



Public Information

County of Ventura • Resource Management Agency • Environmental Health
800 S. Victoria Ave, Ventura, CA. 93009 • 805 654-2813 • www.vcrma.org/envhealth

COTTAGE FOOD OPERATIONS: CLASS B DIRECT AND INDIRECT SALES REQUIREMENTS

Revised June 6, 2017

BACKGROUND

Section 113758(a)(2) of the California Retail Food Code (CRFC) defines a “Class B” Cottage Food Operation as a Cottage Food Operation (CFO) that may engage in both direct sales and indirect sales of Cottage Food products from the Cottage Food Operation or other direct sales venues, from offsite events, or from a third-party permitted retail food facility. The direct sales mean a transaction between the Cottage Food Operation operator and a consumer, where the consumer purchases the Cottage Food product directly from the Cottage Food Operation, including but not limited to: holiday bazaars, bake sales, food swaps, farm stands, certified farmers’ markets, community supported agriculture groups and other temporary events, and in person at the Cottage Food Operation location. The indirect sales mean an interaction between a Cottage Food Operation, a third-party retailer, and a consumer, where the consumer purchases Cottage Food products made by the Cottage Food Operation from a third-party retailer that holds a valid permit issued by the Ventura County Environmental Health Division. Indirect sales include, but are not limited to, sales made to retail shops or to retail food facilities where food may be immediately consumed on the premises.

“Class B” CFOs must submit the permit application form to the Ventura County Environmental Health Division (EHD) for review and approval in order to operate. The form is included at the end of this document. The “Class B” CFO is required to receive an initial inspection and may be inspected once per year but is not considered a “Food Facility” as defined in section 113789 of the CRFC. The fee for the CFO “Class B” annual permit is \$285.

SCOPE

Environmental Health considerations, including safe food handling and water and sewage disposal systems, are in the Operational Requirements section. Referenced sections of the California Retail Food Code are provided in parentheses. Operators of “Class B” CFOs must contact their local Building, Planning, and Fire authorities, as well as their business license office, for more information on other requirements.

DEFINITIONS

- 1. Cottage Food Operator:** An individual who operates a Cottage Food Operation in his or her private home and is the owner of the Cottage Food Operation. (113758 (b)(2))
- 2. Cottage Food Employee:** An individual, paid or volunteer, who is involved in the preparation, packaging, handling, and storage of a Cottage Food product, or otherwise works for the Cottage Food Operation. An employee does not include an immediate family member or household member of the Cottage Food Operator. (113758 (b)(1))
- 3. Cottage Food Products:** Nonpotentially hazardous foods, including foods that are described in Section 114365.5 and that are prepared for sale in the kitchen of a Cottage Food Operation. (113758 (b)(3))
- 4. Direct Sale:** A transaction within the State between a Cottage Food Operation operator and a consumer, where the consumer purchases the Cottage Food product directly from the Cottage Food Operation. Direct sales include, but are not limited to, transactions at holiday bazaars or other temporary events, such as bake sales or food swaps, transactions at farm stands, Certified Farmers' Markets, or through community-supported agriculture subscriptions, and transactions occurring in person in the Cottage Food Operation. (113758 (b)(4))
- 5. Indirect Sale:** A transaction between a Cottage Food Operation, a third-party retailer, and a consumer, where the consumer purchases Cottage Food products made by the Cottage Food Operation from a third-party retailer that holds a valid permit issued pursuant to Section 114381. Indirect sales include, but are not limited to, sales made to retail shops or to retail food facilities where food may be immediately consumed on the premises. (113758(b)(5))
- 6. Private Home:** A dwelling, including an apartment or other leased space, where individuals reside. (113758 (b)(6))
- 7. Registered or Permitted Area:** 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. (113758 (b)(7))

STRUCTURAL REQUIREMENTS:

“Class B” CFOs (Cottage Food Operations) are single-family style homes or apartments with noncommercial kitchens. Local Building, Planning, and Fire authorities must be consulted for construction and zoning standards.

1. **CFO Area:** Any and all equipment, utensils, food, drinks, ingredients, and items used for the CFO must be stored and used inside the walls of the home. No Cottage Food functions including storing, preparation, mixing, assembling, packaging, labeling may occur in the backyard, shed, garage, lean-to, vehicle, out-building or any other structure or location that is not inside the living space of the home. (113758(b)(7))

Any and all equipment, utensils, food, ingredients, and items used for the CFO must be stored in such a way that they are inaccessible to pets or vermin. No pets are allowed in the registered area during CFO food handling or preparation activities. No children are allowed in the registered area during CFO food handling or preparation activities. (114365(a)(ii)(v))(114365.2 (113980))

2. **Hand Washing Facilities:** The kitchen sink may be used for hand washing. Therefore, the sink must be available for hand washing during food handling or preparation activities. The sink must be supplied with pump liquid soap and warm water. Single use paper towels in a dispenser must be provided for drying hands. (114365.2 (113953.3)(113967) (b))
3. **Refrigeration:** Domestic or commercial refrigeration units are required to hold potentially hazardous ingredients cold, at 41°F. The units must be clean, and have an adequate capacity of refrigeration unit space. In these refrigeration units there must be enough storage space to accommodate all potentially hazardous food items and ingredients that are dedicated to CFO usage. (114365.2 (113980))
4. **Equipment and Utensils:** Must be clean, cleanable, function properly, and in a good state of repair. (114365 (a)(1)(iii))
5. **Utensil Washing/Sanitizing:** Washing equipment and utensils must be done in one of the following ways: (114365 (a)(1)(iv))
 - a. If using a one compartment sink: Wash with liquid soap and warm water in the sink and rinse over the sink. Drain sink. Fill with warm sanitizer water of one tablespoon unscented household bleach per gallon of water (100 PPM). Allow at least 30 seconds contact time in the bleach solution for sanitizing. Adequate cleaned and sanitized counter space shall be provided for air-drying washed and sanitized dishes.
 - b. If using a two compartment sink: Wash with liquid soap and warm water in the first compartment, rinse in warm running water over the first compartment sink, and sanitize in the second compartment using one tablespoon of unscented household bleach per one gallon of water (100 PPM). Allow at least 30 seconds contact time in the bleach solution for sanitizing. Adequate cleaned and sanitized counter space shall be provided for air-drying washed and sanitized dishes.
 - c. If using a three compartment sink: Wash in first compartment with warm water with liquid soap, rinse in the middle compartment in warm water, and

sanitize in the third compartment using one tablespoon of unscented household bleach per one gallon of water (100 PPM). Allow at least 30 seconds contact time in the bleach solution for sanitizing. Adequate cleaned and sanitized counter space shall be provided for air-drying washed and sanitized dishes.

- d. If using a domestic dishwashing machine: Use proper soap for the machine. The machine must have a high heat drying cycle to dry and sanitize utensils. This high heat cycle must be at least 160°F or greater at the surface of the utensil.
6. **Countertops:** Tiled countertops must be sealed, cleanable, and in good repair at all times. Any wooden preparation surfaces, such as a dough table or cutting board, must be of a food-grade design and finish and be maintained clean and in good condition without any signs of defect or deterioration that would prevent it from being cleanable. (114365 (a)(1)(iii))

OPERATIONAL REQUIREMENTS:

1. **Permit-** A “Class B” CFO must have a valid Permit to Operate with the Ventura County Environmental Health Division. A permit is nontransferable and is only valid for the persons, location, type of food sales, distribution activity specified by that permit, and, unless suspended or revoked for cause, for the time period indicated. The permit or an accurate copy thereof must be retained by the operator onsite at the time of either direct or indirect Cottage Food sale. The CFO operator will need to contact the local Planning Department for guidance in the city or county where they reside. (114365 (a)(2)(A)(D))
2. **Food Preparation and Temperature Control** - All potentially hazardous food must be held at or below 41°F at all times to prevent growth bacteria that may cause food-borne illnesses. Frozen potentially hazardous foods must be stored in their frozen state unless being thawed for food preparations. (114365.2 (113980))
The following are the safest methods for thawing frozen potentially hazardous foods:
 - a. In refrigeration units.
 - b. Under cool running water (71°F or less) for no more than 2 hours.
 - c. As part of the cooking process.
 - d. In a microwave oven if immediately prepared.

**Each refrigeration unit used for storing potentially hazardous foods must be equipped with a thermometer that is easily readable and accurate to plus or minus 2°F. Using ice to store cold potentially hazardous foods is not recommended. Storing non-CFO foods, beverages, snacks, ingredients, desserts or any other item in the same refrigeration unit is not recommended.

- 3. Food Sources** - All foods or ingredients used in a Cottage Food Operation shall come from an approved source and shall be obtained from sources that comply with all applicable laws. Approved sources include an acceptable producer, manufacturer, distributor, or a permitted food facility. (114021)
- 4. Food Storage** - All food shall be manufactured, produced, prepared, compounded, packed, stored, transported, kept for sale, and served so as to be pure and free from adulteration and spoilage. All food shall be protected from dirt, vermin, unnecessary handling, droplet contamination, overhead leakage, or other environmental sources of contamination. Adequate and suitable space shall be provided for the storage of food and ingredients. It is recommended that all food shall be stored at least 6 inches above the floor. (114365.2 (113980))
- 5. Nonfood Storage** - Nonfood items shall be displayed and stored in an area separate from food. It is recommended that only those insecticides, rodenticides, and other pesticides that are specifically approved for use in a food establishment are safe to be used. Check the label as it will state if it is food establishment approved. All poisonous substances, detergents, bleaches, cleaning compounds, and all other injurious or poisonous materials shall be used and stored in containers specifically and plainly labeled as to contents, hazard, and use. All poisonous substances, detergents, bleaches, cleaning compounds, and all other injurious or poisonous materials shall be stored and used only in a manner that is not likely to cause contamination or adulteration of food, food contact surfaces, utensils, or packaging materials. Recommend always storing these items below food and related utensils or equipment. Medicines that are in the CFO for the employees' use shall be labeled and stored so as to prevent the contamination of food, equipment, and utensils. First aid supplies shall be stored in a labeled kit that is located to prevent the contamination of food and food-related items. (114365.2 (113980))
- 6. Food Handlers** - The Cottage Food Operator, immediate family members or an employee of the Class B CFO shall have passed a CDPH approved California Food Handler course within 90 days of permit issuance. The course must be completed every 3 years. Actions by food handlers in a CFO shall not result in the contamination or adulteration of food, food contact surfaces, or utensils. Food handlers shall keep their fingernails, trimmed, filed, and maintained so the edges and surfaces are cleanable. Smoking is prohibited in the portion of the 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. (114365.2 (d))(114365(a)(1)(A)(vi))
- 7. Hand Washing** - A person involved in the preparation or packaging of Cottage Food products shall keep their hands and exposed portions of their arms clean and shall wash their hands immediately prior to food preparation or packaging activities. Hand washing practices begin by vigorously rubbing hands with cleanser

and warm water, paying particular attention to areas between the fingers and around and under the nails, rinsing with clean water. It is recommended that Cottage Food Operators dry their hands with a single service paper towel. All food handlers in a CFO shall thoroughly wash their hands and any exposed areas of the arms before commencing work, immediately after using the toilet facilities, and as frequently as necessary to prevent contamination of food or related equipment. (114365.2 (113953.3))

- 8. Wounds/Illness and Bandages** - A person with a contagious illness shall refrain from work in the registered area of the Cottage Food Operation. A person with a lesion or a wound that is open and draining on the hands, wrists, exposed portions of the arms, or other parts of the body that cannot be controlled by an impermeable, dry, durable, tight-fitting bandage or covering shall refrain from work in the permitted area of the Cottage Food Operation. When finger cuts occur, apply an impermeable, dry, durable, tight-fitting bandage and cover it with a single-use disposable food service glove before continuing food preparation or packaging activities. (114365.2 (113973))
- 9. Tobacco Use** - A person involved in the preparation or packaging of Cottage Food products shall not use any form of tobacco during such activities in the permitted area of the CFO. (114365.2 (113967))
- 10. Hair and Beard Restraints** - A person involved in the preparation or packaging of Cottage Food products shall wear hair restraints such as hats, hair coverings, or nets which are designed and worn to effectively keep their hair from contacting non-prepackaged food, clean utensils and equipment, and food contact surfaces. (114365.2 (113980))
- 11. Clean Clothes** - A person involved in the preparation or packaging of cottage food products shall wear clean outer clothing to prevent contamination of food, equipment, utensils, and food contact surfaces. (114365.2 (113980))
- 12. Washing and Sanitizing** - Kitchen equipment, utensils, and food contact surfaces used to produce Cottage Food products shall be clean and maintained in a good state of repair and shall be sanitized immediately prior to conducting food preparation or packaging. (114365 (a)(1)(iv))

Approved sanitizing solutions include: 25 ppm available iodine, or 100 ppm available chlorine, or 200 ppm quaternary ammonium. To make a 100 ppm chlorine sanitizer solution, use unscented household bleach 1 tablespoon per 1 gallon of water. For best results the chlorine should be used in warm water (110°F). Wiping cloths should remain in a bleach sanitizing bath/bucket when not in use. Sanitizing buckets should be remixed when the solution appears cloudy. The use of sponges when cleaning and/or sanitizing food-contact surfaces is not recommended.

- 13. General Sanitation** - No Cottage Food preparation, packaging, or handling may occur in the home kitchen/permitted area concurrent with any other domestic activities, such as family meal preparation, dishwashing, clothes washing, or guest entertainment. Adequate and suitable counter space shall be provided for all food preparation operations. The sinks used for food preparation should not be used to discharge wastewater from janitorial activities. Warm potable water shall be provided for food preparation, hand washing, cleaning and sanitizing, and janitorial purposes for a Cottage Food Operation. (114365 (a)(1)(A)(i)(iv), 114365.2 (c))
- 14. Animals and Vermin** - Animals/pets are not allowed in the permitted areas of the Cottage Food Operation during the preparation, packaging, or handling of Cottage Food products. Cottage Food Operations shall be fully enclosed and constructed, equipped, maintained, and operated so as to prevent the entrance and harborage of vermin, including, but not limited to, rodents and insects. (114365 (a)(1)(A)(ii)(v))
- 15. Garbage** - The premises of each Cottage Food Operation shall be kept clean and free of litter, rubbish, and vermin. All waste and rubbish produced by Cottage Food Operations shall be removed and disposed of in a sanitary manner as frequently as necessary to prevent the creation of a nuisance. Use of a disposable bag which is impervious to moisture and then sealed is highly recommended. All food waste and rubbish containing food waste shall be kept in leak proof and rodent proof containers and shall be contained so as to minimize odor and insect development by covering with close-fitting lids. (114365.2 (113980))
- 16. Water and Sewer** - An adequate, protected, pressurized potable supply of hot water at least 120°F, and cold water, shall be provided for Cottage Food Operations. The water supply shall be from an approved water system and all plumbing and plumbing fixtures shall be installed in compliance with local plumbing ordinances, shall be maintained so as to prevent any contamination, and shall be kept clean, fully operative, and in good repair. If CFO is served by a private onsite well, then water sampling is necessary to ensure the water is negative for coliform bacteria. All liquid wastes shall be disposed of through an approved sewerage plumbing system and shall discharge into the public sewer system or into an approved private sewage disposal system. (114365.2 (c))
- 17. Restrooms** - The premises of a Cottage Food Operation shall have an approved restroom that is kept clean and in good repair. Hand washing facilities shall be provided within or adjacent to toilet rooms and shall be equipped to provide warm water under pressure for a minimum of 15 seconds. Hand washing cleansers and single-use sanitary towels must be provided at or adjacent to the hand washing facility. (114365.2 (113953.3, 113967))

COTTAGE FOOD PRODUCT LABELING

For a detailed description, see the California Department of Public Health (CDPH) document “[Labeling Requirements for Cottage Food Products](https://www.cdph.ca.gov/Programs/CEH/DFDCS/CDPH%20Document%20Library/FDB/FoodSafetyProgram/CottageFood/CFLabelingReq.pdf)” at:

<https://www.cdph.ca.gov/Programs/CEH/DFDCS/CDPH%20Document%20Library/FDB/FoodSafetyProgram/CottageFood/CFLabelingReq.pdf> .

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.). Packaged, processed food labels usually have two distinct areas: the Principal Display Panel (PDP) and the Information Panel. If the label is split into two parts, the information identified in italics followed by (PDP) below must be provided on the Principal Display Panel. If all the required information is provided on one label it must be in a size and manner that will allow the information to be read by the average consumer.

The label must include:

- *The words “Made in a Home Kitchen” in 12-point type.* (PDP)
- *The name commonly used to describe the food product.* (PDP)
- The name, city, state and zip code of the Cottage Food Operation which produced the Cottage Food product. If the firm is not listed in the current telephone directory, then a street address must also be declared. (A contact phone number or email address is optional but may be helpful for consumers to contact your business.)
- The permit number of the Cottage Food Operation which produced the Cottage Food product and the name of the county where the permit was issued.
- The ingredients of the food product, in descending order of predominance by weight, if the product contains two or more ingredients. The sub-ingredients of a food that is an ingredient in another food may be declared following the name of the ingredient.
- Foods with two or more discrete components (e.g. cake with frosting) may have a separate ingredient list for each of the components, or list all of them together under one list.
- *The net quantity (count, weight, or volume) of the food product. It must be stated in both English (pound) units and metric units (grams).* (PDP)
- A declaration on the label in plain language if the food contains any of the eight major food allergens such as milk, eggs, fish, shellfish, tree nuts, wheat, peanuts, and soybeans.
- If the label makes approved nutrient content claims or health claims, the label must contain a “Nutrition Facts” statement on the information panel.
 - The use of the following eleven terms are considered nutrient content claims (nutritional value of a food): free, low, reduced, fewer, high, less, more, lean, extra lean, good source, and light. Specific requirements have been established for the use of these terms. Please refer to the Cottage Food Labeling Guideline at: <https://www.cdph.ca.gov/Programs/CEH/DFDCS/CDPH%20Document%20Library/FDB/FoodSafetyProgram/CottageFood/CFLabelingReq.pdf> for more details.

- Products labeled as “Organic” must be certified by a third party accredited certifying organization, and that organization’s name must appear on the information panel of the organic food product. Products may be labeled as “100% organic” or “organic” if they are comprised of 100% certified organic ingredients or 95% certified organic ingredients, respectively (minus water and salt). Products containing between 70% and 95% certified organic ingredients may make a “Made with Organic” claim on their label.
- Labels must be legible and in English (accurately translated information in another language may accompany it).
- Labels, wrappers, inks, adhesives, paper, and packaging materials that come into contact with the Cottage Food product, by touching the product or penetrating the packaging, must be food-grade (safe for food contact) and not contaminate the food.

Example:

<p style="text-align: center;">MADE IN A HOME KITCHEN Permit #: 12345 Issued in county: County name</p> <p style="text-align: center;">Chocolate Chip Cookies With Walnuts Sally Baker 123 Cottage Food Lane Anywhere, CA 90XXX</p> <p>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, sugar, eggs, salt, artificial vanilla extract, baking soda.</p> <p>Contains: Wheat, eggs, milk, soy, walnuts</p> <p style="text-align: center;">Net Wt. 3 oz. (85.049g)</p>
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Note: For the “Issued in County” – Ventura County must be indicated.

Cottage Food Products Sold in Food Facilities

A Cottage Food product that is served by a food facility such as a restaurant, without packaging or labeling, shall be identified to the consumer as homemade on the menu, menu board, or other location that would reasonably inform a consumer of its homemade status. For the purpose of this document, “Homemade” means food made at a CFO.

LIMITATIONS

1. A CFO can have only one full-time equivalent Cottage Food employee, not including a family or household member.
2. The CFO is limited to gross annual sales of \$50,000.00:
3. A Cottage Food product shall not be potentially hazardous food. CDPH is responsible for maintaining the list of Approved Cottage Foods on its website at: <https://www.cdph.ca.gov/Programs/CEH/DFDCS/CDPH%20Document%20Library/FDB/FoodSafetyProgram/CottageFood/ApprovedFoodList.pdf> and may add or delete Cottage Food products from the list. Any change to the list shall become effective 30 days after it is added or removed from the list.
4. “Class B” Cottage Food Operations may engage in both “direct” sales and “indirect sales” of Cottage Food products from the Cottage Food Operation, from offsite events, or from a third-party retail food facility such as restaurants and markets within Ventura County.
5. “Class B” Operations may also engage in “indirect” sales in jurisdictions outside their home-permitted jurisdiction, if the Environmental Health Director in that outside jurisdiction permits the operator to conduct indirect sales within their jurisdiction. Only “indirect” sales are allowed under this provision of the code.
6. A Cottage Food Operator may accept orders and payments via the internet, mail or phone. However, the CFO must deliver their CFO products directly (in person) to the customer. The CFO products may not be delivered via US Mail, UPS, FedEx or using any other indirect delivery method. This includes both “direct” and “indirect” sales. Sales involving these indirect delivery methods are regulated/subject to CDPH registration and state and federal requirements.



Ventura County Environmental Health Division
 800 S. Victoria Ave., Ventura CA 93009-1730
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 Internet Web Site Address: www.vcrma.org/envhealth

FOR OFFICE USE ONLY
PE CODE: _____
SR #: _____
FA #: _____
AR #: _____
INV #: _____

COTTAGE FOOD OPERATION (CFO) CLASS B PERMIT APPLICATION FORM

CFO Business Name:		Date:	
CFO Physical Address:		CFO City:	CFO ZIP:
Owner Name:	Owner Phone:	Owner Cell:	
Mailing Address (if different):		Mailing City:	Mailing ZIP:
Email Address:			
Website:			
Days and hours of food preparation at the CFO:			
Employee(s) Name(s):			

1. Prohibited Items: Initial if you agree to abide by the following: _____

Foods containing **cream, custard, or meat fillings** are **potentially hazardous** and are **NOT ALLOWED**. Only foods that are defined as “non-potentially hazardous” and on the list below are approved for preparation by a Cottage Food Operation (CFO). These are food items that do not require refrigeration to keep them safe from bacterial growth that could be a cause of food-borne illness.

2. Products: *Please check ALL of the items you will be preparing and/or selling.*

- | | | | |
|--|--|--|--|
| <input type="checkbox"/> Baked Goods | <input type="checkbox"/> Buttercream Icing | <input type="checkbox"/> Honey | <input type="checkbox"/> Flat Icing |
| <input type="checkbox"/> Cotton Candy | <input type="checkbox"/> Dry Baking Mixes | <input type="checkbox"/> Mustard | <input type="checkbox"/> Trail Mix |
| <input type="checkbox"/> Dried vegetarian-based soup mix | <input type="checkbox"/> Waffle Cones/
Pizelles | <input type="checkbox"/> Candy/
Confections | <input type="checkbox"/> Vegetable and
Potato Chips |

- | | | | |
|---|---|--|--|
| <input type="checkbox"/> Vinegar/Fruit
Infused Balsamic
Vinegar | <input type="checkbox"/> Fried or Baked
Donuts and Waffles | <input type="checkbox"/> Popcorn/
Popcorn Balls | <input type="checkbox"/> Marshmallows-
made without
eggs |
| <input type="checkbox"/> Dried Grain Mixes | <input type="checkbox"/> Herb/Spice Blends
Seasoning Salt | <input type="checkbox"/> Dried
Vegetables | <input type="checkbox"/> Dried Pasta |
| <input type="checkbox"/> Dried Mole Paste | <input type="checkbox"/> Fruit Tamales/Pies | <input type="checkbox"/> Nuts/Nut Mixes | <input type="checkbox"/> Dried Fruit |
| <input type="checkbox"/> Fruit Empañadas | <input type="checkbox"/> Nut Butters | <input type="checkbox"/> Dried Tea | <input type="checkbox"/> Roasted Coffee |
| <input type="checkbox"/> Sweet Sorghum
Syrup | <input type="checkbox"/> Ground Chocolate | <input type="checkbox"/> Chocolate Covered Nonperishable
Food | |
| <input type="checkbox"/> Granola/Cereals | <input type="checkbox"/> Candied Apples | <input type="checkbox"/> Fruit Butter ** | <input type="checkbox"/> Jams/Jellies ** |

**These items must comply with standards described in Part 150 of Title 21 of the Code of Federal Regulations: <http://www.accessdata.fda.gov/scripts/cdrh/cfdocs/cfCFR/CFRSearch.cfm?CFRPart=150>

Food Descriptions:

3. Product Labeling: Initial if you agree to abide by the following: _____

All Cottage Food products must be properly labeled. Sample labels have been included for review and approval. Any changes to these labels, and labels for additional approved Cottage Food products, will be submitted to the Ventura County Environmental Health Division for review and approval. Each label will be printed with the permit number assigned at the bottom of this form and will indicate that the permit was issued by the Ventura County Environmental Health Division.

4. Direct sales will be conducted at the following venues:

- CFO location listed above, list days and hours: _____
- Certified Farmers' Market(s), list: _____
- Community Events, list: _____
- Other: _____

5. Indirect sales will be conducted at the following venues:

<input type="checkbox"/>	Name of Restaurant: _____
<input type="checkbox"/>	Name of Market: _____
<input type="checkbox"/>	Name of Permitted Food Facility: _____
<input type="checkbox"/>	Other: _____

6. Water Source:

Please identify the water source to be used in Cottage Food Facility (Check one box)

<input type="checkbox"/> Name of Public Water System or Community Services District:
<input type="checkbox"/> If you use a <u>Private Water Supply</u> **, identify the source (well, spring, surface, etc.):
<u>Private Water Supply: Initial Water Quality Results</u> Check boxes below if initial water testing has been completed. All testing must be done at a State Certified Laboratory. Then either attach lab results or provide name of lab, date & results in space provided next to type of test. * (<i>Testing Frequencies for Transient Non-Community Water Systems after initial testing</i>)
<input type="checkbox"/> Bacteriological Test (<i>quarterly</i> *):
<input type="checkbox"/> Nitrate Test (<i>yearly</i> *):
<input type="checkbox"/> Nitrite (<i>every 3 years</i> *):

**Additional information may be required if food is prepared from a home with a private water supply.

7. Disposal of Waste: *Please check what type of treatment is used to dispose of waste:*

- Public Sewer Service Private Septic System

In the event of septic system failure or plumbing problem, you are required to notify the Ventura County Environmental Health Division immediately.

8. Food Processor Course: **Initial if you agree to abide by the following: _____**

Within 3 months of being approved to operate by the Environmental Health Division, please provide proof of completion of the required California Food Handler course*. It is recommended that the course be completed as part of your permit process. Proof of completion may be faxed to the Ventura County Environmental Health Division at (805) 654-2480. The course must be completed every 3 years.

* <https://www.ansica.org/wwwversion2/outside/ALLdirectoryListing.asp?menuID=212&prgID=228&prgID1=238&status=4>

9. Employee: Initial if you agree to abide by the following: _____

I understand that I may not have more than one full-time equivalent Cottage Food employee, not including a family member or household member of the Cottage Food Operator, working within the registered or permitted area of a private home where the Cottage Food Operator resides and where Cottage Food products are prepared or packaged for direct, indirect, or direct and indirect sale to consumers.

10. Gross Annual Sales: Initial if you agree to abide by the following: _____

I understand that I will lose my CFO status and will need to become permitted in a commercial facility if my CFO business exceeds gross annual sales of \$50,000.00.

11. Delivery Limitations: Initial if you agree to abide by the following: _____

I understand that I may accept orders and payments via the internet, mail or phone. However, all "Class A" & "Class B" CFO products must be delivered directly (in person) to the customer. The CFO products may not be delivered via US Mail, UPS, FedEx or using any other indirect delivery method as this is regulated/subject to CDPH registration and State and Federal requirements.

12. Owner's Statement:

I, _____, agree to grant access to the Ventura County Environmental Health Division to conduct an inspection of my Cottage Food Operation for initial permitting, regular annual facility inspections and in the event of a consumer complaint or food-borne illness.

I, _____, agree to notify the Ventura County Environmental Health Division prior to modifying my food list, type of operation, and/or method of selling, distributing, or otherwise providing my CFO products to the consumer or retailers, regardless of whether the product is sold, consigned, or given away.

Owner's Signature *Print Name* *Date*

The fee for the CFO "Class B" annual permit is \$285.00

DATE APPROVED: _____ BY: _____, REHS

VENTURA COUNTY CFO CLASS B PERMIT NUMBER: _____
(MUST BE ON FOOD PRODUCT LABELS)

OFFICE USE ONLY
AMT REC'D _____ REC'D BY _____ DATE REC'D _____
CHECK # _____ RECEIPT # _____

COTTAGE FOOD OPERATOR (CFO) SELF-CERTIFICATION CHECKLIST

Check appropriate box or initial that you understand and will comply.

1. CFO occurs at a house/dwelling where the operator resides. Yes No
2. CFO occurs at a rented or leased house/dwelling and the property owner has given permission to run CFO on site. Yes No N/A
3. CFO has acquired or is in process for City/County Zoning approval. Yes No
4. CFO has acquired or is in process for Business or Seller's permits. Yes No
5. Food processor class will be taken and certificate submitted to this department during the application review process or within 3 months of approval. Yes No
6. I understand that a person with a contagious illness may not work in the CFO.
Initial: _____
7. Sink where hand washing occurs has:
 - a. Warm water (100°F) Yes No
 - b. Hand soap (sanitizer is not a replacement) Yes No
 - c. Single use paper towels Yes No
8. I understand that during food preparation, packaging, or handling of CFO food products concurrent domestic activities, including the following, will not occur:
 - a. Family meal preparation Initial: _____
 - b. Dishwashing Initial: _____
 - c. Clothes washing or ironing Initial: _____
 - d. Kitchen cleaning Initial: _____
 - d. Guest entertainment Initial: _____
9. I understand that during food preparation, packaging, or handling of cottage food products the following may not be in the home kitchen:
 - a. Infants Initial: _____
 - b. Small children Initial: _____

c. Pets

Initial: _____

10. All food will be either directly sold by the CFO to the consumer or sold by a permitted food facility (eg. market, restaurant). Yes No
11. Food will only be stored and prepared inside home and attached rooms (excluding garage and sleeping quarters). Yes No
12. CFO is only preparing food on the approved list. Yes No
13. CFO will properly label all products in 12-point type with the words "Made in a Home Kitchen". Yes No
14. A copy of the label for all proposed Cottage Food products has been submitted to the Ventura County Environmental Health Division for review and approval. Yes No
15. CFO will not have any rodents or insects in the storage or kitchen areas. Yes No
16. Equipment and utensils used in CFO will be clean and in good repair. Yes No
17. Equipment and utensils will be washed, rinsed and sanitized prior to use. Yes No
18. Smoking will not occur in the home while preparation, packaging, or handling of food occurs. Yes No
19. A list of the foods that will be prepared, baked, packaged, labeled and sold to consumers has been submitted to the Environmental Health Division. Yes No

By signing below you are certifying that you meet the requirements to operate a CFO in accordance with CRFC as it pertains to a Class A Cottage Food Operation.

Cottage Food Operator Checklist completed and submitted by:

Sign and Print Name

Date: _____