



## APPLICATION FOR COTTAGE FOOD OPERATIONS REGISTRATION / HEALTH PERMIT

FACILITY INFORMATION			
Name of Cottage Food Operation (Business Name)		Business Website	
Address of Private Home		City	State      Zip
Phone Number	Alternative Phone Number	Fax Number	
LEGAL OWNER INFORMATION			
Owner of Cottage Food Operation			
Owner Email Address			
INVOICE INFORMATION			
Mail To		Care Of	
Address		City	State      Zip
TYPE OF COTTAGE FOOD OPERATION			
Type of Registration / Permit (select one):		Allows for:	
<input type="checkbox"/> "Class A" Cottage Food Operation (Registration)		"Direct Sales" only: Sales direct to consumer	
<input type="checkbox"/> "Class B" Cottage Food Operation (Health Permit)		"Direct Sales" & "Indirect Sales": Sales direct to consumer and through a third-party retailer	
Do you use water from a private well? <input type="checkbox"/> No <input type="checkbox"/> Yes		If yes, you <b>must</b> provide proof of potable water. Attach a copy of the latest water test results completed within the last 12 months. Results must include Bacteriological (Bac-T), nitrates and nitrites.	
Do you currently reside at the address listed for the cottage food operation? <input type="checkbox"/> No <input type="checkbox"/> Yes		If yes, you <b>must</b> provide proof of residency (i.e. CA Driver's License, CA Identification card, utility bill, lease/mortgage statement, etc.).	
<p><b>NOTE: ALL FEES ARE DUE AND PAYABLE AT THE TIME OF APPLICATION AND ARE <u>NONREFUNDABLE</u>. MAKE CHECKS PAYABLE TO: SAN BERNARDINO COUNTY.</b></p> <p><i>Business Owner must initial each line below.</i></p> <p>_____ I hereby make application for health services and registration/permit to establish and/or operate the above mentioned business, use, or services in accordance with the laws, ordinances, and regulations that are now or may hereinafter be in force by the United States government, and the County of San Bernardino pertaining to the above mentioned business.</p> <p>_____ I hereby consent to all necessary inspections pertaining to the issuance of this registration/permit and operation of the business.</p> <p>_____ I hereby grant Environmental Health Services (EHS) the right to enter the domestic residence, in which the cottage food operation resides, during normal business hours, or at other reasonable times, for the purposes of inspection, including the collection of food samples.</p> <p>_____ I understand I may be required to obtain an additional health permit, if I choose to sell or distribute food made or packaged in my Cottage Food Operation at events, including holiday bazaars or other temporary events, such as bake sales or food swaps, transactions at farm stands, certified farmers' markets, or through community-supported agriculture subscriptions.</p> <p>_____ I shall notify this agency in writing regarding the addition of any food product for evaluation and approval.</p> <p>_____ I shall notify EHS in writing if I transfer ownership, discontinue operation or relocate operation. Failure to do so may result in obligation to pay health services fees and additional penalties.</p> <p><b>By signing below I certify that all information provided is true and accurate.</b></p>			
Signature:			Date
Print Name		Title	
For Office Use Only			
Fee:	FA Number:	Record ID:	PE Number:
Late Fee: <input type="checkbox"/> Y <input type="checkbox"/> N	Designated Employee:	Received By:	Date:
Check One: <input type="checkbox"/> New <input type="checkbox"/> Transfer <input type="checkbox"/> Reactivate		Changes (please specify):	

## COTTAGE FOOD OPERATIONS SELF-CERTIFICATION CHECKLIST

This self-certification checklist **must** be submitted to EHS along with the *Application for Cottage Food Operations Registration/Health Permit (page one)*.

Name of Cottage Food Operation  
(CFO Business Name)

### BY INITIALING AND SIGNING BELOW, I ACKNOWLEDGE I WILL ABIDE BY THE REGULATIONS PERTAINING TO COTTAGE FOOD OPERATIONS (CFO).

Initial	
	1. A CFO must be located in a private dwelling where the CFO operator currently resides.
	2. A CFO shall <b>obtain all required land use approvals</b> (i.e. business license and home occupancy license, or exemption letter) from city planning and zoning, if their residence is within city limits, or from San Bernardino County Department of Land Use Services, if the residence is located in an unincorporated area.
	3. All CFO food preparation will take place in the private kitchen within the home. Additional rooms may be used as storage but must be approved by EHS. Sleeping quarters are excluded from areas used for CFO food preparation or storage.
	4. CFO products shall be "non-potentially hazardous" (i.e. baked goods <b>without cream, custard or meat fillings</b> ; breads; pastries, etc.) and on the California Department of Public Health (CDPH) approved list. Only foods defined as "non-potentially hazardous" are approved for preparation by a CFO. All food ingredients used in CFO products must be from an approved source.
	5. Kitchen equipment and utensils used to produce CFO products shall be clean and maintained in a good state of repair.
	6. All food contact surfaces, equipment, and utensils used for the preparation, packaging, or handling of any cottage food products shall be washed, rinsed, and sanitized before each use.
	7. All food preparation, food storage and equipment storage areas shall be maintained free of rodents and insects.
	8. Hands are required to be washed with warm water, soap, and dried with a single use towel, immediately prior to handling foods and after engaging in any activity that contaminates the hands such as using the toilet, coughing or sneezing, eating or smoking.
	9. No cottage food preparation, packaging, or handling may occur in the home kitchen concurrent with any other domestic activities, such as family meal preparation, dishwashing, clothes washing or ironing, kitchen cleaning or guest entertainment.
	10. No infants, small children, or pets may be in the home kitchen during the preparation, packaging, or handling of any cottage food products.
	11. Smoking shall be prohibited in the portion of a private 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.
	12. A person with a contagious illness shall refrain from work in the registered or permitted area of the cottage food operation.
	13. All persons preparing or packaging CFO products must obtain San Bernardino County food handler certification within 3 months of being registered or permitted with EHS. Only certification from San Bernardino County are accepted.
	14. In addition to the CFO operator, only 1 full-time equivalent employee is allowed. Immediate family or household members are not counted.
	15. Potable drinking water shall be used during the preparation or as an ingredient in cottage food products. CFOs using a private well as a water source <b>must provide evidence</b> of potable drinking water, including test results for: Bacteriological (quarterly), Nitrates (annually), and Nitrites (every 3 years).
	16. Use of cannabis or cannabis extract in cottage food products is prohibited.
	17. A CFO operator must deliver products to the consumer in person. A CFO shall not deliver products using a third-party delivery service or introduce a product into interstate commerce.

18. A CFO shall comply with the following cottage food labeling requirements:
- a. The name commonly used to describe the food product (e.g. Chocolate Chip Cookie with Walnuts, Apple Pie, etc.).
  - b. The name of the CFO under which the business was registered or permitted.
  - c. The city, state and zip code of the cottage food operation which produced the cottage food product. If the CFO is not listed in the current telephone directory, then a street address must also be declared.
  - d. The ingredients of the food product, in descending order of predominance by weight, if the product contains two or more ingredients.
  - e. The net quantity (count, weight, or volume) of the food product. It must be stated in both English units (pounds) and metric units (grams). A declaration on the label in plain language if the food contains any of the eight major food allergens, which are milk, eggs, fish, shellfish, tree nuts, wheat, peanuts and soybean. There are two approved methods: 1) in a separate summary statement immediately following or adjacent to the ingredient list, or 2) within the ingredient list.
  - f. The words "Made in a Home Kitchen" in 12-point type on the cottage food product's primary label.
  - g. The registration or permit number of the CFO.
  - h. The name of the county where the registration or permit was issued.
  - i. If the label makes approved nutrient content claims or health claims, the label must contain a "Nutrition Facts" statement on the information panel so as to be in compliance with the Federal Food, Drug, and Cosmetic Act available at 21 U.S.C. Sect. 343 et seq. and 21 CFR Part 101.
  - j. Labels must be legible and in English (accurately translated information in another language may accompany it).
  - k. Labels, wrappers, inks, adhesives, paper, and packaging materials that come into contact with the cottage food product by touching the product or penetrating the packaging must be food-grade (safe for food contact) and not contaminate the food.

**Example**

Chocolate Chip Cookies with Walnuts

Decadent Delights

123 Sweet Treat Lane  
Candyland, CA 92123

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), walnuts, sugar, eggs, salt, artificial vanilla extract, and baking soda.

Contains: Wheat, eggs, milk, walnuts

Net Wt. 3 Oz (85.049 g)

**MADE IN A HOME KITCHEN**

Registration/Permit #: XXXXXXXXXX

San Bernardino County

**I ACKNOWLEDGE I HAVE READ AND WILL ABIDE BY THE REGULATIONS PERTAINING TO COTTAGE FOOD OPERATIONS.**

Signature	Date
Print Name	Title





## APPROVED COTTAGE FOODS



Cottage food operations are allowed to produce certain non-potentially hazardous foods. These are foods that do not support the rapid growth of bacteria that would make people sick when held outside of refrigeration temperatures. The list of approved cottage food categories and their ethnic variations, which cottage food operations are allowed to produce, are listed below. The list will be maintained and updated by the California Department of Public Health (CDPH) on its Internet website as necessary. CDPH may add to or delete food products from the approved products list. Notice of any change, reason for the change, the authority for the change, and the nature of the change to the approved food products list will be posted on the CDPH website and shall become effective thirty (30) days after the notice is posted.

### Approved Food Products List (July 1, 2018):

- (1) Baked goods, without cream, custard, or meat fillings, such as breads, biscuits, churros, cookies, pastries, and tortillas.
- (2) Candy, such as brittle and toffee.
- (3) Chocolate-covered nonperishable foods, such as nuts and dried fruits.
- (4) Dried fruit.
- (5) Dried pasta.
- (6) Dry baking mixes.
- (7) Fruit pies, fruit empanadas, and fruit tamales.
- (8) Granola, cereals, and trail mixes.
- (9) Herb blends and dried mole paste.
- (10) Honey and sweet sorghum syrup.
- (11) Jams, jellies, preserves, and fruit butter that comply with the standard described in [Part 150 of Title 21 of the Code of Federal Regulations](#). \* See Below
- (12) Nut mixes and nut butters.
- (13) Popcorn.
- (14) Vinegar and mustard.
- (15) Roasted coffee and dried tea.
- (16) Waffle cones and pizelles.
- (17) Cotton candy.
- (18) Candied apples.
- (19) Confections such as salted caramel, fudge, marshmallow bars, chocolate covered marshmallow, nuts, and hard candy, or any combination thereof.
- (20) Buttercream frosting, buttercream icing, buttercream fondant, and gum paste that do not contain eggs, cream, or cream cheese.
- (21) Dried or Dehydrated vegetables.
- (22) Dried vegetarian-based soup mixes.
- (23) Vegetable and potato chips.
- (24) Ground chocolate.
- (25) Seasoning salt.
- (26) Flat icing.

- (27) Marshmallows that do not contain eggs.
- (28) Popcorn balls.
- (29) Dried grain mixes.
- (30) Fried or baked donuts and waffles.
- (31) Dried hot chocolate (dried powdered mixes or molded hardened cocoa pieces).
- (32) Fruit infused vinegar (*containing only high-acid fruits such as apple, crabapple, nectarine, peach, plum, quince, blackberry, blueberry, cherry, cranberry, grape, huckleberry, gooseberry, loganberry, pomegranate, pineapple, raspberry, strawberry, tomatillo, youngberry, grapefruit, kumquat, lemon, lime, orange*).
- (33) Dried fruit powders.
- (34) Dried spiced sugars.

\* Jams, jellies, preserves, and fruit butter: Cottage food operations which produce jams, jellies, preserves, and other related products must be sure that their products meet the legal established standards of identity requirements for those products as set forth in [21 CFR Part 150](#). The purpose of the regulation is to maintain the integrity of the food product to ensure consumers consistently get what they expect. The product name and ingredients listed on the label must be factual and comply with the legal definitions and standards of identity or the product may be considered misbranded. Products made with other ingredients that are not defined in 21 CFR 150 cannot be produced by cottage food operations. Addition of other ingredients or alteration of ingredient profiles changes the chemistry of the food, which can allow the growth of various bacteria and toxins under the right conditions. For example, addition of peppers (i.e. jalapeno pepper) to make pepper jelly is not supported by 21 CFR 150 and the addition of this low acid ingredient could cause the formation of botulism toxin in the product if the proper controls are not used.