



COTTAGE FOOD OPERATION PACKET

Thank you for your interest in applying for a Cottage Food Operation (CFO). We understand this may be your first experience with Environmental Health, so we welcome you. Our primary job is to assist you in safely delivering food products to the public.

There are two distinct levels of CFOs you can apply for, **Class A** or **Class B**. This packet is designed to ensure you apply for the correct operation and complete the necessary documentation. Should you have any questions regarding CFOs contact us at (714) 433-6000. For a complete list of approved CFO products, visit the California Department of Public Health Cottage Food Operations website at www.cdph.ca.gov.

Cottage Food Operation Class

Class A Registration – If you intend to sell to the end consumer via the phone, internet, and any other digital method or at special events such as holiday bazaars, bake sales, food swaps, or certified farmer’s markets, this is considered **DIRECT** sales. A direct sale may be fulfilled in person, via mail delivery, or using any other third-party delivery service. The Class A Registration allows you to engage in DIRECT sales only in the state of California. Class A registrations must also be renewed annually. There will be no on-site inspection conducted by a representative of this office as part of the permitting process. Future inspections may be conducted under certain circumstances.

Class B Permit – If you intend to sell your products to a third-party retailer that holds a valid health permit, who would sell or use your products in a sale to the end consumer, this is considered **INDIRECT** sales. The indirect sale may be fulfilled in person, via mail delivery, or using any other third-party delivery service. The Class B Permit allows you to engage in both DIRECT (see Class A sales above) and INDIRECT sales only in the state of California. Class B permits must also be renewed annually. An annual on-site inspection of the permitted area of your home will be conducted by a representative of this office.

Fees

Application Review – The CFO application review fee is \$54 and shall be submitted along with the CFO Packet.

Health Permit – Once your CFO Packet is approved, you will receive instructions to complete the Health Permit Application and to pay for the initial health permit fee. The health permit fees are Class A - \$42 and Class B - \$158. A permit, once issued, is nontransferable. A permit is only valid for the person, location, type of food sales, or distribution activity unless suspended or revoked, for the time indicated. Beginning with your second year, you will be issued a new permit once the [CFO Renewal / Cancellation / Product Update form](#) has been received and reviewed by Environmental Health (EH) staff, and the annual permit fee has been paid.

Product Addition Requests – The permitted or registered CFO is required to submit any product additions for review and approval by EH prior to the production and sale of the proposed CFO product. A Food Plan Review fee of \$133 per hour, per quarter-hour, or fraction thereof will be invoiced for the review. Please submit CFO Product Addition requests along with the following documents: [CFO Renewal / Cancellation / Product Update form](#), a complete list of all new/updated products using the Food Product & Ingredient List (Attachment 3), and the sample product label(s) to EHcottagefood@ochca.com.

NOTE: The application review fee, the health permit fees, and the food plan review fee for product additions are non-refundable. The current fees can be found on our website at www.ocfoodinfo.com.

STEPS TO COMPLETE THE CFO PACKET FOR REVIEW AND PERMITTING

To initiate the CFO Packet review by EH staff please complete Step 1 through Step 3. Upon receiving a CFO review and approval letter, you will be required to complete the permitting process in Step 4 through Step 7. All CFO Packets are reviewed in order of receipt.

Step 1 – Complete all of the following documents in the CFO Packet

- CFO Application (Attachment 1)
- Self-Certification List (Attachment 2)
- Food Products & Ingredients List (Attachment 3)
- Sample Labels (Attachment 4)
- Registered or Permitted Areas List (Attachment 5)

Step 2 – **Submit the CFO Packet with the CFO application review fee** to EH staff for review by one of the options below. **NOTE:** *An online payment is not available at this time. A confirmation email will be sent with the assigned TK reference number to track your review. EH staff will complete the initial review within **20 business days**.*

- Option 1:** Schedule an in-person appointment at the virtual on-line reservation system using the link below. Orange County Environmental Health is located at **1241 East Dyer Road, Suite 120, Santa Ana, CA 92705**, and the hours of operation are Monday through Friday 8.a.m until 5 p.m. Please plan accordingly as the cashier's booth closes promptly at 4:00 p.m. daily.
For more information visit the reservation link here <https://kiosk.na6.gless.com/kiosk/app/home/125>.
- Option 2:** Mail CFO application review fee via a check or money order to County of Orange Environmental Health at **P.O. Box 25400, Santa Ana, CA 92799**. Please note cash will not be accepted by mail.

Step 3 – EH staff will complete an initial review of the CFO Packet and will email the applicant as needed for any required updates or revisions to complete the review process. EH staff will use the email provided in the Application (Attachment 1) form. Once a correction letter is issued the CFO application review will remain **active for 90 days**.

Step 4 – Upon approval of the CFO Packet review, EH staff will email the Health Permit Application with instruction on completing the permitting process.

- Complete the Health Permit Application and provide ownership documentation to EHCottageFood@ochca.com **within 7 business days**.
- Complete payment by one of the following methods: *Online* or by using *Option 1* or *Option 2* above. **If payment issued by mail, please notate your TK reference number on the check or money order.**

Step 5 – EH staff will process the Health Permit Application once payment is received **within 7 business days**.

- Retain the CFO permit or registration that will be mailed to the billing address provided.

Step 6 – For CFO Class B only, an EH staff will schedule an initial inspection as required to issue the health permit.

- Confirm email communication for the scheduled initial inspection and review the list of items for the Class B inspection.

Step 7 – All CFOs and their employees shall complete a **Food Processor Course within 90 days** of becoming registered or permitted and every three years during operation. Please note The Food Processor Course is the Food Handler Course. For a complete list Food Handler Courses available, visit the California Department of Public Health Cottage Food Operation website link here [Cottage Food Operator Training \(ca.gov\)](https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Immunization/RegulatoryAffairs/Pages/Cottage-Food-Operator-Training.aspx).

- Complete the required Food Processor Course.



COTTAGE FOOD OPERATION APPLICATION REGISTRATION (CLASS A) OR PERMIT (CLASS B)

COTTAGE FOOD OPERATION NAME (Please print):		PHONE (including area code):
OWNER NAME(S):	ANTICIPATED DAYS AND HOURS OF OPERATION (check all that apply): SUN <input type="checkbox"/> MON <input type="checkbox"/> TUES <input type="checkbox"/> WED <input type="checkbox"/> THU <input type="checkbox"/> FRI <input type="checkbox"/> SAT <input type="checkbox"/> TIMES _____AM _____PM	
ADDRESS OF DOMESTIC HOME KITCHEN:		TYPE OF WATER SOURCE: <input type="checkbox"/> Public <input type="checkbox"/> Well <i>Provide Purveyor:</i>
CITY	ZIP:	TYPE OF RESIDENCE (circle): <input type="checkbox"/> Single Family <input type="checkbox"/> Townhome <input type="checkbox"/> Apartment <i>Other:</i>
MAILING ADDRESS (if different from above):		
WEBSITE:	EMAIL ADDRESS:	ALL PEOPLE INVOLVED HAVE COMPLETED STATE-APPROVED TRAINING COURSE? <input type="checkbox"/> YES <input type="checkbox"/> NO
TYPE OF SALES (check one)		
<input type="checkbox"/> CLASS A – DIRECT SALES, FOOD IS SOLD DIRECTLY FROM HOME TO THE END CONSUMER WHETHER IN PERSON, MAIL, OR THRID-PARTY DELIVERY		
<input type="checkbox"/> CLASS B – INDIRECT SALES, FOOD IS SOLD TO A THRID-PARTY RETAILER FOR RESALE TO A CONSUMER (ALSO INCLUDES DIRECT SALES)		
<i>Selling food product anywhere offsite from the primary residence may require an additional permit for each physical location or event. Please check with the Special Events Section at (714) 433-6080 or visit www.ocfoodinfo.com.</i>		
OWNER'S STATEMENT (initial each line)		
<input type="checkbox"/> I agree to grant County of Orange Environmental Health the right to enter, during normal business hours or at other reasonable times, the permitted area of the domestic residence housing the cottage food operation for the purpose of inspection or complaint investigation, including the collection of food samples, photos, or other evidence.		
<input type="checkbox"/> I agree to notify County of Orange Environmental Health prior to adding any new food product not listed at the time of application. All food products must be evaluated and approved for sale by a representative of Environmental Health prior to sale.		
<input type="checkbox"/> I agree to notify County of Orange Environmental Health if I decide to change my type of sales from Class A to Class B or vice versa or if I decide to cease my Cottage Food Operation. I acknowledge that failing to do so may incur additional fees.		
<input type="checkbox"/> I certify my enterprise shall not have more than \$75,000 in gross sales as a CFO Class A, or \$150,000 in gross sales as a CFO Class B, in a calendar year.		
<input type="checkbox"/> I agree to label all cottage food products in compliance with the Federal Food, Drug, and Cosmetic Act (21 U.S.C. Sec. 343 et seq.)		
<input type="checkbox"/> I certify that I do not have more than one (1) full-time equivalent (40 hours per week) Cottage Food Employee (paid or volunteer).		
<input type="checkbox"/> I certify that my Cottage Food products are only sold in California.		
SIGNATURE(S) OF OWNER(S):		DATE:

FOR OFFICIAL USE

REGISTRATION/PERMIT TO OPERATE APPROVED BY:		APPROVED AS: <input type="checkbox"/> CLASS A <input type="checkbox"/> CLASS B	DATE:
Type of Establishment/PE:	REGISTRATION/PERMIT NUMBER/PR:	FACILITY NUMBER/FA:	HSO RECEIPT NUMBER:



SELF-CERTIFICATION CHECKLIST

OWNER NAME(S) (please print):	COTTAGE FOOD OPERATION NAME:
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As the legal owner of the above Cottage Food Operation, I hereby certify that the operation conforms to the following requirements:

1. No cottage food preparation, packaging, or handling will occur in the home kitchen concurrent with any other domestic activities, such as meal preparation, dishwashing, clothes washing or ironing, kitchen cleaning, or guest entertainment.
2. No infants, small children, or pets will be in the home kitchen during the preparation, packaging, or handling of any cottage food products.
3. Kitchen equipment and utensils used to produce cottage food products will be clean and maintained in a good state of repair.
4. All food contact surfaces, equipment, and utensils used for the preparation, packaging, or handling of any cottage food products will be washed, rinsed, and sanitized before each use.
5. All food preparation and food and equipment storage areas will be maintained free of rodents and insects.
6. No smoking will occur in the portion of the 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 handled.
7. Any person with a contagious illness will refrain from work in the registered or permitted area of the cottage food operation.
8. Any person involved in the preparation or packaging of cottage food products will maintain their hands and exposed portions of arms clean and will wash hands before any food preparation or packaging activity.
9. All cottage food products will be properly labeled.
10. Water used during the preparation of cottage food products will meet potable drinking water standards.
11. Access to the registered or permitted areas in the home will be granted for the purpose of investigating a consumer complaint or reason to suspect that adulterated or otherwise unsafe food has been produced or that the cottage food operation has violated sections of the law pertaining to cottage food operations.
12. When advertising to the public, to include an internet website, social media platform, newsletter, newspaper, or other public announcement the following information shall be included on the advertisement:
 - a.) The county of approval
 - b.) The permit or registration number,
 - c.) A statement that the food is “Made in a Home Kitchen” or “Repackaged in a Home Kitchen.”

Signature(s) of owner(s)

Date



FOOD PRODUCTS & INGREDIENTS LIST

Please list all individual food products and ingredients in the areas provided below. If a primary ingredient contains 2 or more sub ingredients, the sub ingredients will also need to be listed. Refer to the sample label in Attachment 4. If you are making a product that contains components like frosting or filling, list as a separate product. Please attach additional pages, if necessary, to ensure all products are captured.

PRODUCT NAME	INGREDIENTS

SAMPLE LABELS

Cottage food products are to be prepackaged with the appropriate labeling affixed. A prepackaged product can be individually wrapped, placed in some type of bag, or boxed. The labels affixed to each unit of food product are required by law contain vital information to the consumer. Consumers have a right-to-know who made the product, where the product was made, the net weight of the product and most importantly for those consumers with food allergies, what ingredients can be found in the product. For more information regarding Cottage Food Labeling Requirements visit the California Department of Public Health website at www.cdph.ca.gov.

The following must be provided on the cottage food label:

1. “Made in a Home Kitchen” or “Repackaged in a Home Kitchen” in 12-point type*
2. Common name of the food product
3. Name of the Cottage Food Operation and address where the food product is produced*
4. Registration or permit number
5. Ingredient list, in descending order of predominance by weight, if the food product contains two or more ingredients
6. “County of Orange”
7. Net quantity of contents measured by “Net Weight,” “Net Count,” or “Net Volume”
8. Allergen declaration if the food contains any of the major food allergens.

MADE IN A HOME KITCHEN

Chocolate Chip Cookies with Walnuts

Betty’s Bright Bakery
123 Dough Street
Anytown, California 9XXXX
County of Orange
Registration/Permit
Number: PR#XXXXXXX

Ingredients: Enriched flour (Wheat flour, niacin, reduced iron, thiamine, mononitrate, riboflavin and folic acid), butter (milk, salt), chocolate chips (sugar, chocolate liquor, cocoa butter, butterfat (milk)), walnuts, granulated sugar, eggs, salt, pure vanilla extract (vanilla bean extractives in water and alcohol (41%)).

Contains: Wheat, eggs, milk, soy, walnuts Net Wt. 3 oz. (85.049 g)

Please include a sample of the label you will be affixing to your food products. If you have multiple food items like cookies and pies, provide labels for each food category.

NOTES:

- * A cottage food product that is served in a retail food facility without packaging or labeling shall be identified to the consumer as Made in a Home Kitchen on the menu, menu board, or other location that would reasonably inform a consumer of its homemade status.
- * If the Cottage Food Operation is listed in a major phone directory showing the name of the business and the address then just the city, state, and zip code may be printed on the label.



REGISTERED or PERMITTED AREAS LIST

The Cottage Food Operation law specifically calls for inspections or complaint investigations inside a private home if a cottage food operation is present and under certain conditions. The law goes on to specify delineated areas within the home that could be used to produce and store cottage food products. To avoid confusion and misunderstanding in the event that an onsite inspection or investigation is made, we ask you to identify the “registered” or “permitted” areas inside your home that will be subject to inspection or investigation. A **“registered or permitted area”** is defined as *“the portion of a private home that contains the private home’s kitchen used for the preparation, packaging, storage, or handling of cottage food products and related ingredients or equipment, or both, and attached rooms within the home that are used exclusively for storage.”* Registered or permitted areas do not include detached structures from the main residence or other areas outside. As a reminder any approved area must be rodent and insect proof.

List all kitchen areas or attached rooms where you will be producing, packaging, and storing your cottage food products. If there are changes that occur to this original list, please notify Environmental Health of the changes. This will assist staff during an inspection or an investigation.

REGISTERED OR PERMITTED AREA NAME	FURTHER DESCRIPTION