



# County of San Diego

**HA DANG**  
AGRICULTURAL COMMISSIONER/  
SEALER OF WEIGHTS & MEASURES

DEPARTMENT OF AGRICULTURE WEIGHTS AND MEASURES  
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**MEGAN MOORE**  
ASST. AGRICULTURAL COMMISSIONER/  
SEALER OF WEIGHTS & MEASURES

## CERTIFIED FARMERS' MARKET CERTIFICATE APPLICATION

A Certified Farmers' Market (CFM) is a location approved by the County Agricultural Commissioner (CAC) where agricultural products, which have been produced by a producer or certified producer, may be sold or offered for sale. The operator of a CFM may operate a separate non-agricultural products (community events) area next to the CFM. A CFM Certificate is valid for up to twelve months from the date of issue but no longer than the indicated expiration date on the certificate.

**QUALIFIED APPLICANTS** must be one of the following:

- Certified Producer(s)
- Local Government Agency
- Nonprofit Organization

### ALL APPLICANTS SUBMIT:

- ☐ Completed Application form (attached)
- ☐ Application fee of **\$185**  
Method of payment:
  - ☐ Check or money order payable to: **County of San Diego**
  - ☐ Cash, Visa or MasterCard (*walk-in only*)
  - ☐ Online (*See contact information on page 2 and contact Ag Standards Program for instructions*)
- ☐ List of the names of certified producers selling at market
- ☐ Total number of vendors selling in the community events area (*if applicable*)
- ☐ Detailed map of market that clearly delineates and identifies the contiguous boundaries of the certified area and community events area, and the CFM's location, including cross streets (*See enclosed sample map*)
- ☐ Product Load Sheet (form used to record daily sales by participants)

### ADDITIONAL DOCUMENTS (submit when applicable):

- ☐ **CERTIFIED PRODUCERS:** copy of valid Certified Producer's Certificate.
- ☐ **NONPROFIT ORGANIZATIONS:** Proof of nonprofit status, such as Secretary of State filing, Articles of Association, bylaws, etc.
- ☐ **LIMITED LIABILITY COMPANIES & CORPORATIONS:** Articles of Organization, Incorporation, Association or other documentation including list of directors and officers
- ☐ Signed document listing individuals, including market manager(s), who are authorized to act on the applicant's behalf. (See attached "*CFM Authorized Representatives*")

### RENEWALS:

- CFM Certificates will only be renewed when all outstanding fees and fines are paid in full.
- To avoid market closure, submit application and fee 30 days prior to current CFM certificate expiration date. Extensions are not given.

*Certified Farmers' Market Certificate Application*  
*County of San Diego*

- Submit a complete set of Product Load Sheets from a recent market day
- Existing CFMs for which the operator or location has changed are considered new applications.

**PROCESSING:**

- An inspector will contact you to review the details of your application.
- The CAC office will contact you when the CFM Certificate is ready for your signature.
- The CFM Certificate will be signed, embossed, and then issued to you by CAC.

**ADDITIONAL REQUIREMENTS:**

- A CFM is defined as a food facility and a valid health permit is required from the County of San Diego Department of Environmental Health (DEH).  
Contact DEH at (858) 505-6900 or [DEH.FHDUTYEH@sdcounty.ca.gov](mailto:DEH.FHDUTYEH@sdcounty.ca.gov)
- CFMs must be operated in compliance with the local Planning, Fire, Police and Public Works Departments.
- Visit [www.sdfarmersmarkets.org](http://www.sdfarmersmarkets.org) and select “Open a CFM” to learn about other agencies’ regulatory requirements for CFMs.

**INSPECTIONS:**

- The CAC inspects CFMs at least twice a year for compliance with Direct Marketing laws and regulations. (See attached “*CFM Resources & Information*”)
- The property inspection fee is **\$161.00 per hour**, including one way drive time to the inspection location. The fee is due at the time of inspection and must be paid before the certificate is renewed.

**PROGRAM CONTACT:**

For more information, please contact the Ag Standards Program at (858) 614-7786 or [AgStandards.AWM@sdcounty.ca.gov](mailto:AgStandards.AWM@sdcounty.ca.gov)

## **CERTIFIED FARMERS' MARKET RESOURCES & INFORMATION**

### **LAWS AND REGULATIONS** (copies available by request):

Specific requirements for the operation of a certified farmers' market are found in:

- California Food and Agricultural Code, Division 17, Chapter 10.5
- California Code of Regulations, Title 3 commencing with Section 1392
- California Retail Food Code, Chapter 12

All agricultural products, when sold or offered for sale at a certified farmers' market, shall comply with all applicable laws and regulations.

### **WEBSITES:**

- [www.sdfarmersmarkets.org](http://www.sdfarmersmarkets.org): Agriculture, Weights & Measures - CFM webpage has application packets, list of San Diego County CFMs, and training resources for certified producers and market operators (copies available by request).
- [www.cdffa.ca.gov/is/i\\_&c/cfm.html](http://www.cdffa.ca.gov/is/i_&c/cfm.html): California Department of Food and Agriculture - CFM Program information, links to Laws and Regulations, and market locator.
- [https://www.cdffa.ca.gov/is/i\\_&c/sffsg.html](https://www.cdffa.ca.gov/is/i_&c/sffsg.html): California Department of Food and Agriculture – Small Farm Food Safety Guidelines.

### **ADDITIONAL INFORMATION:**

- CFM operators are responsible for ensuring that their market is operated in compliance with Direct Marketing laws and regulations.
- Violations at certified producers' booths can result in violations for the CFM.
- Please review the resources available at [www.sdfarmersmarkets.org](http://www.sdfarmersmarkets.org) and speak with an inspector to learn more about the requirements that apply when operating a CFM.
- Keep enclosed "*Certified Farmers' Market Self-Inspection Checklist*" as a guide for you to comply with Direct Marketing laws and regulations.

### **PROGRAM CONTACT**

For more information, please contact the Ag Standards Program at (858) 614-7786 or [AgStandards.AWM@sdcounty.ca.gov](mailto:AgStandards.AWM@sdcounty.ca.gov)

## APPLICATION FOR CERTIFIED FARMERS' MARKET CERTIFICATE

**APPLICANT IS:** (CHECK ONE)

☐ Certified Producer(s)

☐ Local Government Agency

☐ Nonprofit Organization

**APPLICANT INFORMATION**

ORGANIZATION NAME	FIRST & LAST NAME
MAILING ADDRESS	BUSINESS PHONE
CITY, STATE, & ZIP	OTHER NUMBER
BUSINESS/RESIDENCE ADDRESS	FAX NUMBER
CITY, STATE, & ZIP	E-MAIL ADDRESS

**MARKET INFORMATION**

MARKET NAME	BUSINESS PHONE
MAILING ADDRESS	OTHER PHONE
CITY, STATE, & ZIP	FAX NUMBER
MARKET MANAGER NAME	E-MAIL ADDRESS

**MARKET LOCATION**

(Include Cross Streets)	
CITY & ZIP	COUNTY OF SAN DIEGO

**PLANNED SCHEDULE OF OPERATION**

DAY	EST. # OF VENDORS PER MARKET DAY:
SEASON 1 – MONTHS OPEN	SEASON 1 – HOURS OPEN
FROM TO	FROM TO
SEASON 2 (optional) – MONTHS OPEN	SEASON 2 (optional) – HOURS OPEN
FROM TO	FROM TO

**ADDITIONAL MARKET INFORMATION**

Market participates in: ☐ SNAP/EBT ☐ WIC ☐ Market Match ☐ Do not participate but interested  
(Please send me information)

As the applicant, I hereby certify that the information provided on this application is true and that the Certified Farmers' Market will be operated in compliance with the Direct Marketing regulations as provided in Title 3, Division 3, Chapter 1, Subchapter 4, Article 6.5 of the California Code of Regulations.

PRINTED NAME \_\_\_\_\_

CHECK ONE: ☐ APPLICANT ☐ APPLICANT REPRESENTATIVE

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

**CERTIFIED FARMERS' MARKET AUTHORIZED REPRESENTATIVES**

I \_\_\_\_\_, legal operator of the \_\_\_\_\_  
Certified Farmers' Market (CFM), do currently authorize the following people, pursuant to Title 3, Article 6.5  
of the California Code of Regulations §1392.2(b), to represent the CFM in matters relating to signing of the  
CFM certificate, application, and other documentation, and on-site management during CFM operation.

**NAME**

**NAME**

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I will immediately notify the endorsing Agricultural Commissioner/Sealer upon termination or change in status  
of CFM authorized representatives.

I am aware that any violation of the Direct Marketing Regulations (Title 3, Article 6.5 of the California Code of  
Regulations) by the CFM operator or by its authorized representatives may result in a civil administrative  
penalty and/or revocation of the CFM certificate and/or the privilege to operate a CFM.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Certified Farmers' Market Certificate No.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**CERTIFIED FARMERS' MARKET SAMPLE SITE MAP for:**

Agriculture Weights and Measures (AWM), Department of Environmental Health (DEH), Planning & Development Services (PDS), Sheriff's Licensing Division (SLD), County Fire Authority

**Site Map Instructions**

The following site map items are required by the agencies listed above.

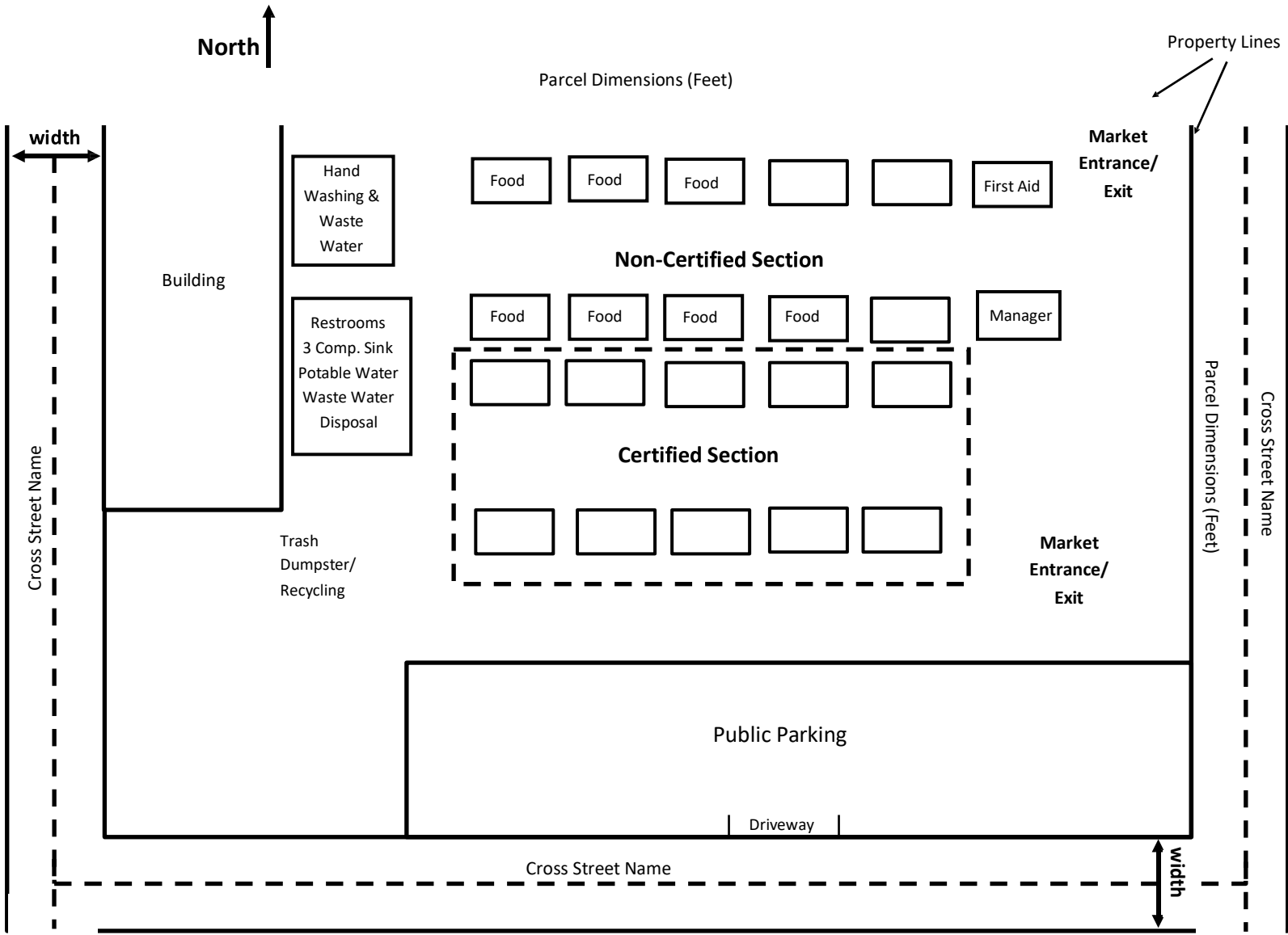
Maps must be clear and legible and include:

1. Property owner's name, current address, parcel address (if available)
2. Assessor's parcel number(s) (APN)
3. Parcel property dimensions of parcel in feet
4. Show North arrow direction in map
5. Show all existing easements, driveways, roads, streets and alleys, including their width and street names
6. Parking area
7. Market entrances and exits
8. Certified (farmers selling agricultural products) and non-certified (all other sales) sections
  - ✓ Certified area must be contiguous and separate from the non-agricultural section
9. 1 Each food booth
10. Hot and cold potable and non-potable water supply
11. Waste water disposal
12. Trash dumpsters
13. Refrigerated trucks (if applicable)
14. Ware washing sinks (3-compartment minimum within 100ft)
15. Hand washing facilities
16. Restrooms within 200 feet of food booths
17. Identify each structure
18. First aid station
19. Open flame, gas, charcoal, or other cooking devices and their distance from structures and/or canopies

**CERTIFIED FARMERS' MARKET SAMPLE SITE MAP FOR:**

Agriculture Weights and Measures (AWM), Department of Environmental Health (DEH), Planning  
& Development Services (PDS), Sheriff's Licensing Division (SLD), County Fire Authority

**Market Name:**  
**Market Address:**  
**APN#:**



## CERTIFIED FARMERS' MARKET COMPLIANCE SELF-INSPECTION CHECKLIST

(Use this checklist to review each booth for compliance each market day)

REQUIREMENTS	COMPLIES			REMARKS
	Yes	No	N/A	
<b>All Certified Producers (CPs)</b>				
Certificate(s) valid, embossed and posted at booth				
Sellers are authorized representatives of CP				
All products listed on certificate				
All products produced by CP				
Only agricultural products offered for sale				
Signage posted including:				
<ul style="list-style-type: none"> <li>Name of Farm</li> <li>"We Grow What We Sell" or similar statement</li> <li>County(ies) where products produced</li> </ul>				
All product representations accurate/not misleading				
Products comply with maturity and quality standards				
<b>Load Lists – All CPs complete each market day</b>				
Lists complete with:				
<ul style="list-style-type: none"> <li>Name and date of market</li> <li>Producer name and certificate number</li> </ul>				<ul style="list-style-type: none"> <li>Identity of product <i>as it appears on certificate</i></li> <li>Quantity sold at market</li> </ul>
<b>Selling for Other CPs</b>				
Primary CP selling greater amount of own products				
CP names cross-referenced on each certificate				
All certificates valid, embossed and posted at booth				
Products separated and identified by certificate				
Products are not the same as Primary CP				
Products for other CP not processed, only fresh				
"We Grow What We Sell" signage posted in correspondence with each CP's products				
<b>Selling Products in Closed Containers</b>				
Containers labeled with "IRQ":				
<ul style="list-style-type: none"> <li>Identity of product</li> <li>Responsibility (name, address, zip code of farm)</li> <li>Quantity in container</li> </ul>				
<b>Selling Products by Weight</b>				
Scales are approved and sealed				
<b>Selling Organic Products</b>				
CP is registered as organic producer (and certified if sales >\$5,000/year)				
Valid registration and certification posted at booth				
Organic products properly labeled*				
<b>Selling Avocados</b>				
Valid Exemption Permit or Certificate of Maturity				
<b>Selling Eggs</b>				
CP is registered egg handler				
Eggs properly labeled*				
Eggs clean, sanitized, free of defects, not displayed in direct sunlight				
<b>Selling Processed Products</b>				
All ingredients produced by CP**				
Products properly labeled*				
Processing facility documentation posted at booth				

\*Ask an inspector about labeling requirements

\*\*Ask an inspector about exceptions