can easily move in and around the plant and equipment to facilitate orderly processing) and provides enough space to properly clean and sanitize equipment and facilities *
 - ☐ Show details of the interior spaces, drawn to scale *
 - ☐ Identify the use/function of all areas and show that there is enough separation between incompatible operations (preferably within separate rooms). For example, keeping raw milk area/processes separate from pasteurized milk areas/processes *
 - ☐ Show the flow of people through the facility in relation to the flow of incoming ingredients through processing, packaging, storage and distribution *
 - ☐ Where applicable, show the desired temperatures in each aging/curing room and refrigerated storage room *
 - ☐ Show and clearly identify all access points from the exterior (doors and windows), as well as any other opening to the exterior (for example, hose port openings and exhaust fans) *
 - ☐ Show the location of all interior doors and partitions between rooms *
 - ☐ Show all major pieces of equipment and their location *
 - ☐ Where appropriate, show equipment specifications, piping and instrumentation diagram (e.g., for new HTST system)
 - ☐ Show the location of drains and indicate the floor slope to those drains *
 - ☐ Show that the junctions between floors and walls are properly coved and sealed *
 - ☐ Show the location of lighting throughout the plant and indicate the light intensity levels in each area (Lux) *
 - ☐ Identify the air flow patterns from higher pressure areas to lower pressure areas *
 - ☐ Identify the areas where there is a high risk for product contamination *
 - ☐ Show foot baths and/or floor foamer locations, hand-wash sinks, washrooms, restricted areas and other control mechanisms designed to prevent cross-contamination from employees and materials moving throughout the plant *
 - ☐ Show the receiving bay and all product handling pipelines, if applicable

Note: The above information may be shown using multiple floor plan drawings where needed, or on a summary document.

Notes: Please ensure all applicable sections have been completed and any requested attachments are included. The Field Person under the *Milk Act* (Food Safety Inspector) may conduct a site visit to seek clarification and/or gather more information prior to making a recommendation to the Director under the *Milk Act*.

Section 3. Additional Information

(A) Project Manager

First and Last Name and/or Business Name *

(B) Consulting Engineers

Please identify which Consulting Firm, Contracting Firm and Equipment Supplier you will be using.

Business Name *

(C) Main Contractor

First and Last Name and/or Business Name *

(D) Equipment Supplier(s)

Business Name *

Section 4. Declaration

The proposed construction, alterations and/or modifications described in this application cannot begin until you have received a permit from the Director under the *Milk Act*.

Once your Permit to Construct or Alter a Building has been approved, any changes to the information submitted with the application needs to be reviewed with a Food Safety Inspector prior to making changes to the construction of your plant as you may need amendments to the final permit that is issued. Note, where the alterations or modifications that are the subject of this permit are carried out in conjunction with a change to the licence, operations at a plant cannot use the new alterations or modification until the Director has approved the licence amendment.

Any information and all supporting documents required for this application are collected for and will be used to verify eligibility for a Permit to Construct or Alter a Plant licence amendment pursuant to O. Reg. 761 - Milk and Milk Products (*Milk Act*) and the *Milk Act* and may be used for a licence amendment pursuant to O. Reg. 761 - Milk and Milk Products (*Milk Act*), and general enforcement and administration purpose under the *Milk Act*.

Once all applicable fields are completed and all supporting documents are attached, click on the "Submit" button at the bottom of this application form. You will receive a confirmation by email to the business email address you have provided in Section 1 of the form. Note: The confirmation will only include the submitted application form and no attachments that were included in the application form.

If you have any further questions, please contact the Inspection Programs Unit at dairyfoodsafety@ontario.ca. As part of providing accessible service, you can also contact the Agricultural Information Contact Centre (AICC) at 1-877-424-1300 or by e-mail at ag.info.omafra@ontario.ca if you require this information in alternate formats.

☐ I certify that the information submitted in this application is true and correct to the best of my knowledge. *

Name (First and Last Name) *	Title *	Date (yyyy/mm/dd) *

For mail submission, send completed form and support documents to: Director (*Milk Act*), Ministry of Agriculture, Food and Rural Affairs, Food Safety Inspection Delivery Branch, 1 Stone Road West, 5th Floor North West, Guelph ON N1G 4Y2.