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## COTTAGE FOOD OPERATION PACKET

Thank you for your interest in applying for a Cottage Food Operation (CFO). We understand this may be your first experience with Environmental Health, so we welcome you. Our primary job is to assist you in safely delivering food products to the public.

There are two distinct levels of CFOs you can apply for, **Class A** or **Class B**. This packet is designed to ensure you apply for the correct operation and complete the necessary documentation. Should you have any questions regarding CFOs contact us at (714) 433-6000. For a complete list of approved CFO products, visit the [California Department of Public Health Cottage Food](http://www.cdph.ca.gov) website at [www.cdph.ca.gov](http://www.cdph.ca.gov).

### Cottage Food Operation Class

**Class A Registration** – If you intend to sell **DIRECTLY** to the end consumer from your home or at special events such as holiday bazaars, bake sales, food swaps, or certified farmer’s markets. The Class A Registration will be required to be completed annually, and whenever there is a change in foods produced or location after registration. There will not be an on-site inspection conducted by a representative of this office as part of the permitting process. Future inspections may be conducted under certain circumstances.

**Class B Permit** – If you sell your products to a third party retailer that holds a valid health permit, who would sell or use your products in a sale to the end consumer. This is considered **INDIRECT** sales. A Class B Permit allows you to engage in both DIRECT (see Class A sales above) and INDIRECT sales. Class B permits must also be renewed annually. An annual on-site inspection of the permitted area of your home will be conducted by a representative of this office.

### Fees

There are two fees: the CFO application review fee (\$54) and the health permit fee (Class A - \$42, Class B - \$158). The CFO application review fee shall be submitted along with the CFO application. The application review fee is nonrefundable. Once your application is approved, you will receive an email with instructions to complete the health permit application and to pay for the health permit in person. A permit, once issued, is nontransferable. A permit is only valid for the person, location, type of food sales, or distribution activity, and unless suspended or revoked for cause, for the time indicated. Beginning with your second year, you will be issued a new approval once the annual fee has been paid and the Renewal/Cancellation/Product Update Form has been received. The current fees can be found on our website at [www.ocfoodinfo.com](http://www.ocfoodinfo.com).

### Required Paperwork

- ☐ Application (Attachment 1)
- ☐ Self-Certification List (Attachment 2)
- ☐ Food Products & Ingredients List (Attachment 3)
- ☐ Sample Labels (Attachment 4)
- ☐ Registered Areas List (Attachment 5)

Complete and return (by mail or in person) all required paperwork and the application review fee to the County of Orange Environmental Health Division located at 1241 East Dyer Road, Suite 120, Santa Ana, CA 92705. Payment by mail may include a check or money order only, cash is not accepted.

### Other Considerations

You should also check with your local city government to ensure all permit or notification requirements have been satisfied. In addition, your regular homeowner’s insurance may not adequately cover liability. We recommend you check with your insurance company regarding coverage. Lastly, verify your lease and or homeowner’s association permits such businesses at your residence.



## COTTAGE FOOD OPERATION APPLICATION REGISTRATION (CLASS A) OR PERMIT (CLASS B)

COTTAGE FOOD OPERATION NAME (Please print):		PHONE (including area code):	
OWNER NAME(S):		ANTICIPATED DAYS AND HOURS OF OPERATION (check all that apply): SUN <input type="checkbox"/> MON <input type="checkbox"/> TUES <input type="checkbox"/> WED <input type="checkbox"/> THU <input type="checkbox"/> FRI <input type="checkbox"/> SAT <input type="checkbox"/> TIMES _____ AM _____ PM	
ADDRESS OF DOMESTIC HOME KITCHEN:		TYPE OF WATER SOURCE: <i>Public</i> <i>Well</i> <i>Provide Purveyor:</i>	
CITY:	ZIP:	TYPE OF RESIDENCE (check one): <i>Single Family</i> <i>Townhome</i> <i>Apartment</i> <i>Other:</i>	
MAILING ADDRESS (if different from above):			
WEBSITE:	EMAIL ADDRESS:	ALL PEOPLE INVOLVED HAVE COMPLETED STATE-APPROVED TRAINING COURSE? YES NO	
TYPE OF SALES (check one)			
<b>CLASS A</b> – DIRECT SALES, FOOD IS SOLD DIRECTLY FROM HOME OR OFFSITE WHERE THE SALES TRANSACTION IS COMPLETED DIRECTLY WITH THE END CONSUMER			
<b>CLASS B</b> – INDIRECT SALES, FOOD IS SOLD TO A THIRD-PARTY RETAILER FOR RESALE TO A CONSUMER (ALSO INCLUDES DIRECT SALES)			
<i>Selling food product anywhere offsite from the primary residence may require an additional permit for each physical location or event. Please check with the Special Events Section at (714) 433-6080 or visit <a href="http://www.ocfoodinfo.com">www.ocfoodinfo.com</a>.</i>			
OWNER'S STATEMENT (initial each line)			
<p>I agree to grant County of Orange Environmental Health the right to enter, during normal business hours or at other reasonable times, the permitted area of the domestic residence housing the cottage food operation for the purpose of inspection or complaint investigation, including the collection of food samples, photos or other evidence.</p> <p>I agree to notify County of Orange Environmental Health prior to adding any new food product not listed at the time of application. All food products must be evaluated and approved for sale by a representative of Environmental Health prior to sale.</p> <p>I agree to notify County of Orange Environmental Health if I decide to change my type of sales from Class A to Class B or vice versa or if I decide to cease my Cottage Food Operation. I acknowledge that failing to do so may incur additional fees.</p> <p>I certify my enterprise shall not have more than \$50,000 in gross sales in a calendar year.</p> <p>I agree to label all cottage food products in compliance with the Federal Food, Drug, and Cosmetic Act (21 U.S.C. Sec. 343 et seq.)</p> <p>I certify that I do not have more than one (1) full-time equivalent (40 hours per week) Cottage Food Employee (paid or volunteer).</p> <p>I certify that my Cottage Food products are not mailed or shipped and are only sold in California.</p>			
SIGNATURE(S) OF OWNER(S):		DATE:	

### FOR OFFICIAL USE

REGISTRATION/PERMIT TO OPERATE APPROVED BY:		APPROVED AS: <input type="checkbox"/> CLASS A <input type="checkbox"/> CLASS B	DATE:
Type of Establishment/PE:	REGISTRATION/PERMIT NUMBER/PR:	FACILITY NUMBER/FA:	HSO RECEIPT NUMBER:



**Public Health Services  
Environmental Health Division – Food Safety Program**

## SELF-CERTIFICATION CHECKLIST

OWNER NAME(S) (please print):	COTTAGE FOOD OPERATION NAME:
ADDRESS OF DOMESTIC KITCHEN:	CITY/ZIP:

As the legal owner of the above Cottage Food Operation, I hereby certify that the operation conforms to the following requirements:

1. No cottage food preparation, packaging, or handling will occur in the home kitchen concurrent with any other domestic activities, such as meal preparation, dishwashing, clothes washing or ironing, kitchen cleaning, or guest entertainment.
2. No infants, small children, or pets will be in the home kitchen during the preparation, packaging, or handling of any cottage food products.
3. Kitchen equipment and utensils used to produce cottage food products will be clean and maintained in a good state of repair.
4. All food contact surfaces, equipment, and utensils used for the preparation, packaging, or handling of any cottage food products will be washed, rinsed, and sanitized before each use.
5. All food preparation and food and equipment storage areas will be maintained free of rodents and insects.
6. No smoking will occur in the portion of the home used for the preparation, packaging, storage, or handling of cottage food products and related ingredients or equipment, or both, while cottage food products are being prepared, packaged, stored, or handled.
7. Any person with a contagious illness will refrain from work in the registered or permitted area of the cottage food operation.
8. Any person involved in the preparation or packaging of cottage food products will maintain their hands and exposed portions of arms clean and will wash hands before any food preparation or packaging activity.
9. All cottage food products will be properly labeled.
10. Water used during the preparation of cottage food products will meet potable drinking water standards.
11. Access to the registered or permitted areas in the home will be granted for the purpose of investigating a consumer complaint or reason to suspect that adulterated or otherwise unsafe food has been produced or that the cottage food operation has violated sections of the law pertaining to cottage food operations.

\_\_\_\_\_  
Signature(s) of owner(s)

\_\_\_\_\_  
Date

## FOOD PRODUCTS & INGREDIENTS LIST

Please list all individual food products and ingredients in the areas provided below. If a primary ingredient contains 2 or more sub ingredients, the sub ingredients will also need to be listed. Refer to the sample label in Attachment 4. If you are making a product that contains components like frosting or filling, list that as a separate product. Please attach additional pages, if necessary, to ensure all products are captured.

PRODUCT NAME	INGREDIENTS

## SAMPLE LABELS

Cottage food products are to be prepackaged with the appropriate labeling affixed. A prepackaged product can be individually wrapped, placed in some type of bag, or boxed. The labels affixed to each unit of food product are required by law contain vital information to the consumer. Consumers have a right-to-know who made the product, where the product was made, the net weight of the product and most importantly for those consumers with food allergies, what ingredients can be found in the product. For more information regarding Cottage Food Labeling Requirements visit the California Department of Public Health website at [www.cdph.ca.gov](http://www.cdph.ca.gov).

The following must be provided on the cottage food label:

- 1) "Made in a Home Kitchen" or "Repackaged in a Home Kitchen" in 12-point type\*
- 2) Common name of the food product
- 3) Name of the Cottage Food Operation and address where the food product is produced\*
- 4) Registration or permit number
- 5) Ingredients, in descending order of predominance by weight, if the food product contains two or more ingredients
- 6) "County of Orange"
- 7) Net weight or net quantity of contents
- 8) Allergen declaration if the food contains any of the major food allergens.

**MADE IN A HOME KITCHEN**

**Chocolate Chip Cookies with Walnuts**

Betty's Bright Bakery  
123 Dough Street  
Anytown, California 9XXXX  
County of Orange  
Registration/Permit  
Number: PR#XXXXXXX

**Ingredients:** Enriched flour (Wheat flour, niacin, reduced iron, thiamine, mononitrate, riboflavin and folic acid), butter (milk, salt), chocolate chips (sugar, chocolate liquor, cocoa butter, butterfat (milk)), walnuts, granulated sugar, eggs, salt, pure vanilla extract (vanilla bean extractives in water and alcohol (41%)).

**Contains:** Wheat, eggs, milk, soy, walnuts      Net Wt. 3 oz. (85.049 g)

Please include a sample of the label you will be affixing to your food products. If you have multiple food items like cookies and pies, provide labels for each food category.

### NOTES:

- \* A cottage food product that is served in a retail food facility without packaging or labeling shall be identified to the consumer as Made in a Home Kitchen on the menu, menu board, or other location that would reasonably inform a consumer of its homemade status.
- \* If the Cottage Food Operation is listed in a major phone directory showing the name of the business and the address then just the city, state, and zip code may be printed on the label.

## REGISTERED or PERMITTED AREAS LIST

The Cottage Food Operation law specifically calls for inspections or complaint investigations inside a private home if a cottage food operation is present and under certain conditions. The law goes on to specify delineated areas within the home that could be used to produce and store cottage food products. To avoid confusion and misunderstanding in the event that an onsite inspection or investigation is made, we ask you to identify the “registered” or “permitted” areas inside your home that will be subject to inspection or investigation. A **“registered or permitted area”** is defined as *“the portion of a private home that contains the private home’s kitchen used for the preparation, packaging, storage, or handling of cottage food products and related ingredients or equipment, or both, and attached rooms within the home that are used exclusively for storage.”* Registered or permitted areas do not include detached structures from the main residence or other areas outside. As a reminder any approved area must be rodent and insect proof.

List all kitchen areas or attached rooms where you will be producing, packaging, and storing your cottage food products. If there are changes that occur to this original list, please notify Environmental Health of the changes. This will assist staff during an inspection or an investigation.

REGISTERED OR PERMITTED AREA NAME	FURTHER DESCRIPTION

