

Application for a Permit to Construct or Alter a Building Intended for Use as a Dairy Plant for New Applicants

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) *

Contact Last Name *

Contact First Name *

Title

Telephone Number *

Email Address

Section 2. Project Information

Provide additional information as required (check all that apply) *

☐ I verify the information submitted with my Application for a New Licence for the Operation of a Dairy Plant is accurate and can be relied upon for this permit application as well.

☐ This is a project leading to a new dairy plant operating licence and includes:

☐ Construction of a new building

☐ Renovation of an existing building

Current use of the building, or, if empty, the former use:

☐ Equipment will be: ☐ All New

☐ Used/Refurbished

☐ Both

☐ On Farm Processing

Approximate Start Date (yyyy/mm/dd) *

Planned Completion Date (yyyy/mm/dd) *

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 big enough for the planned activities and for employees to easily move in and around the plant and equipment to facilitate orderly processing and 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 and 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 *
- ☐ 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 foamers, hand-wash sinks, washrooms, restricted areas and other control mechanisms designed to prevent cross-contamination from employees and material moving through 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's issued. Note, operations at a plant cannot begin until the Director has issued a dairy plant licence.

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 Pursuant to O. Reg. 761 - Milk and Milk Products (*Milk Act*) and the *Milk Act* and may be used for general enforcement and administration purpose under the *Milk Act*.

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.