



## COTTAGE FOOD OPERATOR (CFO) PERMIT APPLICATION AND SELF-CERTIFICATION CHECKLIST

Cottage Food Operations may prepare certain non-potentially hazardous foods, i.e., non-perishable, from their home kitchen. The California Department of Public Health (CDPH) approves and maintains a list of approved cottage food products. Visit our website for a link to their Approved Cottage Foods document. Note that perishable foods including, but not limited to, cream fillings, custard, cooked vegetables, cooked beans, or meat are not allowed.

CFO Business Name:		Date:
Owner Name:	Owner Phone:	Owner Cell:
CFO Home Address:	CFO City:	CFO ZIP:
Mailing Address (if different than CFO home address):	Mailing City:	Mailing ZIP:
Email Address:	Website:	

**1. Permit Type:**

- "Class A" (Direct Sales Only) – permit fee includes 1 hour of application review time.
- "Class B" (Direct and Indirect Sales) – permit fee includes 1.5 hours of application review time and home inspection.

**2. Zoning Approval:**

- Zoning approval: submit documentation (City letter, Business License, etc. for cottage food operation at home.)
- Zoning approval issued by city/town only after CFO permit issuance:
  - Submit a copy of the city/town application filled out with this application.
  - Submit zoning approval documentation within 30 days of CFO permit issuance.
- Zoning approval not required (unincorporated areas and City of Palo Alto only.)

**3. Food Processor Course:**

- ANSI-approved Food Handlers Card (FHC) obtained: submit a copy of your FHC card.
- FHC will be obtained after CFO permit issuance: submit a copy of your FHC within 3 months of CFO permit issuance.
- CFO employee/partner (if applicable) and all persons that may prepare or package CFO products must obtain an FHC: submit a copy of their FHC card.

**4. Wastewater Disposal:**

- Sanitary Sewer: submit proof of sanitary sewer connection (sewer bill, sewer connection permit, property tax bill [if sewer company is listed].)
- Septic System: submit a copy of a recent septic pumper's report including a 30-minute water test.

**5. Water Source:**

- Public Water System or Community Services District: submit proof of potable water source, such as a water bill.
- Private Water Supply:
  - Identify the source (well, spring, surface, etc.): \_\_\_\_\_
  - Submit water quality lab test results for E. coli, total coliform and nitrates from a State Certified Laboratory.

<b>Office Use Only</b>	OW#	AR#	FA#	Application SR#
PR#	P/E: FP40 FP41	Status: 01 04	Food Processor Course taken? <input type="checkbox"/> No <input type="checkbox"/> Yes	FSC / FHC Expire Date: / /
Permit Type: P PE PV	Permit Valid Dates: / / to / /		Specialist:	Date: / /
Permit Condition:			Supervisor:	Date: / /
			Support:	Date: / /

**6. CFO Products:**

Check all CFO categories you will be preparing and/or selling.

<input type="checkbox"/> Baked goods (bread, biscuits, churros, cookies, tortillas, etc.)	<input type="checkbox"/> Pizelles / waffle cone / fried or baked donut	<input type="checkbox"/> Popcorn / popcorn balls	<input type="checkbox"/> Buttercream frosting / flat icing / fondant / gum paste (may not contain egg, milk, cream, cream cheese, cream of tartar, meringue powder)	
<input type="checkbox"/> Hard candy / candy apple / cotton candy	<input type="checkbox"/> Confections (salted caramel, marshmallow bar, fudge)	<input type="checkbox"/> Marshmallows (may not contain egg)	<input type="checkbox"/> Ground chocolate / dried hot chocolate mix	<input type="checkbox"/> Chocolate covered: nuts, dried fruits, marshmallow, or any combination thereof
<input type="checkbox"/> Dried pasta / dried grain mixes	<input type="checkbox"/> Dried fruits / dried or dehydrated vegetables	<input type="checkbox"/> Dried vegetable soup mixes	<input type="checkbox"/> Vegetable chips, potato chips	<input type="checkbox"/> Fruit pies / empanada / fruit tamale (no sweet potato, pumpkin, or lemon meringue)
<input type="checkbox"/> Dry baking mixes	<input type="checkbox"/> Dried mole paste / herb blends	<input type="checkbox"/> Roasted coffee / dried tea	<input type="checkbox"/> Seasoning salt; dried spiced sugar	<input type="checkbox"/> Dried fruit powder
<input type="checkbox"/> Honey / sweet sorghum syrup	<input type="checkbox"/> Mustard / vinegar / fruit infused vinegar	<input type="checkbox"/> Jams / jellies*	<input type="checkbox"/> Nuts / nut butter*	<input type="checkbox"/> Trail mix, granola, cereals

\*Must comply with standards described in Part 150 of Title 21 of the Code of Federal Regulations <http://www.accessdata.fda.gov/scripts/cdrh/cfdocs/cfCFR/CFRSearch.cfm?CFRPart=150>

**7. Product Labeling:**

All cottage food products must be properly labeled in compliance with the Federal, Food, Drug, and Cosmetic Act (21 U.S.C. Sec. 343 et seq.).

Submit labels for all potential CFO products. Labels must be written in English. Include separate labels for different flavors (e.g., chocolate cake, red velvet cake, etc.) Include ingredient lists for store-bought toppings such as sprinkles.

Labels must include ALL the following information:

- The name commonly used to describe the food product in English
  - Must be on principal display panel
- “Made in a Home Kitchen” or “Repackaged in a Home Kitchen” in 12-point type
  - Must be on principal display panel
- “County of Santa Clara” or “Issued in: Santa Clara County”
- Name and full address of the CFO
  - If the CFO business (with home address) is listed in a current telephone directory, street address may be excluded from the label
- Ingredients of the food product, listed in descending order of predominance by weight, if it contains 2 or more ingredients
  - Provide a separate list of ingredients for fillings, toppings, crusts, etc.
- Net quantity (weight in English and Metric units)
- Major food allergens (wheat, milk, eggs, tree nuts [list the actual nut], peanuts, soybeans), if applicable
- Permit number
- Nutrition Facts Panel (if making a nutrient content claim or health claim)

**MADE IN A HOME KITCHEN**

**Permit #: 123456**  
**Issued in county: Santa Clara**

**SAMPLE**

Chocolate Walnut Cake with Buttercream Frosting  
 Best Baking Company  
 123 Cottage Food Lane  
 Anywhere, CA 9XXXX

**Ingredients:** Flour (bleached wheat flour, malted barley flour, niacin, iron, thiamin mononitrate, riboflavin, folic acid), chocolate chips (sugar, chocolate, cocoa butter, milkfat, soy lecithin, natural flavors), sugar, eggs, walnuts, baking powder (monocalcium phosphate, sodium bicarbonate, corn starch), salt.

**Buttercream Frosting Ingredients:** powdered sugar (cane sugar, cornstarch), butter (pasteurized cream, natural flavoring), vanilla extract [vanilla bean extractives in water, alcohol (35%)], salt.

**Contains: Wheat, eggs, milk, soy, walnuts**  
**Net Wt. 3 oz. (85.05g)**

For additional information, review the CDPH Labeling document available on our website.

**8. Gross Annual Sales:**

CFO operations may not exceed \$50,000 in gross annual sales for the calendar year.

**9. Employee:**

A CFO may not have more than one full-time equivalent cottage food employee (paid or volunteer), not including a family member or household member of the cottage food operator. *If the business is a partnership, the partner counts as the one employee.*

## 10. Self-Certification Checklist:

The following requirements are outlined in the Cottage Food Operations (CFO) regulations and are provided as minimum standards of health and safety for the preparation of approved cottage foods in the home.

Yes	No	Facility Requirements:
<input type="checkbox"/>	<input type="checkbox"/>	The CFO is located in a private dwelling where I reside.
<input type="checkbox"/>	<input type="checkbox"/>	All CFO food preparation will take place in the private kitchen within my home.
<input type="checkbox"/>	<input type="checkbox"/>	Besides the kitchen, will there be additional storage areas used for the business within the home? Specify the room(s) that will be used for additional storage: _____ Specify what will be stored in the additional storage areas: _____
<input type="checkbox"/>	<input type="checkbox"/>	Sleeping quarters are excluded from areas used for CFO food preparation or storage.
Yes	No	Sanitation Requirements:
<input type="checkbox"/>	<input type="checkbox"/>	Kitchen equipment and utensils used to produce CFO products will be clean and maintained in good repair.
<input type="checkbox"/>	<input type="checkbox"/>	All food contact surfaces, equipment, and utensils used for the preparation, packaging, or handling of any CFO products will be washed, rinsed, and sanitized before each use. A sanitizer solution of 100ppm chlorine may be used (do not use scented bleach.)
<input type="checkbox"/>	<input type="checkbox"/>	All food preparation and food/equipment storage areas will be maintained free of rodents and insects.
Yes	No	Food Preparation Requirements (includes packaging and food handling activities):
<input type="checkbox"/>	<input type="checkbox"/>	Warm water, liquid hand soap and clean paper towels will be available for hand washing.
<input type="checkbox"/>	<input type="checkbox"/>	Hands and exposed portions of the food handler's arms will be washed immediately prior to handling foods and after any activity that contaminates the hands such as after using the toilet, coughing or sneezing, changing a diaper, touching pets, cleaning house, handling chemicals, eating or smoking.
<input type="checkbox"/>	<input type="checkbox"/>	Food, food-contact surfaces and utensils will be protected from contamination.
<input type="checkbox"/>	<input type="checkbox"/>	Food will be free from adulteration and spoilage.
<input type="checkbox"/>	<input type="checkbox"/>	Single-use gloves will be worn if the food handler has any cuts, sores, rashes, artificial nails, nail polish, rings (other than a plain ring, such as a wedding band), uncleanable orthopedic support devices, or fingernails that are not clean, smooth, or neatly trimmed. <ul style="list-style-type: none"> <li>• Hands will be washed before donning gloves.</li> <li>• When gloves are worn, they will be changed or replaced as often as handwashing is required.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	All food ingredients used in the CFO products will be from an approved source.
<input type="checkbox"/>	<input type="checkbox"/>	Potable water (drinking water) will be used for hand washing, ware washing and as an ingredient.
Yes	No	During the preparation, packaging or handling of CFO products:
<input type="checkbox"/>	<input type="checkbox"/>	Domestic activities such as family meal preparation, dishwashing, clothes washing or ironing, kitchen cleaning or guest entertainment will be excluded from the kitchen.
<input type="checkbox"/>	<input type="checkbox"/>	Infants, small children (younger than 12 yr. old), and pets will be excluded from the kitchen.
<input type="checkbox"/>	<input type="checkbox"/>	Smoking will be excluded.
<input type="checkbox"/>	<input type="checkbox"/>	Any person with a contagious illness or is ill with vomiting and diarrhea will refrain from working or entering the permitted area of the CFO.
<input type="checkbox"/>	<input type="checkbox"/>	All CFO activities will cease if there is a back-up in my sewage disposal system.
Yes	No	Labeling Requirements:
<input type="checkbox"/>	<input type="checkbox"/>	If the CFO business is advertised (i.e. website, social media, print ads, etc.), it will indicate the business has a CFO permit with Santa Clara County.
<input type="checkbox"/>	<input type="checkbox"/>	All cottage food products will have an approved CFO label.
<input type="checkbox"/>	<input type="checkbox"/>	Packaging will be a food-grade material (i.e., pastry box, food bags, etc.)

