



## APPLICATION FOR COTTAGE FOOD OPERATIONS REGISTRATION/HEALTH PERMIT

FACILITY INFORMATION			
Name Of Cottage Food Operation (CFO) (Business Name):		Business Website:	
Address Of Private Home:	City:	State:	Zip:
Phone Number:	Alternative Phone Number:	Fax Number:	
LEGAL OWNER INFORMATION			
Owner Of CFO:		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" CFO (Registration)		"Direct Sales" only: Sales direct to consumer	
<input type="checkbox"/> "Class B" CFO (Health Permit)		"Direct Sales" and "Indirect Sales": Sales direct to consumer and through a third-party retailer	
Do you use water from a private well? <input type="checkbox"/> Y <input type="checkbox"/> N			
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 CFO? <input type="checkbox"/> Y <input type="checkbox"/> N			
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.).			
<b>Indemnification:</b> The Contractor agrees to indemnify, defend (with counsel reasonably approved by County) and hold harmless the County and its authorized officers, employees, agents and volunteers from any and all claims, actions, losses, damages, and/or liability arising out of this contract from any cause whatsoever, including the acts, errors or omissions of any person and for any costs or expenses incurred by the County on account of any claim except where such indemnification is prohibited by law. This indemnification provision shall apply regardless of the existence or degree of fault of indemnitees. The Contractor's indemnification obligation applies to the County's "active" as well as "passive" negligence but does not apply to the County's "sole negligence" or "willful misconduct" within the meaning of Civil Code Section 2782.			
Initial	Business Owner must initial each line below.		
	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 San Bernardino County pertaining to the above-mentioned business.		
	I hereby consent to all necessary inspections pertaining to the issuance of this registration/permit and operation of the business.		
	I hereby grant Environmental Health Services (EHS) the right to enter the domestic residence, in which the CFO resides, during normal business hours, or at other reasonable times, for the purposes of inspection, including the collection of food samples.		
	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 CFO at events, including holiday bazaars or other temporary events (e.g. bake sales or food swaps, transactions at farm stands, certified farmers markets or through community-supported agriculture subscriptions).		
	I must notify this agency in writing regarding the addition of any food product for evaluation and approval.		
	I must 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.		
	<b>ALL FEES ARE DUE AND PAYABLE AT THE TIME OF APPLICATION AND ARE "NONREFUNDABLE." MAKE CHECKS PAYABLE TO: SAN BERNARDINO COUNTY</b>		

<b>By signing below, I certify that all information provided is true and accurate.</b>			
<input type="checkbox"/> Electronic Signature Only: By checking this box, I confirm I am submitting this application electronically and that the information on this form is true and correct. I also acknowledge that I have read, understand and accept any terms and conditions of this form.			Date:
Signature:			Date:
Print Name:		Title:	
<b>For Office Use Only</b>			
Fee:	FA Number:	Record ID:	
Late Fee: <input type="checkbox"/> Y <input type="checkbox"/> N	SR Number:	PE Number:	Date:
Received By:		Designated Employee:	

## COTTAGE FOOD OPERATIONS SELF-CERTIFICATION CHECKLIST

This self-certification checklist **must** be submitted to EHS along with the Application for CFOs Registration/Health Permit and the Cottage Food Product List.

Name of CFO (Business Name):

**BY INITIALING AND SIGNING BELOW, I ACKNOWLEDGE I WILL ABIDE BY THE REGULATIONS PERTAINING TO CFOs.**

Initial	
	1. A CFO must be located in a private dwelling where the CFO currently resides.
	2. A CFO must <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. Cottage food products must be non-potentially hazardous (e.g. baked goods <b>without cream, custard or meat fillings</b> ; breads; pastries; etc.) and on the California Department of Public Health (CDPH) approved list. All food ingredients used in cottage food products must be from an approved source.
	5. Kitchen equipment and utensils used to produce cottage food 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 (i.e. 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 (i.e. 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 must refrain from work in the registered or permitted area of the CFO.
	13. All persons preparing or packaging cottage food products must obtain San Bernardino County food handler certification within three months of being registered or permitted with EHS. Only certification from San Bernardino County will be accepted.
	14. In addition to the CFO, only one full-time equivalent employee is allowed. Immediate family or household members are not counted.
	15. Potable drinking water must 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 three years).
	16. Use of cannabis or cannabis extract in cottage food products is prohibited.
	17. A CFO may deliver products to the consumer in person. A CFO may deliver products using a third-party delivery service. A CFO must not introduce a product into interstate commerce.

**COTTAGE FOOD OPERATIONS SELF-CERTIFICATION CHECKLIST** (Continued)

<b>Initial</b>	
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18. The following list of food labeling requirements are necessary in order for a CFO to be in compliance:
- 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 CFO 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: 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 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**

<p>Chocolate Chip Cookies with Walnuts</p> <p>Decadent Delights</p> <p>123 Sweet Treat Lane</p> <p>Candyland, CA 92123</p> <p>Ingredients: Enriched flour (wheat flour, niacin, reduced iron, thiamine mononitrate, riboflavin and folic acid), butter (milk, salt), chocolate chips (sugar, chocolate liquor, cocoa butter and butterfat), walnuts, sugar, eggs, salt, artificial vanilla extract and baking soda.</p> <p>Contains: Wheat, eggs, milk and walnuts</p> <p>Net Wt. 3 Oz (85.049 g)</p> <p><b>MADE IN A HOME KITCHEN</b></p> <p>Registration/Permit #: XXXXXXXXXX</p> <p>San Bernardino County</p>
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**I ACKNOWLEDGE I HAVE READ AND WILL ABIDE BY THE REGULATIONS PERTAINING TO CFOs.**

Signature:	Date:
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Print Name:	Title:
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## COTTAGE FOOD PRODUCT LIST

**Product formulations will remain confidential.**

1. Enter the product name. If the name is a fanciful name, provide a common name.
2. Select the appropriate category to which each food product belongs from the "[Approved Cottage Foods](#)" list, on pages 6 and 7, Enter the category number below.
3. List ALL ingredients and sub-ingredients that will be used for each product. If items are store bought, all ingredients and sub-ingredients must be listed for each product.

**Note:** Copy and add additional pages, if more space is needed.

PRODUCT (COMMON NAME)	COTTAGE FOOD CATEGORY	INGREDIENTS AND SUB-INGREDIENTS	APPROVED	NOT APPROVED
			FOR OFFICE USE ONLY	
<b>Example: Chocolate Chip Cookies with Nuts</b>	1	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.		
<b>Example: Granola with Nuts</b>	4	Old Fashioned Oats (whole grain rolled oats), pecans, extra-virgin olive oil, 100 % maple syrup, salt, cinnamon, dried cranberries, citrus zest, chocolate chips (sugar, chocolate liquor, cocoa butter, butterfat), unsweetened coconut flakes, vanilla extract (vanilla bean extractives in water and alcohol).		



State of California - Health and Human Services Agency  
**California Department of Public Health**



TOMÁS J. ARAGÓN, MD, DrPH  
Director and State Public Health Officer

GAVIN NEWSOM  
Governor

**APPROVED COTTAGE FOODS LIST – December 6, 2021**

Cottage Food Operations are allowed to produce certain categories of non-potentially hazardous foods. These are foods that do not support the rapid growth of microorganisms or toxins that could make people sick when the food is held outside time or temperature control. The California Department of Public Health (CDPH) is responsible for maintaining the Approved Cottage Foods List and may add or delete food categories. Notice of any change, the reason for the change, and the nature of the change is posted on our [Cottage Food Operation](#) webpage. Changes become effective 30 days after the notice has been posted. Questions about the Approved Cottage Foods List may be submitted to [FDBRetail@cdph.ca.gov](mailto:FDBRetail@cdph.ca.gov).

**1. BAKED GOODS WITHOUT CREAM, CUSTARD OR MEAT FILLINGS**

**Examples:**

**Bagels \* Baklava \* Biscuits \* Bread \* Brownies \* Buns \* Cake \* Churros \* Coconut Macaroons \* Cookies \* Crackers \* Cupcakes \* Donuts (fried or baked) \* Empanadas (fruit only) \* Flatbreads \* Fruit, Nut, or Seed Bars \* Macarons (with approved Buttercream) \* Muffins \* Pastries \* Pies (fruit only) \* Pizelles \* Quick Breads \* Samosas (fruit only) \* Tamales (fruit only) \* Tarts \* Tortillas \* Torts \* Waffles (fried or baked) \* Waffle Cones**

**2. CANDY AND CONFECTIONS**

**Examples:**

**Brittles \* Candied Apples \* Candied Popcorn (balls, carmel, chocolate) \* Caramels \* Cotton Candy \* Chocolate-Covered Non-Perishables including: marshmallows, nuts, candy, dried fruit, potato chips, or any combination \* Edible Dessert Sprinkles (including: sanding and crystalized sugars, non-pareils, confetti, sequins, dragees, sugar-shapes, sugar-strands (jimmies), comfits, mini- chocolates, and pralines) \* Freeze-Died Candies \* Fudge \* Ground Chocolate \* Hard Candy \* Marshmallow Bars \* Marshmallows (without eggs) \* Popcorn Balls \* Salted Caramels \* Spiced Sugars \* Toffee**

**3. EXTRACTS CONTAINING AT LEAST 70 PROOF OR 35% FOOD-GRADE FOR HUMAN CONSUMPTION ETHANOL/ALCOHOL**

Only those listed or combinations of those listed are allowed.

**Apple \* Apricot \* Blackberry \* Blueberry \* Cherry \* Chocolate \* Clove \* Cinnamon \* Cranberry \* Grapefruit \* Lemon \* Lime \* Orange \* Peach \* Pear \* Pineapple \* Pomegranate \* Raspberry \* Strawberry \* and Vanilla**

**4. DRIED, DEHYDRATED AND FREEZE-DRIED FOODS**

**Examples:**

**Baking Mixes \* Bean Soup Mixes \* Cereals \* Coffee** (roasted or freeze-dried) \* **Fruit \* Fruit Powders \* Fruit Roll-Ups \* Grain Mixes \* Granola \* Ground Chocolate \* Herbs and Herb Butters \* Hot Chocolate Mix \* Mole Paste \* Pasta \* Popcorn \* Potato Chips \* Seasoning Salt \* Spice Mix or Rubs \* Tea \* Trail Mixes \* Vegetables \* Vegetable Chips \* Vegetable Soup Mixes**

**5. FROSTINGS, ICINGS, FONDANTS, AND GUM PASTES THAT DO NOT CONTAIN EGGS†, CREAM, OR CREAM CHEESE**

**Examples:**

**Buttercream** (traditional, vegan, and chocolate) \* **Fondant** (regular and chocolate) \* **Flat Icing \* Gum Paste** (pasteurized eggs only) \* **Edible Images \* Sugar Glazes \* Vegan Gum Paste**  
†**Frostings and Icings** made with meringue powder, powdered eggs, or pasteurized eggs are allowed

**6. HONEY AND SORGHUM SYRUPS**

Only pure no additional ingredients are allowed.

**7. FRUIT BUTTERS, JAMS, JELLIES THAT COMPLY WITH ([Part 150 of Title 21 of the Code of Federal Regulations](#))**

Only those fruits listed in the CFR are allowed. Additional fruits or vegetables will not be approved.

**8. NUTS, NUT MIXES, AND NUT BUTTERS**

**9. POWDERED DRINK MIXES MADE FROM MANUFACTURED INGREDIENTS.**

Drink mixes cannot be labeled with “protein” because the amount cannot be determined.

**10. VINEGARS AND MUSTARD**

**Examples:**

**Mustards** (plain without eggs) \* **Vinegars \* Fruit-Infused Vinegars** (only high-acid fruits such as: apple, blackberry, blueberry, cherry, crabapple, cranberry, grape, gooseberry, grapefruit, huckleberry, kumquat, lemon, lime, loganberry, nectarine, orange, peach, plum, pineapple, pomegranate, quince, raspberry, strawberry, tomatillo, youngberry)

APPROVED COTTAGE FOOD LIST  
December 6, 2021