



HOW DO I OBTAIN A COTTAGE FOOD HEALTH PERMIT/REGISTRATION?

DO I QUALIFY AS A COTTAGE FOOD OPERATION?

Before you apply for registration or a health permit as a Cottage Food Operation, please verify that you meet the requirements below. These requirements can be viewed on our website at Cottage Food Operations FAQs.:

<https://wp.sbcounty.gov/dph/wp-content/uploads/sites/7/2020/03/SB-DEHS-FAQs.pdf>

If you meet the criteria, you are eligible to become a permitted/registered cottage food operation.

HOW DO I OBTAIN A HEALTH PERMIT/REGISTRATION FOR A COTTAGE FOOD OPERATION?

In order to obtain a registration ("Class A") or a health permit ("Class B") for a cottage food operation, you must complete the following steps:

- 1) Obtain approval from your local city planning department. If you live outside the city limits in a unincorporated county area, you must obtain approval from the County of San Bernardino, Land Use Services Department.
<http://wp.sbcounty.gov/ezop/permits/special-use-permit-home-occupation-permit-application/>
You must do this prior to submitting a health permit/registration application to our office.
- 2) After you have obtained approval from your local city planning department or Land Use Services, download a copy of the Application for Cottage Food Operations Registration/Health Permit from the Division of Environmental Health Services (DEHS) website at:
<https://wp.sbcounty.gov/dph/wp-content/uploads/sites/7/2020/03/2020-CFO-Application.pdf>
- 3) Complete this application which includes the self-certification checklist.
- 4) Submit the application and self-certification checklist to our office (DEHS) in addition to the required fee. Please note, if you are using a private well for water, you will be required to submit the latest test results along with your application (see application form for details). You may submit your application and fee to any of our three locations.

CLASS A COTTAGE FOOD OPERATION

If you are applying for a "Class A" Cottage Food Operation Registration, the registration process is completed and your application will be under review. You will receive confirmation once your application has been approved and the registration will be mailed to your residential address. The registration for the Class A Cottage Food Operation will occur annually. Your home will **not** be inspected by our office unless we receive a complaint regarding food products that are prepared in your kitchen.

CLASS B COTTAGE FOOD INFORMATION

If you are applying for a “Class B” Cottage Food Operation Permit, your application will be reviewed and a health inspector will arrange to meet you at your residence to inspect your cottage food kitchen and associated cottage food storage areas. Once the inspector verifies that your kitchen and storage areas meet the requirements, you will be given approval to prepare cottage food. If the health inspector determines that your kitchen does not meet the requirements for a cottage food operation, you will be required to make corrections before you are allowed to prepare cottage food. “Class B” Cottage Food Operations will be inspected annually unless our office receives a complaint regarding food that was prepared in your kitchen.

THE HEALTH INSPECTOR IS COMING TO MY RESIDENCE, WHAT SHOULD I EXPECT?

The health inspector will visit your residence to ensure that your kitchen and food storage areas meet the requirements for a cottage food operation. If the inspector determines that your kitchen does not meet the requirements for a cottage food operation, you will be required to make corrections before you are allowed to prepare cottage food. You are welcome to ask the inspector additional questions before or during the inspection. In addition to verifying that your kitchen and storage areas meet the requirements, the inspector is there to provide education and information.

WHERE CAN I LEARN SAFE FOOD HANDLING PRACTICES?

BOTH Class A and Class B operators will be required to take our short course in food safety at:

<https://www.statefoodsafety.com/food-handler/california/san-bernardino-county>

The food safety training must be completed within 90 days of application approval. Upon successful completion of the test, at the end of this course, you will be able to print a food handler certificate. Maintain this certification with all other pertaining paperwork.

