



COMMUNITY DEVELOPMENT DEPARTMENT

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Director

Land Use and Natural Resources – Housing and Community Programs – Environmental Health – Building and Safety – Code Compliance

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COTTAGE FOOD OPERATION (CFO) REGISTRATION FORM

CFO Business Name: _____

CFO Owner Name(s): _____

CFO Address: _____

Mailing address if different from above: _____

Phone #: _____ Email: _____

If you will be conducting any business within the City of Sonora, please contact them at (209) 532-3508.

Categories

Class A (Direct Sales Only)

Class B (Direct & Indirect Sales)

Please list where the CFO products will be sold:

Prohibited Items

- Foods containing *cream, custard, or meat fillings* are potentially hazardous and are *not* allowed.
- Buttercream frosting/icing/fondant that do not contain eggs, cream, or cream cheese
- Only foods that are defined as “non-potentially hazardous” (in their end state) 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.

Additional information is available at <http://www.cdph.ca.gov/programs/Pages/fdbCottageFood.aspx> .

Products (Please check the items you will be preparing and/or selling)

	Baked Goods / Churros / Tortillas		Buttercream Frosting/ Icing		Candied Apples		Candy
	Chocolate Covered Food		Dried Fruit/ Vegetables		Dried Pasta		Cotton Candy
	Jams*/ Jellies*/ Preserves*/ Fruit butter*		Fruit pies/ Empanadas/ Tamales		Granola / Cereals / Trail Mixes		Herb Blends/ Dried Mole Paste
	Seasoning Salt		Honey & Sweet Sorghum Syrup		Dry Baking Mixes		Nut Mixes/ Nut Butter
	Popcorn / Popcorn Balls		Vinegar & Mustard		Roasted Coffee & Dried Tea		Waffle Cones/ Pizzelles
	Confections**		Dried Vegetarian- Based Soup Mixes		Vegetables & Potato Chips		Ground Chocolate
	Flat Icing		Marshmallows (no eggs)		Dried Grain Mixes		Fried or Baked Donuts/ Waffles

*These foods must comply with the standards described in Part 150 of Title 21 of the Code of Federal Regulations, available online, and from our Division upon request.

**Confections such as salted caramel, fudge, marshmallow bars, chocolate covered marshmallows, nuts, and hard candy, or any combination thereof.

Food descriptions (Please attach more sheets if needed)

Product Labeling

- The words “**Made in a Home Kitchen**” in 12-point type on the cottage food product’s primary display panel.
- The name commonly used for the food product or an adequately descriptive name.
- The name and street address of the cottage food operation. If the business is listed in the telephone directory, the city, state, and zip code may be listed in place of the full street address.
- The registration or permit number of the “Class A” or “Class B” cottage food operation, and the name of the county or city of the local enforcement agency (Tuolumne County) that issued the permit number.
- The ingredients of the cottage food product in descending order of predominance by weight, if the product contains two or more ingredients.
- A declaration of quantity (count, volume, weight). Volume and weight are to be in English and in metric.

A sample label must be submitted with this application

**Please initial each item below to confirm that operator meets these requirements
(required self-certification checklist with application)**

- ___ No domestic activity will be conducted in kitchen during cottage food preparation.
- ___ No infants, small children, or pets will be in the kitchen during cottage food preparation.
- ___ Kitchen utensils and equipment will be kept clean and in good repair.
- ___ All food contact surfaces/utensils will be washed, rinsed, and sanitized before each use.
- ___ All food preparation and storage areas are and will be kept free of rodents and insects.
- ___ No smoking in the kitchen area during preparation or processing of cottage food is allowed.
- ___ Individuals with contagious diseases will be excluded from all food preparation.
- ___ Hands and exposed portions of arms of food workers must be kept clean and must be washed before any food preparation or packaging.
- ___ Water used during the preparation of cottage food products, including hand washing, produce washing and washing of food contact surfaces, shall meet the potable drinking water standards, as defined by section 113869 of the California Retail Food Code

Water Source

Public Water

Private Well

Additional forms will be required if food is prepared from a home with a private well (Please see Self-Certification Checklist, 14.a)

Disposal of Wastewater

Public Sewer Service

Private Septic System

In the event of septic system failure or plumbing problem, you are required to notify Tuolumne County, Division of Environmental Health immediately.

Ingredients Source

Please list the source of ingredients, such as store names. Transporting potentially hazardous foods for 30 minutes or longer requires the use temperature control, such as an ice chest.

California Food Handler Card

Please provide a copy of your Food Handler Card, available at <http://tiny.cc/calcard>, along with this registration

form. ***All food handler cards must be submitted with this application***

Owner's Statement

I, _____, agree to grant access to the Tuolumne County Division of Environmental Health to conduct an inspection of my cottage food operation's primary domestic residence in the event of a consumer complaint or reported foodborne illness, and for routine inspections of Class B Cottage Food Operations.

Signature(s) of CFO Owner(s):

Date: _____

Date: _____

Please be advised that submittal of this form to our Division does not constitute approval to begin operation. A representative of this Division will review all forms and contact you. Once approved, you will receive a Food Facility Permit Application, which is to be completed and returned to our Division with the required payment. Please do not pay until a representative of our Division informs you of the exact amount owed. Your receipt and our approval will then act as a temporary permit. A permit will then be mailed to the mailing address that you provide.

DATE APPROVED & BY EHS: _____

Additional Documents to be Submitted:

- Sample Food Labels
- California Food Handler Card(s)
- Water Well Test Results (if applicable)
- Business License from The City of Sonora (if applicable)
- Fictitious Business Name from County Clerk