

**COUNTY OF MONTEREY
DEPARTMENT OF HEALTH
ENVIRONMENTAL HEALTH BUREAU**



**COTTAGE FOOD OPERATIONS INSPECTION PROGRAM
PERMIT APPLICATION**

A Cottage Food Operation allows for food that is not potentially hazardous (please see approved food product list) to be produced in the kitchen of a person's primary domestic residence in California and only for sale directly to the consumer. In order to sell retail at special events or at a farmers market, an additional permit will be required.

Cottage Food Operation Class A products cannot be sold to retail food facilities, wholesale, or by mail order. Products cannot be sold out of state. Sales must be picked up or delivered in person within the state.

Name of Cottage Food Operation (CFO): _____

Property Information

Physical Address of Cottage Food Operation: _____

Assessor's Parcel Number (APN): _____

Information of Cottage Food Operator (Applicant)

Name of Operator: _____

Business Phone #: _____ Cell Phone #: _____

Mailing Address: _____

Email: _____ Permit Facility ID: _____

Water Supply:

Please check the water source that will serve the CFO:

Municipal Water System

*Aromas Water District
California American Water Service (Cal-Am)
California Water Service (Cal Water)
Castroville Community Services District*

*Marina Coast Water District
San Ardo Water District
San Lucas Water District
Santa Lucia Preserve Water Company*

Private Well - (Must provide current sample report showing minimum nitrate and coliform bacteria levels).

Private Water System, Name: _____

Garbage Disposal:

The property is required to have garbage service. ***Attach a copy of the most recent garbage service bill.***

Wastewater Disposal:

Please check the method of wastewater disposal that serves the property:

- Public Sewer Service Onsite Wastewater Treatment System (OWTS, or Private Septic)

The wastewater produced from CFO food production / preparation operation may exceed the original design requirements and result in premature OWTS failure. In the event of OWTS failure or sewage backup into the home, you are required to notify Monterey County Environmental Health Bureau immediately and obtain a repair permit as necessary.

Food Safety/Handler Card (attach a copy of the card)

Name of Card Holder: _____ ID # _____

Products (Please check the items you will prepare and sell)

- | | |
|--|--|
| <input type="checkbox"/> <u>Baked goods</u> without cream, custard, or meat fillings, such as breads, biscuits, churros, cookies, pastries, and tortillas | |
| <input type="checkbox"/> Candy, such as brittle and toffee | <input type="checkbox"/> Chocolate-covered nonperishable foods, such as nuts and dried fruit |
| <input type="checkbox"/> Dried fruit | <input type="checkbox"/> Dried pasta |
| <input type="checkbox"/> Dry baking mixes | <input type="checkbox"/> Fruit pies, fruit empanadas, and fruit tamales |
| <input type="checkbox"/> Granola, cereals, and trail mixes | <input type="checkbox"/> Herb blends and dried mole paste |
| <input type="checkbox"/> Honey and sweet sorghum syrup | <input type="checkbox"/> Jams, jellies, preserves, and fruit butter that comply with the standard described in Part 150 of Title 21 of the Code of Federal Regulations (These should be fruit products to assure that they are not potentially hazardous). |
| <input type="checkbox"/> Nut mixes and nut butters | <input type="checkbox"/> Waffle cones and pizzelles |
| <input type="checkbox"/> Popcorn | |
| <input type="checkbox"/> Vinegar and mustard | |
| <input type="checkbox"/> Roasted coffee and dried tea | |

Description of Product(s): _____

Item: _____

Product Labeling (Attach a label sample)

All cottage food products must be properly labeled in compliance with the Federal, Food, Drug, and Cosmetic Act (21 U.S.C. Sec. 343 et seq.) The label shall include:

- The words "Made in a Home Kitchen" in 12-point type
- The name commonly used for the food product
- Name of CFO which produced the food product
- The registration or permit number of the CFO which produced the cottage food product and the name of the local enforcement agency that issued the registration or permit number
- Product ingredients in descending order by weight

1270 Natividad Road, Salinas, CA 93906 (831) 755-4508

Example:

MADE IN A HOME KITCHEN ~ MONTEREY COUNTY REGISTRATION CLASS _____ # _____ <h2 style="margin: 0;">Chocolate Chip Cookie</h2> <p style="margin: 0; font-size: small;">Monterey County Resident 1019 Food Safety Drive Monterey County, California 123456</p> <p style="margin: 0; font-size: x-small;">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), Soy lecithin as an emulsifier), walnuts, sugar, eggs, salt, artificial vanilla extract, baking soda. Contains: wheat, eggs, milk, soy, walnuts</p> <p style="margin: 0; font-size: small;">Net Wt. 3 oz</p>
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Cottage Food Operator's Statements

I agree to grant Monterey County Health Department Environmental Health Division the right to enter, during normal business hours or at other reasonable times, to conduct an inspection of my cottage food operation's primary domestic residence in the event of a consumer complaint, food borne illness outbreak, and/or the collection of food samples. _____ (Cottage Food Operator's Initials)

I agree to comply with all codes, restrictions and regulations of the RMA- Monterey County Planning Department in respect to Cottage Food Operations. A Cottage Food Operation may be conducted subject to the following:

1. The Cottage Food Operation is conducted from a legally established residence;
2. Only those individuals residing within the residence shall participate in the Cottage Food Operation, with the exception that a Cottage Food Operation may have up to one (1) full-time equivalent employee who does not reside in the residence;
3. Customers of the Cottage Food Operation shall be prohibited from consuming any products purchased from the Cottage Food Operation on the premises where such product was produced and/or packaged. Seating or restaurant-style operations are strictly prohibited;
4. All facets of the Cottage Food Operation must be contained in the residence;
5. There shall be no advertising for the Cottage Food Operation allowed on the property (i.e. signs);
6. There shall be no production of noxious or toxic fumes, nor increase in the amount or duration of noise or traffic levels above ordinary residential use; nor use, storage or disposal of materials of a nature or quantity not ordinarily found in residential neighborhoods, which have the potential to endanger health, safety, or peaceful enjoyment of their property or neighborhood residence, or to constitute a hazard to their environment.

_____ (Cottage Food Operator's Initials)

I declare under penalty of perjury that the information contained in this application are true and correct to best of my knowledge. *In order to sell retail at special events or at a farmers market, an additional permit will be required.*

Signature of Cottage Food Operator

Date

For Office Use Only

Date Paid:	Amount :	Rec'd: <input type="checkbox"/> Counter <input type="checkbox"/> Mail <input type="checkbox"/> Planning & Building
FA:	Approved : <input type="checkbox"/> CHPS ok to issue permit by: _____	



Cottage food Class A
Attachment A: Self-Certification Checklist

After reading each of the statements initial and sign each to indicate that you have read and understand these practices, and will implement them in Cottage Food operation

1. No cottage food preparation, packaging or handling will 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 and 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.

7. A person with a contagious illness shall refrain from work in the registered or permitted area of the cottage food operation.

8. All Cottage Food workers shall keep his or her hands and exposed portions of their arms clean and shall wash their hands before any food preparation or packaging activity. Refer to the enclosed hand-washing handout.

9. All food ingredients shall be obtained from an approved source, e.g., grocery store, farmer's market, certified farm, licensed wholesaler.

10. Gloves shall be worn during food preparation if the employee has cuts sores, rashes, artificial nails, nail polish or rings.

11. Water used during the preparation of cottage food products including water used as an ingredient, equipment and hand-washing must be potable.

- Municipal Water System On Site Well Bottled Water

I hereby acknowledge that I have read and understand this document and agree to implement and adhere to these regulations as well as applicable sections of the California Retail Food Code.

Signature of Owner or Operator

Date

For Office Use Only

Table with 2 columns and 2 rows for office use only, containing fields for Date Paid, Amount, Rec'd status, FA, and Approved status.