



County of Riverside
DEPARTMENT OF ENVIRONMENTAL HEALTH

www.rivcoeh.org

District # _____

PR# _____

PE# _____

SR# _____

EHS _____

OCR# _____

**COTTAGE FOOD OPERATION (CFO)
REGISTRATION / PERMITTING FORM**

Business Name:		Date:	
Physical Address:		City:	ZIP:
Owner Name:	Owner Phone:		
Mailing Address (if different):		Mailing City:	Mailing ZIP:
Email Address:			
Website:			

1. Categories:

- "Class A" (Direct Sales Only) "Class B" (Direct & Indirect Sales)

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

I understand that foods containing **cream, custard, or meat fillings** are **potentially hazardous** and are **NOT ALLOWED**. Only foods that are defined as "non-potentially hazardous," are on the list of approved products, and have been approved by Riverside Environmental Health are approved for preparation by a Cottage Food Operation (CFO).

3. "Class A" Self Certification Checklist:

- Checklist completed (Required for "Class A" CFOs Only)

4. Water Source:

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

- Name of Public Water System or Community Services District: _____

- If you use a Private Water Supply*, identify the source: _____

Private Water Supply: Water Quality Results

Check boxes below if initial water testing has been completed. All testing must be done at a State Certified Laboratory (See [Disinfection of Water Wells](#) informational bulletin). Attach a copy of the lab results.

- Bacteriological Test (*quarterly*) Nitrate Test (*yearly*) Arsenic (*yearly, if applicable**) Fluoride (*once*)

*Additional information may be required if food is prepared from a home with a private water supply – Check with your local area office for details.

5. Products:

Please check ALL of 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
<input type="checkbox"/>	Ground Chocolate	<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"/>	Tortillas	<input type="checkbox"/>	Fruit Butter **
<input type="checkbox"/>	Dried Mole Paste	<input type="checkbox"/>	Herb/Spice Blends	<input type="checkbox"/>	Pizelles	<input type="checkbox"/>	Jams/Jellies **
<input type="checkbox"/>	Trail Mix	<input type="checkbox"/>	Fruit Tamales/Pies	<input type="checkbox"/>	Nuts/Nut Mixes	<input type="checkbox"/>	Dried Fruit
<input type="checkbox"/>	Fruit Empanadas	<input type="checkbox"/>	Nut Butters	<input type="checkbox"/>	Dried Tea	<input type="checkbox"/>	Roasted Coffee
<input type="checkbox"/>	Vegetable & Potato Chips	<input type="checkbox"/>	Seasoning Salt	<input type="checkbox"/>	Granola/Cereals	<input type="checkbox"/>	Flat Icing
<input type="checkbox"/>	Popcorn Balls	<input type="checkbox"/>	Dried Grain Mixes	<input type="checkbox"/>	Dried Fruit Powders	<input type="checkbox"/>	Dried Spiced Sugar
<input type="checkbox"/>	Cotton Candy	<input type="checkbox"/>	Candied Apples	<input type="checkbox"/>	Fried or Baked Donuts and Waffles		
<input type="checkbox"/>	Dried or Dehydrated Vegetables			<input type="checkbox"/>	Sweet Sorghum Syrup		
<input type="checkbox"/>	Dried Vegetarian-based Soup Mixes			<input type="checkbox"/>	Buttercream Frosting with Non-PHF Ingredients		
<input type="checkbox"/>	Chocolate Covered Nonperishable Food			<input type="checkbox"/>	Marshmallows that do not contain eggs		
<input type="checkbox"/>	Dried Hot Chocolate (dried powdered mixes or molded hardened cocoa pieces)						
<input type="checkbox"/>	Fruit Infused Vinegar (<i>containing only high-acid fruits containing only high-acid fruits such as apple, crabapple, nectarine, peach, plum, quince, blackberry, blueberry, cherry, cranberry, grape, huckleberry, gooseberry, loganberry, pomegranate, pineapple, raspberry, strawberry, tomatillo, youngberry, grapefruit, kumquat, lemon, lime, orange</i>)						
<input type="checkbox"/>	Candy/Confections such as Salted Caramel, Fudge, Marshmallow Bars, Hard Candy, Nuts, Chocolate Covered Marshmallows, Brittle, Toffee, or any combination thereof						
<p>**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</p>							

Food descriptions:

6. **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](#)." I understand that 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:

- The words "Made in a Home Kitchen" in 12-point type.
- The name commonly used to describe the food product.
- The CFO business 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 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 units (pounds) 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.
- A sample of all food product labels must be submitted for approval.

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's Treats Anywhere, CA 925XX*</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> <p>* Full address required for cottage food operations not currently listed in the local telephone directory</p>

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 a septic system failure or plumbing problem, you are required to notify Riverside County Department of Environmental Health immediately and discontinue all cottage food operations until repairs are completed and approval to operate is issued.

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

Within 1 week of being approved to operate by the Environmental Health Department, provide proof of completion of the Riverside County Food Handler Course.

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.

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 the gross annual sales figure of \$50,000.

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 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. Zoning Requirements: Initial if you agree to abide by the following: _____

I understand that I must comply with all applicable zoning requirements for the jurisdiction in which I live. I have attached documentation from the Planning office (if required).

13. 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 reported food-borne illness.

I, _____ agree to notify Riverside County Department of Environmental Health 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

OFFICE USE ONLY

AMT REC'D:					DATE REC'D:					INVOICE#:				
PAYMENT TYPE:		<input type="checkbox"/> CASH			<input type="checkbox"/> CREDIT/DEBIT			<input type="checkbox"/> CHECK		CHECK#:				
DRIVERS LICENSE#:							EXPIRATION DATE:							
SAMPLE LABEL RECEIVED BY:														
COPY OF PLANNING APPROVAL RECEIVED BY:														
ONSITE CFO INSPECTION COMPLETED BY:									DATE:					
CFO APPROVED BY:									DATE:					