



## APPLICATION FOR COTTAGE FOOD OPERATION PERMIT

**Environmental Health Department**  
 1360 North Main Street, Bishop, CA 93514  
 www.inyocounty.us  
 (760) 878-0238

Permitted Cottage Food Operations (CFO) may prepare and package certain non-potentially hazardous foods from a home kitchen. The California Department of Public Health (CDPH) maintains a list of approved cottage food products that can be prepared in a permitted home kitchen. Perishable items including, but not limited to, cream fillings, cream cheese, custard, cooked vegetables, cooked beans, or animal products are not allowed.

### A complete application will include:

- Food handling certification
- Sample product label
- Recent water sample results (if applicable)
- Completed application
- Self-certification checklist
- Sample of packaging or product link
- List of food products and ingredients

BUSINESS INFORMATION		
<input type="checkbox"/> Class A (Direct sales only) – Direct sales between the permitted CFO and the consumer. I.e. direct customer transactions, bake sales, farmer’s markets, farm stands, holiday bazaars, etc.		
<input type="checkbox"/> Class B (Direct and indirect sales) – Sales directly to the consumer or to a third-party retail shop or food facility for resale and/or consumption.		
CFO Business Name		
Owner Name	Owner Phone	Date
CFO Home Address	CFO City	CFO ZIP
Mailing Address (if different from CFO address)	Mailing City	Mailing ZIP
Email Address		
CFO operation to take place within the City of Bishop <input type="checkbox"/> Yes <input type="checkbox"/> No		
POTABLE WATER SOURCE		
Cottage Food Operations served by non-public water source(s) must test for total coliform and <i>E. coli</i> bacteria, nitrate, and nitrite. Sample results older than 90 days will not be accepted.		
Water source(s): <input type="checkbox"/> Spring <input type="checkbox"/> Creek or surface water <input type="checkbox"/> Private well <input type="checkbox"/> Public water entity		
If the CFO is on a public water system, provide the name:		
WASTEWATER DISPOSAL		
Wastewater disposal: <input type="checkbox"/> Private septic system <input type="checkbox"/> Public sewer		
If the CFO is on a public sewer system, provide the name:		
FOOD HANDLING CERTIFICATION		
Any person who prepares or packages cottage food products must complete an American National Standards Institute (ANSI) certified food handler course. This requirement applies to the cottage food operator, the employee, and any household participating household members.		
FOOD PRODUCT LIST		
Verify that all CFO products and their ingredients are listed on the California Department of Public Health’s Approved Cottage Foods List prior to application submission. Attach a complete list of cottage food products. The information listed should include the common product common name and all ingredients and sub-ingredients to be used. <b>Product formulations will remain confidential.</b>		

## PACKAGING AND LABELING REQUIREMENTS

Provide a description or product sample of all types of packaging to be used. Include a sample label that will be affixed to the cottage food product packaging.

All cottage food products are required to be labeled in accordance with specific state and federal labeling regulations. Each label must include:

1. The permitted CFO Business Name
2. The common name of the food product or an adequately descriptive name (i.e. chocolate chip cookies)
3. Ingredients listed in descending order of predominance by weight
4. Allergen statement if the product contains ANY of the Big 8 Food allergens: Wheat, milk, peanuts, tree nuts, eggs, soy, fish, shellfish
5. The words "Made in a Home Kitchen" or "Repackaged in a Home Kitchen," as applicable
6. The permit number of the CFO
7. The name of the county that issued the permit or registration number (Inyo)
8. The city, state, and zip code where the CFO is located
9. The net quantity (count, weight, or volume) of the food product, state in both English units (i.e. pounds) and metric units (i.e. grams)

### EXAMPLE OF A CFO LABEL

*Jimmy's Tasty Treats*

Bishop, CA 93514

#### **Chocolate Chip Cookies with Walnuts**

**Ingredients:** Enriched flour (wheat flour, niacin, reduced iron, thiamine mononitrate, riboflavin, and folic acid), butter (milk, salt), chocolate chips (sugar, chocolate liquor, cocoa butter and butterfat), walnuts, sugar, eggs, salt, artificial vanilla extract, and baking soda.

**Contains:** Wheat, eggs, milk, and walnuts

Net weight 6 oz. (170.1 grams)

#### **MADE IN A HOME KITCHEN**

Permit Number XXXXXX

Issued in Inyo County

**COTTAGE FOOD OPERATIONS SELF-CERTIFICATION CHECKLIST**

**By initialing, I hereby attest that I, and any other person(s) involved in this Cottage Food Operation, shall abide by the following:**

	1. No cottage food preparation, packaging, or handling may occur in the home kitchen concurrent with any other domestic activities, such as family meal preparation, dishwashing, clothes washing or ironing, kitchen cleaning, or guest entertainment.
	2. No infants, small children, or pets may 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 shall 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 shall be washed, rinsed, and sanitized before each use.
	5. All food preparation and food equipment storage areas shall be maintained free of rodents and insects.
	6. Smoking shall 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 handled.
	7. A person with a contagious illness shall refrain from work in the registered or permitted area(s) of the cottage food operation.
	8. A person involved in the preparation or packaging of cottage food products shall keep his/her/their hands and exposed portions of his/her/their arms clean and shall wash his/her/their hands before any food preparation or packaging activity in a cottage food operation.
	9. A cottage food operation shall properly label all cottage food products.
	10. Potable water shall be used for hand washing, ware washing, and as an ingredient.
	11. In addition to the CFO, only one full-time equivalent employee is allowed. Immediate family or household members are not counted.
	12. I understand that only non-potentially hazardous foods may be produced by a Cottage Food Operation. Products must be included on the list of CDPH Approved Cottage Foods.
	13. The use of cannabis or cannabis extract in cottage food products is prohibited.
	14. No unapproved health or nutritional claims will be listed on the cottage food product packaging or labeling. Examples include, but are not limited to: "calorie-free;" "fat-free;" "sugar-free;" "gluten-free;" "no gluten;" "without gluten;" "high fiber;" "low calorie;" "low sodium;"
	15. The term "organic" can only appear on cottage food product ingredient list, packaging or labeling if registered with the California Department of Food and Agriculture.

By signing below, I declare under penalty of perjury that all statements made herein are correct and true. I hereby consent to all necessary Environmental Health inspections made pursuant to law and incidental to this permit. I acknowledge that I must notify the Inyo County Environmental Health Department of any changes to the above statements. I certify that I am familiar with the laws and regulations pertaining to Cottage Food Operations as stated in Chapter 11.5, section 114365 of the California Retail Food Code and agree to operate in a manner consistent with these laws.

Print name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_