



**COTTAGE FOOD OPERATIONS (CFO)  
REGISTRATION/PERMITTING FORM  
(CALIFORNIA HOMEMADE FOOD ACT AB 1616 (GATTO))**

CFO Business Name:	Owner Name:	Date:
CFO Physical Address:	CFO City:	CFO Zip:
Website (If applicable):	Telephone:	

**1. Categories:**

- “Class A” (Direct Sales Only) \$186                       “Class B” (Direct & Indirect Sales) \$312

**2. 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” are approved for preparation by a Cottage Food Operation. These foods include items that do not require refrigeration to keep them safe from bacterial growth that could be a cause of food-borne illness.

**3. “Class A” Self Certification Checklist:**

- Checklist completed (“Class A” CFOs Only)

**4. Products:**

*Please check the items you will be preparing and/or selling.*

- |   |   |   |  |
|---|---|---|--|
| <input type="checkbox"/> Baked Goods                    | <input type="checkbox"/> Dried Pasta                      | <input type="checkbox"/> Honey                    | <input type="checkbox"/> Popcorn/<br>Popcorn Balls               |
| <input type="checkbox"/> Candy                          | <input type="checkbox"/> Dry Baking Mixes                 | <input type="checkbox"/> Mustard                  | <input type="checkbox"/> Vinegar                                 |
| <input type="checkbox"/> Churros                        | <input type="checkbox"/> Waffle Cones                     | <input type="checkbox"/> Dried Grain Mixes        | <input type="checkbox"/> Fruit Butter**                          |
| <input type="checkbox"/> Buttercream<br>Frosting/Icing* | <input type="checkbox"/> Buttercream<br>Fondant/Gumpaste* | <input type="checkbox"/> Flat Icing               | <input type="checkbox"/> Ground<br>Chocolate                     |
| <input type="checkbox"/> Dried Mole Paste               | <input type="checkbox"/> Herb/Spice Blends                | <input type="checkbox"/> Pizzeles                 | <input type="checkbox"/> Jams/Jellies**                          |
| <input type="checkbox"/> Fruit Empanadas                | <input type="checkbox"/> Fruit Tamales/Pies               | <input type="checkbox"/> Nut Mixes/Nut<br>Butters | <input type="checkbox"/> Fried or Baked<br>Donuts and<br>Waffles |
| <input type="checkbox"/> Granola/Cereals                | <input type="checkbox"/> Seasoning Salt                   | <input type="checkbox"/> Trail Mix/ Dried Fruit   | <input type="checkbox"/> Dried Fruit                             |
| <input type="checkbox"/> Cotton Candy                   | <input type="checkbox"/> Candied Apples                   | <input type="checkbox"/> Salted<br>Caramel/Fudge  | <input type="checkbox"/> Marshmallows/<br>Marshmallow<br>Bars*   |



**5. Product Labeling:** Initial if you agree to abide by the following: \_\_\_\_\_

For a detailed description, see the CDPH document "[Labeling Requirements for Cottage Food Products.](#)" 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 must include:

- Submit one example label for one of your CFO products.
- The words "Made in a Home Kitchen" in 12-point type.
- The name commonly used to describe the food product.
- 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 registration or permit number of the cottage food operation which produced the cottage food product and in the case of "Class B" CFOs, 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 net quantity (count, weight, or volume) of the food product. It must be stated in both English (pound) units and metric units (grams).
- 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. There are two approved methods prescribed by federal law for declaring the food sources of allergens in packaged foods: 1) in a separate summary statement immediately following or adjacent to the ingredient list, or 2) within the ingredient list.
- 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](#) for more details.
  - A health claim is a statement or message on the label that describes the relationship between a food component and a disease or health-related condition (e.g., sodium and hypertension, calcium and osteoporosis). Please refer to the [Cottage Food Labeling Guideline](#) for more details.
- 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><b>MADE IN A HOME KITCHEN</b>                  Permit #: 12345                  Issued in county: County name</p> <p>Chocolate Chip Cookies With Walnuts                  Sally Baker                  123 Cottage Food Lane                  Anywhere, CA 90XXX</p> <p><b>Ingredients:</b> 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><b>Contains:</b> Wheat, eggs, milk, soy, walnuts</p> <p>Net Wt. 3 oz. (85.049g)</p>
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*Note: For the "Issued in County" - Identify the jurisdiction (city/county) where you are obtaining approval.*

**6. 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 **San Joaquin County Environmental Health Department** immediately.

**7. Water Source:**

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

- Name of Public Water System or Community Services District: \_\_\_\_\_
- Private Water Supply\*\*, Identify the source (well, spring, surface, etc.): \_\_\_\_\_

**Private Water Supply: Initial Water Quality Results**

Check boxes below if initial water testing has been completed.  
 All testing must be done at a State Certified Laboratory. Either attach lab results or provide name of lab, date & results in space provided next to type of test.

\*(Testing frequency for transient Non-Community Water Systems after initial testing)

- Bacteriological Test (quarterly\*): \_\_\_\_\_
- Nitrate Test (yearly\*): \_\_\_\_\_
- Nitrite Test (every 3 years\*): \_\_\_\_\_

\*\*Additional information may be required if food is prepared from a home with a private water supply – check with local jurisdiction.

**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 Department, please provide proof of completion of the California Food Handler course in lieu of the California Department of Public Health (CDPH) food processor course.

For more information see CDPH website [www.cdph.ca.gov/programs/Pages/fdbCottageFood.aspx](http://www.cdph.ca.gov/programs/Pages/fdbCottageFood.aspx)

**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. Delivery Limitation:** 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" and "Class B" CFO products must be delivered directly (in person) to the customer. The CFO products may not be delivered via the United States Postal Service, UPS, FedEx, or using any other indirect delivery method as deliveries are regulated by, and subject to, CDPH registration and state and federal requirements.

**11. Owner's Statement:**

I, \_\_\_\_\_, agree to grant access to the local health department to conduct an inspection of my cottage food operation (mark one)

**"Class A":** In the event of a consumer complaint or reported food-borne illness

**"Class B":** For regular annual facility inspections and in the event of a consumer complaint or food-borne

I, \_\_\_\_\_, agree to notify the **San Joaquin County Environmental Health Department** 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.

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*Owner's Signature*

*Print Name*

*Date*