



SUTTER COUNTY

DEVELOPMENT SERVICES DEPARTMENT

Building Inspection
Code Enforcement

Engineering/Water Resources
Environmental Health/CUPA

Planning
Road Maintenance

COTTAGE FOOD OPERATION (CFO)

SELF-CERTIFICATION CHECKLIST

Registration or Permit Type: New Renewal

CFO Type: Class A Class B

Business (CFO) Name: _____

Business (CFO) Address: _____
City Zip

Owner's Name: _____

Owner's Mailing Address: _____
City Zip

Owner's Telephone: _____ Owner's Email: _____

1. Zoning Compliance

Yes No

1.1. Signature of Planner: _____ Date: _____
New CFO (or existing CFO with change of address) meets all applicable zoning requirements?----

2. Facility Requirements

2.1. CFO is located in a private dwelling where the CFO operator currently resides.-----

2.2. All CFO food preparation will take place in the private kitchen within the home.-----

2.3. All storage used for the CFO will be within the home.-----

2.4. Sleeping quarters are excluded from areas used for CFO food preparation and storage.-----

2.5. Is your water source a public water system or community services district?-----

Note: If your CFO is on a private well, laboratory results confirming the absence of total and fecal coliform bacteria and nitrates must be submitted annually.

_____ -or- Lab results attached
Public Water System Name

3. Employee and Training Requirements

3.1. Have all persons preparing or packaging CFO products completed the CDPH food processor course?-----

3.2. The CFO has no more than 1 full-time employee (not counting family/household members).-----

4. Sanitation Requirements

Yes

- | | | |
|---|--------------------------|--------------------------|
| 4.1. Kitchen equipment and utensils used in the CFO are clean and in a good state of repair.----- | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.2. All food contact surfaces, equipment, and utensils used for the preparation, packaging, or handling of any CFO products shall be washed, rinsed, and sanitized before each use.----- | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.3. Food preparation and food/equipment storage areas shall be maintained free of rodents and insects.----- | <input type="checkbox"/> | <input type="checkbox"/> |

5. Food Handling and Preparation Requirements

- | | | |
|---|--------------------------|--------------------------|
| 5.1. Hands shall be washed immediately prior to handling foods and after engaging in any activity that contaminates the hands, such as after using the toilet, coughing/sneezing, eating or smoking.----- | <input type="checkbox"/> | <input type="checkbox"/> |
| 5.2. Warm water, pump soap, and single use paper towels are available for hand washing.----- | <input type="checkbox"/> | <input type="checkbox"/> |
| 5.3. All food ingredients used in the CFO products must be from an approved source.----- | <input type="checkbox"/> | <input type="checkbox"/> |
| 5.4. During the preparation, packaging or handling of CFO products the following will be excluded from the CFO area: | | |
| • Domestic activities such as family meal preparation, dishwashing, clothes washing or ironing, kitchen cleaning, or guest entertainment.----- | <input type="checkbox"/> | <input type="checkbox"/> |
| • Infants, small children, or pets.----- | <input type="checkbox"/> | <input type="checkbox"/> |
| • Smoking.----- | <input type="checkbox"/> | <input type="checkbox"/> |
| • Any person with a contagious illness.----- | <input type="checkbox"/> | <input type="checkbox"/> |

6. Labeling Requirements

- | | | |
|--|--------------------------|--------------------------|
| 6.1. All CFO products must be labeled in compliance with the Federal Food, Drug, and Cosmetic Act and include: (a) The words "Made in a Home Kitchen" in 12-point type; (b) Common name of product or a descriptive name; (c) Name of the Cottage Food Operation; (d) Registration or permit number and county issuing permit; and (e) Ingredients in descending order of weight; (f) Net quantity of food product; (g) Allergen information. ¹ ----- | <input type="checkbox"/> | <input type="checkbox"/> |
|--|--------------------------|--------------------------|

7. Permissible Sales Requirements

- | | | |
|--|--------------------------|--------------------------|
| 7.1. CFO owner agrees to restrict gross sales of CFO products to maximum \$50,000----- | <input type="checkbox"/> | <input type="checkbox"/> |
|--|--------------------------|--------------------------|

Cottage Food Operation Owner Certification

THE CFO REGISTRATION OR PERMIT IS NON-TRANSFERABLE AND VALID ONLY FOR THE PERMIT, LOCATION, TYPE OF FOOD SALES, AND DISTRIBUTION ACTIVITY SPECIFIED.

Printed Name

Date

Signature

Date

¹ Labeling requirements are fully described by the California Department of Public Health and can be accessed at this link:

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