



SOLANO COUNTY
Department of Resource Management
Environmental Health Division
 675 TEXAS ST., SUITE 5500
 FAIRFIELD, CALIFORNIA 94533
 (707) 784-6765 Fax (707) 784-4805
www.solanocounty.com

OFFICIAL USE ONLY	
<input type="checkbox"/> Permit	<input type="checkbox"/> Registration
Site #: 16 _____ - _____ - ____ B	
Rec'd by: _____	
Date: _____	
Amt pd.: _____	
Rept #: _____	

COTTAGE FOOD OPERATION (CFO) APPLICATION

CLASS A (DIRECT SALES)

_____ New Registration
 _____ Annual Renewal

CLASS B (DIRECT / INDIRECT SALES)

_____ New Application
 _____ Annual Renewal

1. General Information:

CFO Business Name: _____

CFO Owner Name(s): _____

CFO Address: _____ City: _____ Zip: _____

Mailing address: _____ City: _____ Zip: _____
 (if different from above)

Phone #: _____ Email: _____

2. Planning Approval & Business License: Complete the following:

- a. Applicable zoning requirements to operate a CFO for the local jurisdiction are met.
- b. The CFO has or will obtain a valid business license.

3. CFO Category (type of sales):

- a. Select the one category that describes the type of sales to occur from the CFO:
 - "Class A" (Direct Sales Only) – The Solano County "Cottage Food Operation (CFO) – Class A (Direct Sales Only) **Self Certification Checklist** form is completed and submitted.
 - "Class B" (Direct & Indirect Sales)
- b. Potential Days/Hours of operation: _____

4. Prohibited Items:

Initial that you will 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 (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.

5. Food Products to Be Prepared at CFO:

Initial that you will abide by the following: _____

- a. Only CFO food products listed by the California Department of Public Health (CDPH) will be made and distributed. The CDPH "Approved Cottage Food List" can be found on-line at <http://www.cdph.ca.gov/programs/Pages/fdbCottageFood.aspx>
- b. Only CFO food products listed by the applicant on a completed Solano County "Cottage Food Operation (CFO) Food Product Description" form submitted to, and approved by, the Solano County Environmental Health Services Division shall be prepared and distributed. For renewal applications, complete "Cottage Food Operation Food Product Description" form if product has been added or changed since submittal of initial application.

6. Product Labeling:

Initial that you will abide by the following: _____

- a. All CFO food product labeling shall be in accordance with federal and state requirements. A summary of these requirements and an example of labeling can be found in the document “*Labeling Requirements for Cottage Food Products*” prepared by the California Department of Public Health, which can be found on-line <http://www.cdph.ca.gov/programs/Pages/fdbCottageFood.aspx>.
- b. A copy of all CFO food product labeling is attached to this application.

7. Water Source:

Select either 7a. or 7b. and complete the section:

- a. Public Water System or Community Service District
Provide name of Public Water System or Community Service District and then go to #8:

- b. Private Water Supply*
 - i. Water supply source (*example: well*): _____
 - ii. Water quality results and sampling frequency:
(All testing must be performed by a State Certified Laboratory)

Initial water quality test results for the following shall be submitted prior to registration / permit issuance:

- Bacteriological quality
- Nitrate
- Nitrite

Subsequent water quality testing will be performed at frequencies for Transient Non-Community Water Systems (listed below):

- Bacteriological quality Once per Quarter
- Nitrate Once per year
- Nitrite Once every 3 years

* Proof of testing may be required upon request or for renewal of registration or permit. Additional information and water quality testing may be required.

8. Liquid Waste Disposal:

All liquid waste will be disposed into one of the following (select one):

- Public Sewer Service
- Private Onsite Wastewater Treatment System (septic system)*

- By signing this application, you agree to immediately notify the Solano County Environmental Health Services Division at (707) 784-6765 in the event of septic system failure or plumbing problem.

*Evaluation by a consultant and/or upgrade of the existing septic system may be required based on records on file, design of the existing system, and/or extent of CFO food production.

9. Food Processor Course:

Initial that you will abide by the following: _____

Within 3 months of being approved to operate, proof of completion of the required California Department of Public Health (CDPH) food processor course for all persons preparing or packaging CFO food products will be provided to the Solano County Environmental Health Services Division. See the California Department of Public Health Website at <http://www.cdph.ca.gov/programs/Pages/fdbCottageFood.aspx> for more information about this course.

10. Employee:

Initial that you will abide by the following: _____

No 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 shall be employed.

11. Registered or permitted area(s):

Portions of the home used for the preparation, packaging, storage, or handling of the cottage food products:

Kitchen only

Kitchen + additional rooms/ areas - A drawing/sketch including these areas is attached.

12. Gross Annual Sales:

Initial that you will abide by the following: _____

a. The CFO shall not exceed the following gross annual sales figures for the calendar year listed:

In 2014..... \$45,000
In 2015 and in subsequent years \$50,000

b. Sales above the levels will result in a loss of the CFO status and all operations will be required to cease or occur within a commercial food facility under permit.

13. Delivery Limitations:

Initial that you will abide by the following: _____

Orders and payments may be accepted via the internet, mail or phone. However, all "Class A" & "Class B" CFO food 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 and subject to California Department of Public Health registration and state and federal requirements.

14. CFO Owner's Statement:

I agree to grant access to the Solano County Environmental Health Services Division 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 illness

I agree to notify the Solano County Environmental Health Services 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.

I agree to renew my CFO registration or permit annually while my CFO is in operation.

I certify that I am the operator of the Cottage Food Operation listed and that my Cottage Food Operation will meet and comply with the requirements of all federal and state laws and regulations applicable to Cottage Food Operations.

I certify that to the best of my knowledge and belief the statements made herein are true and correct.

Print Name: _____

Signature: _____ Date: _____