



Public Health Department

Environmental Health

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COTTAGE FOOD OPERATION (CFO) QUICK REFERENCE FOR GETTING STARTED

1. MAKE SURE THAT YOU WILL QUALIFY AS A CFO

- a. The food categories produced must be from the approved list (refer to Environmental Health's FAQs or to the CDPH website at: <http://www.cdph.ca.gov/programs/Pages/fdbCottageFood.aspx>)
- b. The food must be prepared in your home kitchen
- c. The food must be produced by family members with no more than one full time equivalent employee from outside of your family
- d. Your gross annual sales must be limited to:
 - i. \$35,000 in 2013
 - ii. \$45,000 in 2014
 - iii. \$50,000 in 2015 or beyond

2. GET APPROVAL FROM YOUR JURISDICTIONAL PLANNING DEPARTMENT (ask them about any building code requirements that might apply also)

3. REGISTER YOUR CLASS A CFO OR PERMIT YOUR CLASS B CFO WITH ENVIRONMENTAL HEALTH

- a. Submit documentation verifying Planning Department approval
- b. Complete the Self-Certification Checklist
- c. Complete the Registration/Permit Application
- d. Submit documentation verifying you have a safe water supply
 - i. If the CFO will be served by a public, municipal, community water system, you only need to provide us with the name of the water system
 - ii. If the CFO will be served by a private well, we need a copy of total and fecal coliform bacteria results from a sample taken within the last six months showing absence of coliform bacteria
- e. Submit the appropriate fee
 - i. Class A Registration Fee: \$111
 - ii. Class B Permit Fee: \$222

4. APPLY FOR THE APPROPRIATE ENV. HEALTH VENDOR PERMIT PRIOR TO SELLING COTTAGE FOOD

- a. For direct sales at Farmer's Markets and community events you will need a Temporary Food Facility Vendor Permit. These permits cost \$30 and are good for the entire calendar year for as many community events as you choose to participate in.
- b. For direct sales out of a vehicle or trailer you will need a Mobile Food Facility Permit. These permits cost \$84 and are good for the entire calendar year for as many sites as you choose to visit with your vehicle or trailer.

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