



**County of Santa Cruz Health Services Agency  
Environmental Health Division**

701 Ocean Street, Room 312 ❖ Santa Cruz, CA 95060

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<https://www.scceh.org/>

**COTTAGE FOOD OPERATION (CFO) APPLICATION**  
(Home-Based Food Service)

**CHECK ONE:**       **Class A Registration (direct sales only)**       **Class B Permit (direct and indirect sales)**

NAME OF CFO

OWNER NAME

ADDRESS OF THE CFO

CITY

ZIP CODE

PHONE NUMBER

MAILING ADDRESS (if different)

CITY

STATE

ZIP CODE

E-MAIL

**FOR HOMES SERVED BY PRIVATE WELL AND/OR SEPTIC SYSTEM ONLY**

Is this home on a private well?

Is this home on a septic system?

APN

YES or  NO

YES or  NO

\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_-

**\*\*Additional review may be required for homes that use private wells and/or septic systems\*\***

**LIST OF PROPOSED COTTAGE FOODS**

Items must be on the California Approved Cottage Foods List. **THE FINAL PRODUCT CANNOT BE PERISHABLE.** Ingredients and preparation procedures may be requested.

\*\*\*For purposes of determining compliance with Chapter 11.5 "Cottage Food Operations" of the CA Health & Safety Code, a representative of the Santa Cruz County Environmental Health Services may access, for inspection purposes, the registered area of a private home where a cottage food operation is located. Inspections will be on an annual basis for Class B cottage food operations; or for either Class A or B operations, when the representative has, based on a consumer complaint, reason to suspect that adulterated or otherwise unsafe food has been produced by the cottage food operation, or that the cottage food operation has violated this chapter. \*\*\*

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**FOR OFFICE USE ONLY**

PE \_\_\_\_\_ REC ID \_\_\_\_\_ Fee \$ \_\_\_\_\_ Cash/Check/ E-PMT      Check # \_\_\_\_\_ CHECK DATE \_\_\_\_\_

APPLICATION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

## Self-Certification Checklist for CFO

|   |                                |  |
|---|--------------------------------|--|
| Please review the following conditions for approval. Check each line acknowledging notification and sign below. |                                |  |
| <b>Facilities/ Equipment</b>  |                                |  |
|   | Location                       | Food is prepared or packaged in the permitted area of the private home where the cottage food operator resides   |
|   | Storage                        | No sleeping accommodations shall be allowed in any area where food is prepared or stored   |
|   | Separate Processing            | 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 entertaining   |
|   | Equipment                      | Kitchen equipment and utensils shall be clean and maintained in good repair  |
| <b>Procedures</b>   |                                |  |
|   | Sanitized Utensils             | 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  |
| <b>Illness Prevention/ Personal Hygiene</b>   |                                |  |
|   | No working when ill            | Persons with a contagious illness shall refrain from work in the registered or permitted area of the cottage food operation  |
|   | Clean hands                    | A person involved in the preparation or packaging of cottage food products shall keep his or her hands and exposed portions of his or her arms clean and shall wash his or her hands before any food preparation or packaging activity in a cottage food operation   |
|   | First Aid                      | Individuals conducting activities for the CFO must treat cuts, burns or abrasions promptly. A clean bandage and gloves shall be worn during food preparation if the employee has cuts, sores, or burns. Gloves must also be worn if the individual has a rash or is wearing artificial nails, nail polish or rings   |
|   | No smoking                     | 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. Individuals preparing food must wash their hands prior to commencing work after smoking |
| <b>Prevention of Contamination</b>  |                                |  |
|   | Water                          | Water used during the preparation of cottage food products shall meet potable drinking water standards   |
|   | Exclusion of pets and children | No infants, small children, or pets may be in the home kitchen during the preparation, packaging, or handling of any cottage food products   |
|   | Vermin excluded                | All food preparation and food and equipment storage areas shall be maintained free of rodents and insects  |
| <b>Other Requirements and Restrictions</b>  |                                |  |
|   | Training                       | A person who prepares or packages cottage food products shall complete a food processor course   |
|   | Employees                      | There shall be no more than one full-time equivalent cottage food employee (Not including a family, household members, or delivery personnel)  |
|   | Foods                          | Only those foods described on the CFO application will be produced   |
|   | Labeling                       | Product is properly labeled including the words "Made in a Home Kitchen" or "re, common product name, name of CFO, registration number, and ingredients  |
|   | Annual Sales                   | Class A CFOs are limited to \$75, 000 in annual gross sales<br>Class B CFOs are limited to \$150,000 in annual gross sales<br>(Adjusted based on California Consumer Price Index)  |
|   | Scope                          | Approval is ONLY for vending, mail, and delivery within the State of California  |

**I hereby acknowledge that I have read and understand this document and agree to implement and adhere to these practices and pertinent sections of the California -Retail Food Code.**

Signature of CFO operator: \_\_\_\_\_ Date: \_\_\_\_\_

## Floor Plan for CFO

**CFO diagram:** Include a diagram of the private home indicating the areas of the home that will be used for the preparation, storage, or packaging of the cottage food product. All food service areas must be within the primary residence. **No garages, conversions or ancillary structures can be used.**

**Please sketch** the floor plan of the Cottage Food Operation premises (either in the space provided or on a separate sheet of paper) identifying what areas of the residence will be used for the cottage food activities. The diagram must clearly identify and show locations of 1) All cottage food operation preparation equipment, 2) Food contact work surfaces, 3) Equipment washing and sanitizing sinks, tubs, etc. 4) Primary toilet room, 5) Hand washing areas, 6) Storage areas, and 7) Pet and child areas, if applicable.

A large, empty rectangular box with a black border, intended for the applicant to sketch the floor plan of their Cottage Food Operation premises. The box is currently blank.

## Labeling Requirements for CFO

| MUST BE ON THE PRIMARY LABEL         |   |
|--------------------------------------|---|
| Made or Repackaged in a Home Kitchen | The words “ <b>Made in a Home Kitchen</b> ” or “ <b>Repackaged in a Home Kitchen</b> ” in 12-point type   |
| Product name                         | The name commonly used for the food product or an adequately descriptive name   |
| ALSO REQUIRED                        |   |
| CFO name                             | The name of the cottage food operation which produced the cottage food product  |
| Address                              | The city and zip code of the CFO operation which produced the cottage food product is required. If the CFO is not listed in a current telephone directory, then a street address must also be included on the label (A contact phone number or email address is optional) |
| Registration #                       | The registration or permit number of the “Class A” or “Class B” cottage food operation and the name of the county of the local enforcement agency that issued the permit number   |
| Ingredients                          | The ingredients of the cottage food product, in descending order of predominance by weight, if the product contains two or more ingredients   |
| Net Quantity                         | An accurate statement of the quantity of the contents in terms of weight, measure, or numerical count stated both in English (pounds) and metric (grams) units  |
| Allergens                            | A declaration on the label (on a separate summary or within the ingredient list) in plain language if the food contains any of the major food allergens such as milk, eggs, fish, shellfish, tree nuts, wheat, peanuts, and soybeans                                      |

Additional information regarding cottage food operations including the approved list of cottage food products and proper labeling procedures can be found on the California Department of Public Health (CDPH) website:

<https://www.cdph.ca.gov/Programs/CEH/DFDCS/Pages/FDBPrograms/FoodSafetyProgram/CottageFoodOperations.aspx>

### Example:

|   |
|---|
| <p align="center"><b>MADE IN A HOME KITCHEN</b><br/> <b>Santa Cruz County Env Health Permit # 1234</b><br/> <b>Chocolate Chip Cookies</b><br/>                     Charlie’s Cookies<br/>                     123 Main St.<br/>                     Sunny CA, 12345<br/> <b>Santa Cruz County</b></p> <p><b>Ingredients:</b> 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), soy lecithin, walnuts, sugar, eggs, salt, artificial vanilla extract, baking soda.</p> <p align="center">CONTAINS: WHEAT, EGGS, MILK, SOY, AND TREE NUTS</p> <p align="center">Net Wt. 3 oz</p> |
|---|