



THE GOVERNMENT OF THE BAHAMAS
DEPARTMENT OF ENVIRONMENTAL HEALTH SERVICES

BUSINESS LICENCE REQUIREMENTS



Documents Required for Business Licence Application

TYPE OF ESTABLISHMENT	DOCUMENTATION
Restaurant & Bars Deli Bakery Restaurants (Non Liquor) Take-Away Butcher Shop Ice Cream Parlor Breweries & Distilleries Grocery Shop	Floor Plan (New) Food Handlers Certificates Garbage Contract Pest Control Contract Water & Sewerage Corporation current bill
General Liquor	Food Handlers Certificates Floor Plan (New) Garbage contract Pest Control Contract
Wholesale Liquor	Garbage Contract
Barber Shop Beauty Salon	Medical Certificates Garbage Contract
Convenience Store-Pre-package goods only	Garbage Contract Pest Control
Gas Station (with store)	Pest Control Floor plan (new) Food Handlers Certificates Garbage Contract
Laundromat	Garbage Contract Floor plan (new)
Pharmacy	Medical Certificate Garbage Contract
Waste Management Companies	Town Planning Letter Approval
Nurseries & Preschools Institutional Healthcare Facilities	Medical Certificate and or Food-handlers Certificates (if food prepared) Garbage Contract Pest Control Contract
Medical Offices	Garbage Contract Pest Control Contract Hazardous Waste Disposable Contract
Banks	Garbage Contract
Law Offices	Garbage Contract

GUIDELINES FOR BUSINESSES

Grocery Shop

- 1) Butcher Area
 - a. Floor must be of an impervious material with floor drains.
 - b. Walls must be tiled five (5') feet from the base board.
 - c. Triple compartment sink with running hot and cold water.
 - d. Freezer and cooler units must maintain proper temperatures.
 - e. Tables and counter tops must be groove free and of an impervious material.
 - f. Must have a grease trap.
 - g. Adequate lighting
 - h. Hand washing station with soap, hand paper towels and a waste paper basket
- 2) Customer Service Area
 - a. Ventilation: Natural or Artificial
 - b. Adequate lighting
 - c. Floors and walls must be smooth and of impervious material
 - d. Shelves must be clean and secure
- 3) Storage Area
 - a. Adequate ventilation and lighting
 - b. Floor and walls must be smooth and of impervious material
 - c. Food items must be stored eighteen (18") inches off the floor for easy cleaning
- 4) Restroom
 - a. Minimum fixtures
 - One (1) water closet (toilet)
 - One (1) wash hand basin
 - One (1) urinal

Take Away Restaurant

1) Preparation Area (Kitchen)

- a. A minimum of 120 square feet of working space.
- b. Floors and walls must be tiled
- c. A triple compartment sink must be in place
- d. A grease trap must be in place, (plus a method to dispose of all grease)
- e. Running hot and cold potable water (city supply)
- f. Adequate ventilation
- g. Adequate Lighting
- h. Exhaust hood with filters over all cooking equipment
- i. Tables and counter tops must be groove free and made from an impervious material
- j. Refrigeration units must maintain proper temperature
- k. Hand washing station with soap, hand paper towels and a waste paper basket

2) Storage Area

- a. Adequate ventilation
- b. Adequate lighting
- c. Food items must be stored at least eight inches (18") off floor surface

3) Restroom

- a. Minimum fixtures required
 - One (1) water closet (toilet)
 - One (1) wash hand basin
 - One (1) urinal

Bakery

- 1) Preparation Area
 - a. Floor and walls must be tiled
 - b. Triple compartment sink
 - c. Tables and counters must be groove free and made of impervious material
 - d. Running hot and cold water potable water (World Health Standards)
 - e. Exhaust system over cooking equipment
 - f. Adequate lighting
 - g. Adequate ventilation
 - h. Hand washing station with soap, hand paper towels and a waste paper basket

- 2) Restroom
 - a. Minimum fixtures required
 - One (1) water closet (toilet)
 - One (1) wash hand basin
 - One (1) urinal

- 3) Current Health Certificates for all staff

- 4) Clear exits

Beauty Salon/Barber Shop

- 1) Supply of running hot and cold water
- 2) Shampoo area must be tiled, or of an impervious material approved by the Department of Environmental Health Services
- 3) Must have adequate ventilation.
- 4) Must have an adequate supply of disinfectant at all times
- 5) All employees must be in possession of valid Health Certificates at all times
- 6) Lighting must be adequate, especially where manicures, pedicures and hair removal services (shaving, etc.) are provided
- 7) Screens at all window openings

Restroom

- a. Minimum fixtures required
 - One (1) water closet (toilet)
 - One (1) wash hand basin
 - One (1) urinal

Restaurant and Bar

1) Preparation Area (Kitchen)

- a. Running hot and cold water potable water (city supply)
- b. Minimum of 120 square feet of working space.
- c. Triple compartment sink
- d. Hand washing station with soap, hand paper towels and a waste paper basket
- e. Floor drains
- f. Tiled floor and walls
- g. Exhaust system over all cooking equipment
- h. Grease Trap with means of disposal for grease
- i. Tables and counters must be groove free and made of impervious material
- j. Adequate lighting and ventilation
- k. Windows and doors must be screened, and with effective pest control
- l. Refrigeration units must maintain proper temperatures at all times

2) Storage

- a. Adequate ventilation must be available
- b. Adequate lighting must be available
- c. Food items must be stored at least eight inches (18”) off floor surface

3) Restroom

- a. Male and Female facilities are necessary
- b. Seating capacity determines the number of sanitary fixtures required (Bahamas Building Code). It is recommended that the DEHS Building Control Officer be consulted.

Nursery & Preschool

- 1) Area must be well ventilated. Ventilation may be either natural or artificial. If windows are provided they must account for at least 1/10 of the floor space.
- 2) Adequate lighting must be available.
- 3) An adequate and constant supply of hot and cold potable running water (city supply) must be provided.
- 4) The premise must be enclosed (wall or fence).
- 5) The establishment must be constructed in such a manner that there are no sharp drops in floor levels.
- 6) All employees must be in possession of valid Health Certificates.
- 7) Premise must be provided with adequate sanitary facilities.
- 8) Where the business is housed on an upper floor adequate measures must be taken to ensure safety (e. g closely spaced rails).
- 9) A minimum of 16 sq. ft. per person must be provided.
- 10) Proper garbage storage receptacles and garbage booth must be in place.
- 11) An adequate supply of potable hot and cold running water (city supply). If well water is to be used an approved treatment system must be installed.
- 12) The name of the institution should be clearly marked and positioned conspicuously on the outside of the building

Seafood Facilities

- 1) For new facility - A floor plan drawing at least 11'x17' indicating the location of at least a triple compartment sink, floor drains, floor and wall finishes (tiles), counters and counter material, stainless steel hand wash sink refrigerators and freezers, doors, windows, restroom(s), garbage bins.
- 2) Owner or manager must be HACCP certified. Must be able to identify critical control points in the operation
- 3) Flow diagram of seafood processing
- 4) All employees must have valid Food Handler Certificates
- 5) Staff facilities Shower/changing area with lockers
- 6) Must be properly lighted and ventilated
- 7) Facilities for sanitizing equipment
- 8) Floors and walls must be tiled
- 9) Floor must have floor drains equipped with covers
- 10) Adequate sinks for cleaning (stainless steel triple compartment sinks) and preparation of seafood products
- 11) Hand washing facilities equipped with hot and cold running water, soap and hand paper towels.
- 12) Garbage storage facilities and garbage contract
- 13) Pest Control contract
- 14) Approval from Department of Fisheries and Ministry of Finance

Contact Us

Further information can be obtained by contacting our office at Telephones: 1(242) 322-8037 / 323-2295, or via Fax: 1 (242) 322- 8120

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