



ENVIRONMENTAL MANAGEMENT DEPARTMENT

http://www.edcgov.us/EMD/

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LAKE TAHOE OFFICE:

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APPLICATION FOR COTTAGE FOOD OPERATION PERMIT

A Cottage Food Operation allows non-potentially hazardous food, such as baked goods, jams, jellies, preserves, fruit butters, dry herbs, dry blends or dry tea blends, to be produced in the kitchen of a person's primary domestic residence within El Dorado County.

NAME OF COTTAGE FOOD OPERATION		PHONE (INCLUDE AREA CODE)
OWNER NAME(S)		CHECK APPROPRIATE BOX: <input type="checkbox"/> SEPTIC SYSTEM <input type="checkbox"/> PUBLIC SEWER
ADDRESS OF DOMESTIC HOME KITCHEN		CHECK APPROPRIATE BOX: <input type="checkbox"/> PRIVATE WELL <input type="checkbox"/> PUBLIC WATER
CITY	ZIP	
MAILING ADDRESS	EMAIL ADDRESS	
CITY	ZIP	

Type of Cottage Food Operation

CFO A - Direct Sales Only

CFO B - Direct and Indirect Sales

Owner's Statement

I (we) understand that a permit is issued upon investigation of the above named Cottage Food Operation when it is found to be in substantial compliance with applicable state law and county code. Fees are not prorated. The permit is valid for twelve months and shall expire at the end of this time period. If you wish to obtain a new permit, you must submit a new application, associated documents, payment of fees determined by the Board of Supervisors and submittal of a new application for permit. The permit may be suspended or revoked for good cause. The permit is not transferable upon change of ownership and is valid only for the location and type of cottage food product(s) indicated.

I (we) agree to operate in compliance with all applicable statutes, orders, quarantines, rules or regulations prescribed by state law; a state officer or department, or the Public Health Officer for El Dorado County. Pursuant to the California Public Records Act, Cottage Food Operation Application information is a public document and must be released upon request

Proposed Start Date _____ **Fee Enclosed** \$ _____

Print name(s) _____ Signature(s) _____ Date _____

Vet Exempt Yes No

Have you ever had a CFO permit with El Dorado County? Yes No

For Office Use Only

CFO Registration: PE# _____ PR# _____ District _____ EHS Approval _____ Date _____

DD214 Rec'd

Amount Rec'd \$ _____ Cash Check # _____ APN: _____

Date Rec'd _____ by _____



**COUNTY OF EL DORADO
ENVIRONMENTAL MANAGEMENT DEPARTMENT**

<http://www.edcgov.us/EMD/>

**COTTAGE FOOD OPERATION SUPPLEMENTAL
APPLICATION**

Cottage Food Products (Please check the items you will prepare and offer.)

Baked Goods (may not contain cream, custard or meat fillings), including (check all that apply to your operation)

Breads Biscuits Churros

Cookies Pastries Tortillas

Other baked goods _____

Candy, such as brittle and toffee

Cotton candy

Candied apples

Confections such as salted caramel, fudge, marshmallow bars, chocolate covered marshmallow, nuts, and hard candy (any combination thereof)

Dried fruit

Dried or Dehydrated vegetables

Dried vegetarian-based soup mixes

Vegetable and potato chips

Dried pasta

Dried baking mixes

Granola, cereals, and trail mixes

Fruit pies, fruit empanadas, and fruit tamales

Herb Blends and dried mole paste

Honey and sweet sorghum syrup

Jams, jellies, preserves and fruit butter that comply with standard described in Part 150 of Title 21 of the Code of Federal Regulations (These should be fruit products to assure that they are not potentially hazardous.)

Nut mixes and nut butters

Popcorn and or popcorn balls

Vinegar and mustard

Roasted coffee and dried tea

Waffle cones and pizzelles

Fried/baked donuts and waffles

Ground chocolate

Chocolate-covered nonperishable foods, such as nuts and dried fruit

Buttercream frosting, buttercream icing, buttercream fondant, and gum paste that do not contain eggs, cream, or cream cheese.

Seasoning salt

Flat icing

Marshmallows that do not contain eggs

Dried grain mixes

Dried hot chocolate (dried powdered mixes or molded hardened cocoa pieces)

Dried fruit powders

Fruit infused vinegar (containing only high-acid fruits)

The following requirements are outlined in the Cottage Food Operations (CFO) regulations and are minimum standards of health and safety for the preparation of approved cottage foods in the home.

Facility Requirements, Floor Plan and Equipment List—Attachment 1

YES NO

The CFO is located in a private residence where the CFO operator currently resides.		
CFO food preparation will take place in the private kitchen within that home.		
Sketch of floor plan and list of utensils for food and kitchen areas provided (Attachment 1).		
Restroom to be used with CFO available (Attachment 1).		
Handwashing and warewashing facilities to be used with CFO available (Attachment 1).		

Employee and Training Requirements	YES	NO
Have all persons preparing or packaging CFO products completed the CDPH food processor course?		
If YES, copies of certificates are attached.		
If NO, complete course within three months of CFO registration and submit a copy to EMD.		
Does the CFO have more than 1 employee? (Immediate family or household members are not included.)		

Water Supply, Sewage Disposal, Solid Waste Disposal & Zoning—Attachment 2	YES	NO
Is your water source a private well?		
If YES, have you completed testing for Total and Fecal Coliform bacteria, nitrate and nitrite? Attach test results.		
Is your water source a public water system or community services district? If YES, what is the name of the public water system or district?		
Is your residence on a septic system? (Attachment 2).		

Food Preparation Requirements	YES	NO
Handwashing to be conducted immediately prior to handling foods and after engaging in any activity that contaminates hands, such as after using the toilet, coughing, sneezing, eating or smoking .		
Warm water, pump soap and single use paper towels are available for handwashing.		
All food ingredients used in the CFO products are from an approved source, and are safe and wholesome.		
Kitchen equipment and utensils used to produce CFO products shall be clean and sanitized prior to use.		

Food Preparation/Handling Steps and Ingredients—Attachment 3	YES	NO
Food preparation/handling steps and list of ingredient of each CFO product provided.		

Labeling and Packaging—Attachment 4	YES	NO
All CFO products are labeled in compliance with the Federal Food, Drug and Cosmetic Act.		
The label also includes:		
The words "Made in a Home Kitchen" in 12-point type		
Common name of product or a descriptive name		
Name, city and zip code of the CFO		
Permit number and County of El Dorado (permit issuing authority)		
Ingredient list in descending order of weight		
Net quantity in English units (pounds) and metric units (grams)		
Declaration of food allergens, such as milk, eggs, fish, etc.		
Label legible and in English		
If nutrient content claim or health claim made, nutrition fact panel provided		
A sample label for each cottage food product is provided.		
Description of packaging and process of packaging to be used for each CFO product provided.		

Jams, Jellies, Preserves, and Fruit Butter—Attachment 5	YES	NO
I will prepare jams, jellies, preserves, or fruit butter and have completed and signed Attachment 5 of this packet.		

Permissible Sales Requirements	YES	NO
CFO operators who sell or give away food at a Certified Farmer's Market or at a community event are required to obtain a Temporary Food Facility permit (TFE) from Environmental Management. Are you planning on participating in a Certified Farmer's Market or Community Event?		
Gross sales of CFO products will be less than \$75,000 (Class A) or \$150,000 (Class B).		



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COTTAGE FOOD OPERATION REQUIREMENTS

1. No cottage food preparation, packaging, or handling may occur in the home kitchen concurrent with any other domestic activities, such as family meal preparation, dishwashing, clothes washing or ironing, kitchen cleaning, or guest entertainment.
2. No infants, small children, or pets may be in the home kitchen during the preparation, packaging, or handling of any cottage food products.
3. Kitchen equipment and utensils used to produce cottage food products shall be clean and maintained in a good state of repair.
4. All food contact surfaces, equipment, and utensils used for the preparation, packaging, or handling of any cottage food products shall be washed, rinsed, and sanitized before each use.
5. All food preparation and food and equipment storage areas shall be maintained free of rodents and insects.
6. Smoking shall be prohibited in the portion of a 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.
7. A person with a contagious illness shall refrain from work in the registered or permitted area of the cottage food operation.
8. A person involved in the preparation or packaging of cottage food products shall keep his or her hands and exposed portions of his or her arms clean and shall wash his or her hands before any food preparation or packaging activity in a cottage food operation.
9. A cottage food operation shall properly label all cottage food products.
10. Potable water shall be used for hand washing, ware washing and as an ingredient. Bacteria testing required for approval if on private water supply.

I (we) agree to grant to the County of El Dorado, Environmental Management Department, the right to enter, during normal business hours or at other reasonable times, the permitted CFO area of the private residence for the purpose of inspection, including the collection of food samples.

Print name(s) of Cottage Food Operator(s)

Signature of Cottage Food Operator(s)

Date



COTTAGE FOOD OPERATION (CFO) WATER SUPPLY & SEWAGE DISPOSAL

ATTACHMENT 2

Water Supply

If your potable water source is from a private well, you will need to have the water tested by a state certified lab. The water sample must be absent of Total and Fecal Coliform bacteria. The water sample must have no more than 10 mg/L of Nitrate (as nitrogen). Submit a copy of the lab results. The water sample must have no more than 1.0 mg/L of Nitrite (as nitrogen).

*If your water sample results in a positive, you must cease operating until levels return to normal.

Water Testing Frequency

CONSTITUENT	TESTING FREQUENCY	EXPECTED RESULT
Total Coliform Bacteria	Quarterly (once every 3 months)	Absent
<i>E. coli</i>	Quarterly (once every 3 months)	Absent
Nitrate (as nitrogen)	Annually (once every year)	≤ 10 mg/L
Nitrite (as nitrogen)	Once every 3 years	≤ 1.0 mg/L

Sewage Disposal – Septic System

Owner of residence to provide septic system self-certification here:

I, _____, property owner of _____
(residence address of CFO)

certify that:

- the septic system is in good working condition and all effluent is contained below the surface of the ground;*
- the septic system is not a cesspool;*
- adequate reserve area for septic system replacement is available;*
- I will notify EMD should sewage effluent back-up or surface above the ground.*

Signature

Date



COTTAGE FOOD OPERATION (CFO) FOOD PREPARATION/HANDLING STEPS AND INGREDIENTS ATTACHMENT 3

Food Preparation/Handling Steps and Ingredients

Submit food preparation/handling steps with a list of all ingredients used to manufacture the cottage food product(s), submitting separate information for each individual cottage food product indicated on your application. Note: *All ingredients shall be from an approved source.*

Example: Chocolate Chip Cookies

Ingredients:

<i>butter</i>	<i>baking soda</i>
<i>white sugar</i>	<i>hot water</i>
<i>brown sugar</i>	<i>salt</i>
<i>eggs</i>	<i>semisweet chocolate chips</i>
<i>vanilla extract</i>	<i>chopped walnuts</i>

Preparation/Handling Steps:

1. Cream together the butter, white sugar, and brown sugar until smooth.
 2. Beat in the eggs one at a time, then stir in the vanilla.
 3. Dissolve the baking soda in hot water. Add to batter along with salt.
 4. Stir in chocolate chips and walnuts. Drop in large spoonfuls onto ungreased baking pans.
 5. Bake for 10 minutes in the preheated oven at 350 degrees or until edges are browned.
-

Example: Pear Jam

Ingredients: Pear fruit (fresh), white sugar, pectin, citric acid

Preparation/Handling Steps:

1. Remove skins, stems, seeds, and cores of the pears.
2. Finely chop the edible portions of the pear from step 1.
3. Weigh the chopped edible portion of the pear.
4. Calculate the weight of sugar to be added to the chopped pear (45 parts pear to 55 parts sugar):

$$1500 \text{ grams Pear} \left(\frac{55 \text{ grams Sugar}}{45 \text{ grams Pear}} \right) = 1834 \text{ grams Sugar}$$

5. Add pear and sugar to a stock pot, apply heat. Adjust pH with citric acid as needed; add pectin.
 6. Using a refractometer, verify that the soluble –solids content of the jam is not less than 65%.
 7. Portion jam into sanitized jars with sanitized lids. Allow jars to cool and jam to set.
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Example: Apple Jelly

Ingredients: Apple juice (fresh), white sugar, pectin, citric acid

Preparation/Handling Steps:

1. Press apples and collect juice.
2. Strain juice to make clear.
3. Measure the percent soluble-solids content (% ssc) of the juice using a refractometer.
4. Calculate the weight of sugar to be added to the juice:

$$\left(\frac{13\% \text{ ssc} \times (1360 \text{ grams Juice})}{100\% \text{ ssc}} \right) \times \left(7.5 \text{ Reference factor} \right) \times \left(\frac{55 \text{ parts sugar}}{45 \text{ parts fruit}} \right) = 1621 \text{ grams Sugar}$$

5. Mix clear juice and sugar in stock pot, apply heat. Adjust pH with citric acid as needed; add pectin.
6. Using a refractometer, verify that the soluble –solids content of the jelly is not less than 65%.
7. Portion jelly into sanitized jars with sanitized lids. Allow jars to cool and jelly to set.



COTTAGE FOOD OPERATION (CFO) LABELING AND PACKAGING ATTACHMENT 4

Labeling

Cottage food products are required to be labeled in accordance with specific state and federal labeling regulations. The following list of labeling requirements is intended to assist CFOs in complying with basic labeling laws and regulations. Complete federal labeling requirements may be found in the Federal Food, Drug, and Cosmetic Act available at 21 U.S.C. Sec. 343 et seq. and 21 CFR Part 101.

Packaged, processed food labels usually have two distinct areas: the principal display panel (also known as the primary display panel) and the information panel. The principal display panel information is part of the label the consumer will see first and is usually located on the front of the package. This panel lists the product name and net quantity of contents.

The information panel is usually located to the immediate right of the principle display panel, and contains the nutrition facts statement. Computer generated labels affixed to cottage food products may list all required information on the principle display panel, provided that the information is displayed in a size and manner that will allow the information to be read by the average consumer.

In addition, whenever a cottage food product is served without packaging or labeling in a permitted retail food facility or is used as an ingredient in the preparation of a food in a retail food facility, the retail customer must be notified that the food product or the ingredient in the food was processed in a CFO home kitchen.

Copies of labels for each cottage food product you are proposing to manufacture must be included with your application.

Labels shall include:

1. Home kitchen identification. The words “Made in a Home Kitchen” or “Repackaged in a Home Kitchen” as applicable, in 12-point type must appear on the principal display panel. *Note: if labeled as “Repackaged in a Home Kitchen” then a description of any purchased ready-to-eat products not used as an ingredient must also be included on the label.
2. Common or descriptive name. The common or descriptive name of the CFO food product must be located on the principal display panel.
3. CFO identification. The name, city, and zip code of the CFO operation which produced the cottage food product must be included on the label. If the CFO is not listed in a current telephone directory, then a street address must also be included on the label. (A contact phone number or email address is optional, but may be helpful for contact in case a consumer wishes to contact the CFO.)
4. Registration or permit number. The label must include the registration or permit number of the Class A or Class B CFO which produced the cottage food product and the name of the county that issued the permit or registration number.
5. Ingredients. The label must include the ingredients of the cottage food product in descending order of predominance by weight, if the product contains two or more ingredients.

Labeling (continued)

6. **Net quantity.** The net quantity (count, weight, or volume) of the food product in both English (pound) units and metric units (grams).
7. **Allergens.** Declaration on the label in plain language if the food contains any of the 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:
 - a) in a separate statement immediately following or adjacent to the ingredient list, or
 - b) within the ingredient list
8. **English language.** The label must be legible and in English (accurately translated information in another language is optional).

Examples of a CFO Label:

<p style="text-align: center;">MADE IN A HOME KITCHEN Permit #: xxxxxxx Issued in county: El Dorado County <i>Chocolate Chip Cookies with Walnuts</i> <i>Sally Baker</i> <i>123 Cottage Food Lane</i> <i>Placerville, CA 90XXX</i></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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9. **Nutrient content claim.** 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. The Federal Food and Drug Administration has set conditions for the use of these terms. For example, the term 'sodium free' means that the food contains less than 5 milligrams of sodium per serving of the food.
10. **Health claim.** 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). Health claims, if used, must conform to the requirements established in 21 CFR 101.14 and 101.70 et. seq.
11. **Nutrition fact panel.** Nutrition fact panels will generally **not** be required for CFOs. If the food label makes any nutrient content or health claims then a nutrition facts panel is required to be incorporated into the label. Nutrition information must be declared in a 'Nutrition Facts' statement as indicated in the example below. The categories that are required to be on the nutrition facts panel include: calories, total fat, saturated fat, trans fat, cholesterol, sodium, total carbohydrate, dietary fiber, sugar, protein, vitamin A, vitamin C, calcium and iron. The amount of trans fat must be declared on the nutrition facts panel unless the total fat in the food is less than 0.5 gram (or ½ gram) per serving and no claims are made about fat, fatty acid, or cholesterol content. If it is not listed, a footnote must be added stating the food is 'Not a significant source of trans fat.'

Example of 'Nutrition Facts' panel:

Nutrition Facts	
Serving Size 1 cup (228g)	
Servings Per Container 2	
Amount Per Serving	
Calories 250	Calories from Fat 110
% Daily Value*	
Total Fat 12g	18%
Saturated Fat 3g	15%
Trans Fat 1.5g	
Cholesterol 30mg	10%
Sodium 470mg	20%
Total Carbohydrate 31g	10%
Dietary Fiber 0g	0%
Sugars 5g	
Protein 5g	
Vitamin A	4%
Vitamin C	2%
Calcium	20%
Iron	4%
* Percent Daily Values are based on a 2,000 calorie diet. Your Daily Values may be higher or lower depending on your calorie needs:	
	Calories: 2,000 2,500
Total Fat	Less than 65g 80g
Sat Fat	Less than 20g 25g
Cholesterol	Less than 300mg 300mg
Sodium	Less than 2,400mg 2,400mg
Total Carbohydrate	300g 375g
Dietary Fiber	25g 30g

Packaging

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. Provide a description of all the types of packaging you are proposing to use, and the process by which you will package the cottage food product. Labels must be affixed to the packaging.

Example Packaging:

Packaging consists of 6 1/2" X 5 1/2" clear, fold top plastic sandwich bags with plastic twist ties. Two chocolate chip cookies will be placed in each bag and the bag will be sealed closed. A computer generated self-stick label will be placed on each bag.



**COTTAGE FOOD OPERATION (CFO) [[Title 21](#)
[Code of Federal Regulations Part 150](#)]**

ATTACHMENT 5

Please check the items you will prepare and offer:

Jams
 Jellies
 Preserves
 Fruit Butter
 None of these

Jams, Jellies, Preserves, and Fruit Butter Standards of Identity Acknowledgement	YES	NO	N/A
<p>Fruit Butter. I have read, understand, and agree to comply with section 150.110 of 21 CFR. I acknowledge that fruit butter must contain five parts by weight of the fruit ingredient in accordance with paragraph (d)(2) of section 150.110 to each two parts by weight of nutritive carbohydrate sweetener as measured in accordance with paragraph (d)(4) of section 150.110. I acknowledge the soluble solids content of the finished fruit butter must not be less than 43 percent, as determined by the method in (d)(3) of section 150.110.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Fruit Jelly. I have read, understand, and agree to comply with section 150.140 of 21 CFR. I acknowledge that Jelly mixtures shall not contain less than 45 parts by weight of fruit juice to each 55 parts by weight of sweet ingredient as measured in accordance with (d)(4) of section 150.140. I acknowledge the soluble solids content of the finished jelly must not be less than 65%, as determined by the method in (d)(3) of section 150.140.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Artificially Sweetened Fruit Jelly. I have read, understand, and agree to comply with section 150.141 of 21 CFR. I acknowledge the quantity of the fruit juice ingredient, calculated as set out in 150.140(b), will not be less than 55 percent by weight of the finished food. I acknowledge that only approved artificial sweeteners and preservatives are to be used and in accordance with section 150.141. I acknowledge the jelly will be sealed in containers and so processed by heat, either before or after sealing, to prevent spoilage.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Fruit Preserves and Jams. I have read, understand, and agree to comply with section 150.160 of 21 CFR. I acknowledge group I fruits shall be 47 parts by weight of the fruit ingredient to each 55 parts by weight of the sweet ingredient and group II fruits be 45 parts by weight of the fruit ingredient to each 55 parts by weight of the sweet ingredient and that the weight of the fruit ingredient will be determined in accordance with (d) (2) of 150.160, and the weight of the sweet ingredient will be determined in accordance with (d) (5) of 150.160. I acknowledge the soluble-solids content of the finished jam or preserve will not be less than 65 percent.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Artificially Sweetened Fruit Preserves and Jams. I have read, understand, and agree to comply with section 150.161 of 21 CFR. I acknowledge the quantity of the fruit ingredient shall not be less than 55 percent by weight of the finished food product. I acknowledge that only approved artificial sweeteners and preservatives are to be used and in accordance with section 150.161. I acknowledge the jam/preserves will be sealed in containers and so processed by heat, either before or after sealing, to prevent spoilage.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Owner/Operator Statement

I have reviewed, understand, and agree to comply with the standards set forth in Title 21 Code of Federal Regulations Part 150.

Print name(s) _____ Signature(s) _____ Date _____