



County of San Diego





DEPARTMENT OF ENVIRONMENTAL HEALTH AND QUALITY

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MICROENTERPRISE HOME KITCHEN OPERATION (MEHKO) CHECKLIST FOR STARTING YOUR BUSINESS

To be an approved Microenterprise Home Kitchen Operation (MEHKO) within San Diego County, interested parties must obtain approval from the Department of Environmental Health and Quality. The items listed below are to help you prepare and submit your application for review. You will be notified of the status of your application within twenty (20) business days after receipt of your complete application packet.

3 EASY STEPS TO STARTING YOUR MEHKO - PLAN, APPLY, OPERATE

 PLAN	 APPLY
<input type="checkbox"/> Verify that your planned menu is allowed at a MEHKO.	<input type="checkbox"/> Submit the MEHKO Standard Operating Procedure form and proposed menu.
<input type="checkbox"/> If you rent your home, check with your landlord to see if you can have a home-based business at your residence.	<input type="checkbox"/> Submit the Health Permit Application and pay the applicable permit fee.
<input type="checkbox"/> Complete the Food Safety Manager's Certificate course.	<input type="checkbox"/> Submit a valid Food Safety Manager's Certificate .
<input type="checkbox"/> Contact your local jurisdiction to determine any local permitting requirements that must be obtained prior to operation (i.e. business license, home occupation permit).	<input type="checkbox"/> Submit well water testing results – This is only for MEHKOs whose water is supplied by a private well. Initial full panel that includes inorganics and total coliform test results is required to be submitted with the health permit application.
<input type="checkbox"/> Contact the CA Department of Tax and Fee Administration about sales tax.	
<input type="checkbox"/> Planning to serve or allow alcohol at your MEHKO? Contact the CA Department of Alcohol Beverage Control .	
 OPERATE	
<input type="checkbox"/> Ensure you follow your submitted Standard Operating Procedures (SOP). Any modifications to your SOP after initial approval will require the resubmittal of your SOP and additional review fees will apply.	<input type="checkbox"/> Stick to your daily and weekly meal limits: <i>Max 30 meals per day, with no more than 90 meals per week. If operating a permitted mobile cart as an extension of the MEHKO, meal limits increase to max 80 meals per day and no more than 200 meals per week.</i>
<input type="checkbox"/> Follow proper food safety practices and conduct regular self-inspections .	<input type="checkbox"/> Dispose of fats, oils, and grease properly .
<input type="checkbox"/> Track your annual gross revenue. Revenue limitations are adjusted annually for inflation based on the CA consumer price index .	<input type="checkbox"/> Be a good neighbor! Be aware of potential impacts to your neighbors with parking, trash, and noise as a result of your operation.
Contact Us: Duty Specialist (858) 505-6900, or via email at FHDMEHKO@SDCOUNTY.CA.GOV	