



County of San Diego

DEPARTMENT OF ENVIRONMENTAL HEALTH FOOD AND HOUSING DIVISION

P.O. BOX 129261, SAN DIEGO, CA 92112-9261

Phone: (858) 505-6900 | 1 (800) 253-9933 | Fax: (858) 505-6998 | www.sdcdeh.org



COTTAGE FOOD OPERATION APPLICATION SUBMITTAL REQUIREMENTS

In order to be an approved Cottage Food Operator within San Diego County, interested parties must obtain approval from the Department of Environmental Health and their local city/county Building Department.

The items listed below must be submitted for review to the Department of Environmental Health, Food and Housing Division (DEH-FHD). Please ensure all required information is submitted in order to reduce delays in the approval of your application. You will be notified of the status of your application within ten (10) business days after receipt of your complete application packet.

Application Items Required:

- Completed Cottage Food Operation Registration Form
- Completed Self-Inspection Checklist *(This is to be completed for Class A applicants only)*
- Completed Health Permit Application *(This is to be completed for Class B applicants only)*
- Completed Cottage Food Operation Addendum Information
- Completed Cottage Food Operation List of Products Form
- Well Water Testing Results *(This is only for Cottage Food Operators whose water is supplied by a private well)*
- Food Handler Training Certificate *(Required to be submitted within 90 days of approval)*
- If you live within an Incorporated City, submit a copy of your Business License from the city where your Cottage Food Operation is located. The address on the Business License must match your primary residence.
Please reference the [City Zoning list](#) located on the DEH-FHD website for individual city contact information. The following Cities require approval from DEH-FHD prior to issuing a Business License: Encinitas, Escondido, Imperial Beach, Lemon Grove, National City, Oceanside, San Marcos, and Vista. For operations in any of these cities, you do not need to submit a business license with your application packet.
- If you live within an Unincorporated part of San Diego County, your Cottage Food Operation (CFO) Registration form must be stamped by San Diego County Planning and Development Services (PDS). *San Diego County PDS is located at 5510 Overland Ave. San Diego, CA 92123. Prior to submitting your application to DEH-FHD, please take your completed Cottage Food Operation Registration Form to PDS and obtain the required stamp, approving the use of your home to establish your CFO business.*



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COTTAGE FOOD OPERATION LABEL SUBMITTAL REQUIREMENTS

Along with the completed application packet, you will also need to submit **Sample Labels** for review to DEH-FHD for the Cottage Food Products you intend to prepare in your home kitchen. Cottage Food Operators are required to submit labels for no more than ten (10) products for review including at least one product from each category of food to be prepared. Any product labels above the initial ten (10) that are submitted for review will be subject to the current DEH-FHD hourly rate. *(Label Samples must be submitted in either a Microsoft Word Document or PDF format and must reflect the final size, layout and color of the labels that will appear on your products)*

The following is the information that must be included on your product labels to meet the requirements established by the California Department of Public Health (CDPH). Please see the Labeling Requirement Document available on our website for sample label layouts and additional details on the required information for your product labels.

- Name of the Cottage Food Operation which produced the food
- Full physical address of Cottage Food Operation *(If your business is listed in a major phone directory, just the City, State and Zip Code of your operation may be printed on your labels)*
- Common name of the product
- List of product ingredients in descending order by weight *(all sub ingredients must also be listed following each listed ingredient used)*
- Allergen declaration of any of the major allergens allowed to be used as ingredients in Cottage Food Products
- The net weight of your food product stated in both ounces and *grams* *(a place holder may be used to indicate where this will go on your label if the final weight has not been determined)*
- The words "Made in a Home Kitchen", or where applicable, "Repackaged in a Home Kitchen", printed in at least 12 point font *(if an uncommon font is used, a word document sample may be requested to verify font size)*
- Registration Number (Class A) or Permit Number (Class B) as issued by this department *(a place holder may be used until actual registration or permit number is issued – the number will be 17 digits long)*
- Name of the county issuing the Cottage Food Registration (Class A) or Cottage Food Permit (Class B)
- Nutritional Fact Panel *(only required when using the following terms: free, low, reduced, fewer, high, less, more, lean, extra lean, good source, light)*
- The minimum size of all text (except for "Made in a Home Kitchen") must be larger than 1/16" when measured at a lowercase "o"