



# County of San Diego

## DEPARTMENT OF ENVIRONMENTAL HEALTH FOOD AND HOUSING DIVISION

[www.sdcdeh.org](http://www.sdcdeh.org)

Phone: (858) 505-6900 ♦ 1 (800) 253-9933 ♦ FAX: (858) 505-6848



### Cottage Food Operation (CFO) Contact Information

CFO Name: \_\_\_\_\_ Assessor's Parcel No. \_\_\_\_\_  
 CFO Address: \_\_\_\_\_ City: \_\_\_\_\_, CA Zip: \_\_\_\_\_  
 CFO Owner Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone ( ) \_\_\_\_\_ Cell Phone ( ) \_\_\_\_\_ E-Mail: \_\_\_\_\_

### Class "A" Cottage Food Operation Certification Checklist

The following requirements apply to your operation. By checking the YES box you are certifying that you meet these requirements as specified in the Health and Safety Code section listed in <b>bold numbers</b> below.	COMPLIES		
	YES	NO	N/A
<b>Food Safety</b>			
1. Cottage food products will be non-potentially hazardous. <b>114365.5</b> Please refer to approved list of cottage foods.			
2. Cottage food production will only occur in registered areas of my residence. <b>113758</b>			
3. No cottage food preparation, packaging or handling will occur within the home kitchen concurrent with other domestic activities, such as family meal preparation, dishwashing, clothes washing or ironing, kitchen cleaning or guest entertaining. <b>114365</b>			
4. No infants, small children or pets will be in the home kitchen during the preparation, packaging or handling of any cottage food product. <b>114365</b>			
5. My cottage food operation will properly label all cottage food products with the following information: a) The words "Made in a Home Kitchen" in 12-point type on the cottage food product's primary label. <b>114365.2</b> b) The name commonly used for the food product or an adequately descriptive name. <b>114365.2</b> c) The name of the cottage food operation which produced the cottage food product (i.e. business name). <b>114365.2</b> d) The address of the Cottage Food Operation e) The registration number of the class A or Class B cottage food operation. <b>114365.2</b> f) A list of ingredients of the cottage food product, in descending order of predominance by weight, if the product contains <b>two or more</b> ingredients. <b>114365.2</b>			
<b>Equipment and Utensils</b>			
6. All equipment and utensils used to produce cottage food products will be clean and maintained in a good state of repair. <b>114365</b>			
<b>Water and Sewage</b>			
7. All food contact surfaces, equipment and utensils are properly washed, rinsed and sanitized before each use. <b>114365</b>			
8. An adequate supply of potable hot and cold water will be provided and used during the preparation or as an ingredient of cottage food products. <b>114365.2</b>			

## Class "A" Cottage Food Operation Certification Checklist (continued)

The following requirements apply to your operation. By checking the YES box you are certifying that you meet these requirements as specified in the Health and Safety Code section listed in **bold numbers** below.

**COMPLIES**

### Food Handling Employees

YES    NO    N/A

9. A person who prepares or packages cottage food products shall complete a food processor course as determined by the California Department of Public Health within three months of becoming registered as a cottage food operation. **114365.2**

10. A person involved in the preparation or packaging of cottage food will keep his or her hands and exposed portions of his or her arms clean and will wash his or her hands before any food preparation or packaging activity in a cottage food operation. **114365.2**

11. A person with a contagious illness will refrain from work within the registered area of the cottage food operation. **114365.2**

12. Any smoking or eating will 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 otherwise handled. **114365**

### Pest Control

YES    NO    N/A

13. All registered area where cottage foods are prepared, packaged or stored will be maintained clean and free from vermin such as cockroaches, rodents, flies, food-infesting insects and other adulterating insects. **114365**

### Operation

YES    NO    N/A

14. Home kitchen has current Department of Environmental Health Registration to operate and complies with all additional requirements that may apply. Agrees to an inspection based on a consumer complaint. A charge will be assessed if the CFO is found out of compliance. **114365**

15. The registered cottage food operator agrees to update the Department of Environmental Health on any changes to menu or operations.

16. Approval of Cottage Food Operation has been obtained from the local Planning Agency and all other applicable agencies.

17. No modifications or alterations have been made that would require a building permit or a building permit has been obtained. If applicable, Building Permit # \_\_\_\_\_

### Comments


**CERTIFICATION STATEMENT:** I certify under penalty of law that I am the operator of this cottage food operation, not an employee or household member of the true operator. I further certify, based on my direct personal knowledge, that the statements of conformance with legal requirements made by my checkmarks on this document are true and correct. I will comply with the applicable requirements of the California Health and Safety Code and applicable County or City codes, including any directives or orders issued under the codes. I understand that the registration I am seeking will not be transferable to another person or location, and that this registration will become invalid and this cottage food operation illegal if required fees, including annual renewal fees, are not paid when due.

**Authorized Signature:** \_\_\_\_\_

**Date** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Printed Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_