



County of San Diego

HA DANG
AGRICULTURAL COMMISSIONER/
SEALER OF WEIGHTS & MEASURES

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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
- CFMs must be operated in compliance with the local Planning, Fire, Police and Public Works Departments.
- Visit 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

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: 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.cdfa.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.cdfa.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 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

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

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.

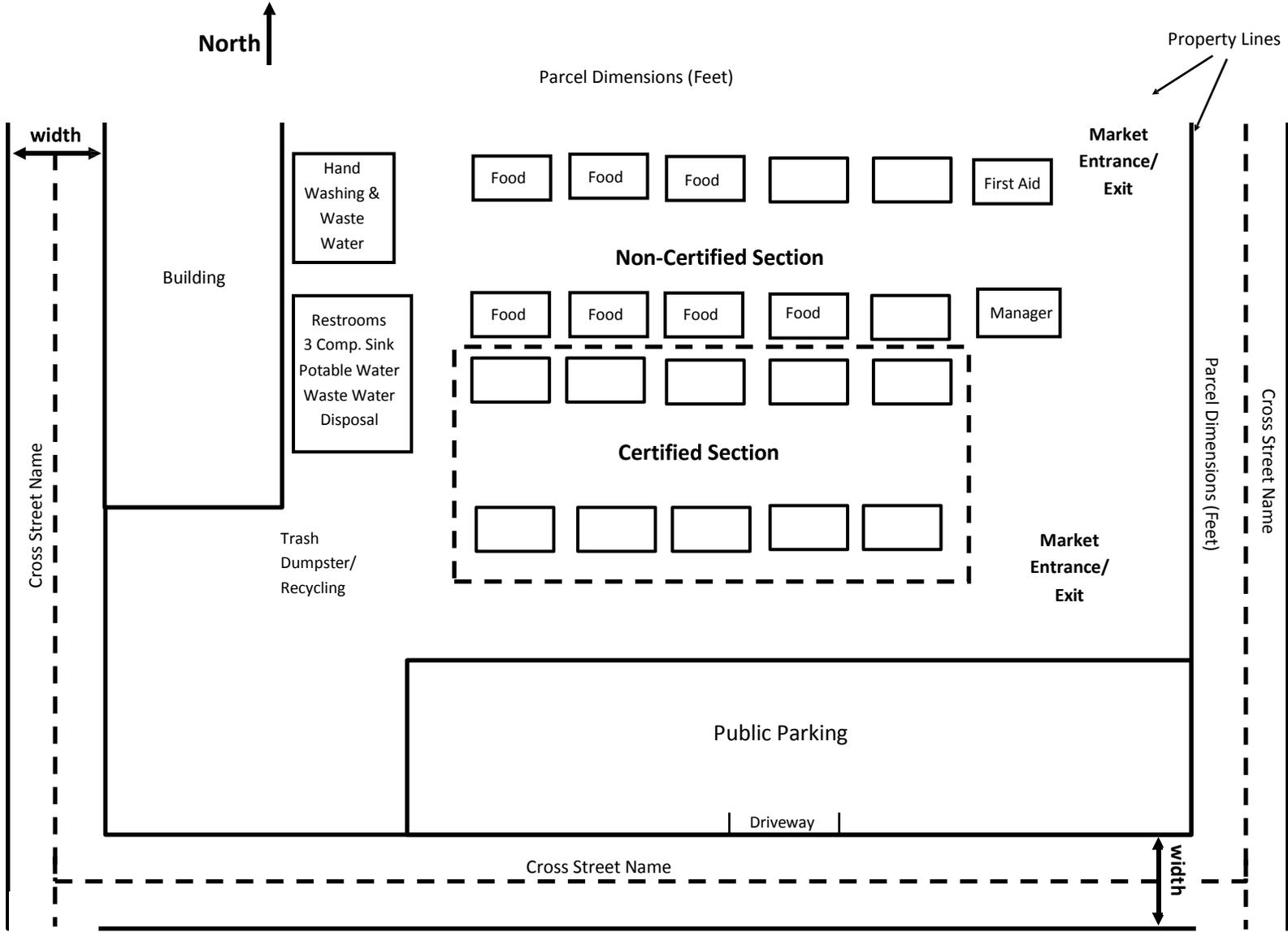
Maps must be clear and legible and include:

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	
All Certified Producers (CPs)				
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"> • Name of Farm • "We Grow What We Sell" or similar statement • County(ies) where products produced 				
All product representations accurate/not misleading				
Products comply with maturity and quality standards				
Load Lists – All CPs complete each market day				
Lists complete with:				
<ul style="list-style-type: none"> • Name and date of market • Producer name and certificate number • Identity of product as it appears on certificate • Quantity sold at market 				
Selling for Other CPs				
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				
"We Grow What We Sell" signage posted in correspondence with each CP's products				
Selling Products in Closed Containers				
Containers labeled with "IRQ":				
<ul style="list-style-type: none"> • Identity of product • Responsibility (name, address, zip code of farm) • Quantity in container 				
Selling Products by Weight				
Scales are approved and sealed				
Selling Organic Products				
CP is registered as organic producer (and certified if sales >\$5,000/year)				
Valid registration and certification posted at booth				
Organic products properly labeled*				
Selling Avocados				
Valid Exemption Permit or Certificate of Maturity				
Selling Eggs				
CP is registered egg handler				
Eggs properly labeled*				
Eggs clean, sanitized, free of defects, not displayed in direct sunlight				
Selling Processed Products				
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