COTTAGE FOOD OPERATIONS INSPECTION PROGRAM
REGISTRATION 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 farmer’s 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: Facility ID:

Water Supply: (Please check the water source that will serve the CFO)

☐ Municipal Water System
  - Aromas Water District
  - San Ardo Water District
  - Castrovile Community Services District
  - Marina Coast Water District
  - California Water Service (Cal Water)
  - Santa Lucia Preserve Water Company
  - California American Water Service (Cal-Am)
  - San Lucas Water District
☐ 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.
Name of Card Holder: ___________________________  ID # ___________________________

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

- **Baked goods** without cream, custard, or meat fillings, such as breads, biscuits, churros, cookies, pastries, and tortillas
- Candy, such as brittle and toffee
- Chocolate-covered nonperishable foods, such as nuts and dried fruit
- Dried Fruit
- Dried Pasta
- Dry baking mixes
- Fruit pies, fruit empanadas, and fruit tamales
- Granola, cereals, and trail mixes
- Herb blends and dried mole paste
- Honey and sweet sorghum syrup
- Waffle cones and pizzelles
- Nut mixes and nut butters
- Popcorn
- Vinegar and mustard
- Roasted coffee and dried tea
- Cotton Candy
- Candied Apples
- Confections such as salted caramel, fudge, marshmallow bars, chocolate covered marshmallow, nuts, and hard candy, or any combination thereof
- Buttercream frosting, buttercream icing, buttercream fondant, and gum paste that do not contain eggs, cream, or cream cheese
- Dried or Dehydrated vegetables
- Dried vegetarian-based soup mixes
- Vegetable and potato chips
- Ground Chocolate
- Seasoning Salt
- Flat Icing
- Marshmallows that do not contain eggs
- Popcorn Balls
- Dried grain mixes
- Fried or baked donuts and waffles
- Dried hot chocolate (dried powdered mixes or molded hardened cocoa pieces)
- Fruit infused vinegar (containing only high-acid fruits)
- Dried fruit powders
- Dried spiced sugars
- 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)

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<tr>
<th>PRODUCT NAME</th>
<th>PRODUCT CATEGORY</th>
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CFO A Rev. 5/2020
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:

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<th>CLASS A LABEL REQUIREMENTS (SINGLE LABEL)</th>
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<tr>
<td><strong>Product Name</strong> - This is the common name of product.</td>
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<td><strong>Business Name</strong> - This is the registered name of the Cottage Food Operation.</td>
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<td><strong>Business Address</strong> - The city, and zip code of the CFO operation which produced the cottage food product. If the CFO is not listed in a current telephone directory, then a street address must also be included on the label. (A contact phone number or email address is optional but may be helpful for contact in case a consumer wishes to contact you.)</td>
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| **Consumer Notification** - All labels must contain the wording “Made in a Home Kitchen” or “Repackaged in a Home Kitchen”.  
*This is the exact wording that must be used and must be printed in at least 12-point font.* |
| **List of Product Ingredients** - If the product contains two or more ingredients, the ingredients must be listed in descending order of predominance by weight. Sub-ingredients of a food listed as an ingredient must also be listed following the name of the ingredient. |
| **Allergen Declaration** - If the food contains any of the major food allergens: milk, eggs, tree nuts (e.g., almonds, pecans, walnuts), wheat, peanuts, or soybeans (or soy-based products), a declaration of the allergens present must be provided. |
| **Net Quantity** - Refers to the quantity (weight or volume) of food in a package or container. Information must be stated in BOTH English Units (pound) and Metric Units (grams). |
| **Registration Number** - This number will be issued following approval of the submitted CFO application. For label submittal purposes, the following placeholder may be used: FAXXXXX. |
| **Name of Issuing County** - The following must be on each Class A label: Registration Issued by Monterey County. |

**IMPORTANT**: A Nutrition Facts Panel must be incorporated into the label if the food label makes any nutrient content health claims. Using the following eleven terms are considered a nutrient content health claim (nutritional value of a food): free, low, reduced, fewer, high, less, more, lean, extra lean, good source, and light.

Example:

**MADE IN A HOME KITCHEN ~ MONTEREY COUNTY REGISTRATION CLASS A # FA ____________**

**CHOCOLATE DELIGHTS**

Chocolate Chip Cookie  
Monterey County Resident  
Monterey, California 12345

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

Net Wt. 3 oz
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 farmer’s market, an additional permit will be required.

__________________________________________________________  __________________________
Signature of Cottage Food Operator                                      Date

__________________________________________________________
Print Name
After reading each of the statements initial each to indicate that you have read and understand these practices and will implement them in your 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 handwashing 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 handwashing 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

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PR:  
AR:  

□ EHR:  
□ DWPS:  
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