



Environmental Health ❖ 625 5th Street, Santa Rosa, CA 95404 ❖ 707-565-6565 ❖ EH@sonoma-county.org
<https://sonomacounty.ca.gov/Health/Environmental-Health-and-Safety/>

Cottage Food Operation Packet

Thank you for your interest in applying for a Cottage Food Operation (CFO). Our goal is to assist you in safely delivering food products to the public. A Cottage Food Operation allows specific non-potentially hazardous food to be produced in the kitchen of your primary residence within Sonoma County. There are two distinct levels of CFOs you can apply for, a Class A or Class B. This packet is designed to ensure you apply for the correct operation and complete the necessary documentation. Should you have any questions regarding CFOs contact the program lead at (707) 565-6565. For a complete list of approved CFO products, visit the California Department of Public Health Cottage Food website at www.cdph.ca.gov.

Cottage Food Operation Class

Class A Registration – If you intend to sell **DIRECTLY** to the end consumer from your home or at community events such as holiday festivals, bake sales, or certified farmer’s markets. The Class A Registration will be required to be completed annually, and whenever there is a change in foods produced or location after registration. There will not be an on-site inspection of your home kitchen annually but future inspections can occur on a complaint basis.

Class B Permit – If you intend to sell your products to a third-party retailer that holds a valid health permit (local shop/restaurant) who would sell or use your products in a sale to the end consumer. This is **considered INDIRECT** sales. A Class B Permit allows you to engage in both DIRECT (see Class A sales above) and INDIRECT sales. Class B permits must also be renewed annually. There will be an annual inspection of your home kitchen and additional inspections can occur on a complaint basis.

Required Paperwork

- | | |
|--|---|
| <input type="checkbox"/> Application | <input type="checkbox"/> Attachment 3 – Sales Plan |
| <input type="checkbox"/> Self-Certification Checklist | <input type="checkbox"/> Attachment 4 – Food Preparation/Handling Steps & Ingredients |
| <input type="checkbox"/> Attachment 1 – Facility, Floor, Equipment Plan | <input type="checkbox"/> Attachment 5 – Labeling & Packaging |
| <input type="checkbox"/> Attachment 2 – Water Supply, Sewage Disposal, Solid Waste Disposal & Zoning | <input type="checkbox"/> Attachment 6 – Fruit Butters, Jams, Jellies, & Preserves |

Complete and return (by mail or in person) all required paperwork and the registration/permit fee to the Sonoma County Environmental Health Department located at 625 5th Street, Santa Rosa CA 95404. Payment by mail may include a check or money order only, cash is not accepted. The current registration/permit fee can be found at our website at sonomacounty.ca.gov/Health/Environmental-Health/Fee-Schedule/

For more information visit Environmental Health’s website on [Cottage Food Operations](#).

Other Considerations

Operators involved with preparing or packaging of cottage food products must complete a Food Handler’s course within three months of obtaining a registration or permit.

While CFOs may operate from a private residence, they may be required to meet certain zoning and planning criteria, which can include issues such as parking, noise, traffic control, density, as well as other standards. Contact your local city planning department or [Permit Sonoma](#) at (707) 565-1900 (option 5) for specific zoning requirements as related to your CFO.

The California Department of Public Health has established a list of currently approved cottage food products that meet the definition as non-potentially hazardous. Additional foods may be added and removed through a 30-day review process by CDPH. The list of currently approved cottage food products includes the following:

1. **BAKED GOODS WITHOUT CREAM, CUSTARD, OR MEAT FILLINGS.** Examples: **Bagels* Baklava* Biscuits* Bread* Brownies* Buns* Cake* Churros* Coconut Macaroons* Cookies* Crackers* Cupcakes* Donuts** (fried or baked)* **Empanadas** (fruit only)* **Flatbreads* Fruit, Nut, or Seed Bars* Macarons** (with approved Buttercream)* **Muffins* Pastries* Pies** (fruit only)* **Pizelles* Quick Breads* Samosas** (fruit only)* **Tamales** (fruit only)* **Tarts* Tortillas* Torts* Waffles** (fried or baked)* **Waffle Cones***
2. **CANDY AND CONFECTIONS.** Examples: **Brittles* Candied Apples* Candied Popcorn** (balls, caramel, chocolate)* **Caramels* Cotton Candy* Chocolate-Covered Non-Perishables** including: marshmallows, nuts, candy, dried fruit, potato chips, or any combination* **Edible Dessert Sprinkles** including: sanding and crystalized sugars, non-pareils, confetti, sequins, dragees, sugar-shapes, sugar-strands (jimmies), comfits, mini-chocolates, and pralines* **Freeze-Died Candies* Fudge* Ground Chocolate* Hard Candy* Marshmallow Bars* Marshmallows** that do not contain eggs* **Popcorn Balls* Salted Caramels* Spiced Sugars* Toffee***
3. **VANILLA EXTRACT CONTAINING AT LEAST 70 PROOF VODKA OR BOURBON**
4. **DRIED, DEHYDRATED AND FREEZE-DRIED FOODS.** Examples: **Baking Mixes* Bean Soup Mixes* Cereals* Coffee** (roasted or freeze-dried)* **Fruit* Fruit Powders* Fruit Roll-Ups* Grain Mixes* Granola* Ground Chocolate* Herbs and Herb Blends* Hot Chocolate Mix* Mole Paste* Pasta* Popcorn* Potato Chips* Seasoning Salt* Spice Mix or Rubs* Tea* Trail Mixes* Vegetables* Vegetable Chips* Vegetable Soup Mixes***
5. **FROSTINGS, ICINGS, FONDANTS, AND GUM PASTES THAT DO NOT CONTAIN EGGS†, CREAM, OR CHEESE.** Examples: **Buttercream** - traditional, vegan, and chocolate* **Fondant** - regular and chocolate* **Flat Icing* Gum Paste** with pasteurized eggs* **Edible Images* Sugar Glazes* Vegan Gum Paste***
†Frostings and Icings made with meringue powder, powder eggs, or pasteurized eggs are allowed
6. **HONEY AND SORGHUM SYRUPS**
7. **FRUIT BUTTERS, JAMS, JELLIES, AND PRESERVES THAT COMPLY WITH [Part 150 of Title 21 of the Code of Federal Regulations](#)** (Please see explanation at bottom of the document.)
8. **NUTS, NUT MIXES, AND NUT BUTTERS**
9. **PROTEIN POWDER SHAKE MIXES MADE FROM MANUFACTURED INGREDIENTS**
10. **VINEGARS AND MUSTARDS.** Examples: **Mustards** without eggs* **Vinegars* Fruit-Infused Vinegars** using only high-acid fruit such as: apple, blackberry, blueberry, cherry, crabapple, cranberry, grape, gooseberry, grapefruit, huckleberry, kumquat, lemon, lime, loganberry, nectarine, orange, peach, plum, pineapple, pomegranate, quince, raspberry, strawberry, tomatillo, youngberry*

Fruit Butters, Jams, Jellies, and Preserves: Cottage Food Operations that wish to produce fruit butters, jams, jellies, and preserves must meet the legally established standards set forth in [21 CFR Part 150](#). The purpose of the regulation is to maintain the integrity of the food and ensure consumers know what product they are receiving. The regulation establishes labeling requirements and limits the ingredients that may be used when producing these foods. Cottage Food Operations cannot use any ingredient not listed in 21 CFR Part 150, including low-acid ingredients such as peppers to create pepper jelly. Use of a low-acid ingredient may cause the formation of the botulism toxin in the product if proper controls are not used.



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COTTAGE FOOD OPERATION APPLICATION REGISTRATION (CLASS A) OR PERMIT (CLASS B)

Business Name _____ Phone _____

Owner Name (s) _____

Address of Domestic Home Kitchen _____ City _____ Zip _____

Mailing Address _____ City _____ State _____ Zip _____

Email _____ Website _____

Water Supply: Public Private Well*

Sewage Disposal: Public Private Septic**

Proposed Start Date _____ Have you ever had a CFO Registration/Permit with Sonoma County? YES NO

Vet Exempt YES NO

TYPE OF SALES (check one)

CLASS A – DIRECT SALES, FOOD IS SOLD DIRECTLY FROM HOME OR OFFSITE WHERE THE SALES TRANSACTION IS COMPLETED DIRECTLY WITH THE END CONSUMER

CLASS B – INDIRECT SALES, FOOD IS SOLD TO A THIRD-PARTY RETAILER FOR RESALE TO A CONSUMER (ALSO INCLUDES DIRECT SALES)

NOTE: Selling food product anywhere offsite from the primary residence may require an additional permit for each physical location or event. Please check with the Special Events lead at (707) 565-6565 or visit [Environmental Health](#).

*Water well testing required prior to issuance of permit. See Attachment 2.

**Septic system self-certification required prior to issuance of permit. See Attachment 2.

OWNER'S STATEMENT

I (we) understand that a registration 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 registration is valid for twelve months and shall expire at the end of this time period. If you wish to obtain a new registration, you must submit a new application, associated documents, and payment of fees determined by the Board of Supervisors. The registration may be suspended or revoked for good cause. The registration 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 Sonoma County. Pursuant to the California Public Records Act, Cottage Food Operation Application information is a public document and must be released upon request.

Applicant Signature _____ Date _____

Print Name _____ Title _____

For office use only:

PE _____ SR # _____ District _____ Issue Permit _____ Approved by _____

FA # _____ PR # _____ DD214 Received _____ Entered by _____

Cash Check/Credit Card Trans # _____ Date Rec'd _____ By _____ Amount Rec'd \$ _____

COTTAGE FOOD OPERATION (CFO) CHECKLIST

Name of CFO:	Date:	
Name of Owner:	Phone:	
CFO Physical Address:		
CFO Mailing Address:		
Email Address:		
COTTAGE FOOD PRODUCTS (Check items you will prepare & offer)		
<input type="checkbox"/> Baked Goods <u>without cream, custard, or meat fillings</u> . (Bagels, Bread, Brownies, Cake, Cookies, Cupcakes, Fruit pies, Pastries, Muffins, etc.)	<input type="checkbox"/> Frostings and Icings <u>that do not contain eggs, cream, or cream cheese</u> . (Buttercream, Flat icing, and Sugar glazes.)	
<input type="checkbox"/> Candy and Confections. (Brittle, Candied apples, Cotton candy, Chocolate covered nuts, candy, dried fruit, Caramels, Fudge, Toffee etc.)	<input type="checkbox"/> Fruit butters, Jams, Jellies, and Preserves that comply with standard described in Part 150 of Title 21 of the Code of Federal Regulations.	
<input type="checkbox"/> Dried and Dehydrated foods. (Baking mixes, Fruit, Granola, Pasta, Roasted coffee, Trail mixes, Vegetables, Vegetable soup mixes etc.)	<input type="checkbox"/> Nuts, Nut mixes, and Nut butters	
<input type="checkbox"/> Honey and Sorghum Syrups	<input type="checkbox"/> Vinegars and Mustards	
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		
The CFO is located in a private residence where the CFO operator currently resides.	YES	NO
CFO food preparation will take place in the private kitchen located within the home.	<input type="checkbox"/>	<input type="checkbox"/>
Sketch of floor plan and list of utensils for food and kitchen areas (Attachment 1) included.	<input type="checkbox"/>	<input type="checkbox"/>
Restroom to be used with CFO is available and included in sketch (Attachment 1).	<input type="checkbox"/>	<input type="checkbox"/>
Handwashing and warewashing facilities to be used with CFO are available and included in sketch (Attachment 1).	<input type="checkbox"/>	<input type="checkbox"/>
EMPLOYEE AND TRAINING REQUIREMENTS		
All people involved in the CFO have completed a State approved training course.	<input type="checkbox"/>	<input type="checkbox"/>
If YES, copies of certificates are attached. If NO, complete course will be completed and passed within three (3) months of CFO registration.	<input type="checkbox"/>	<input type="checkbox"/>
CFO has more than one (1) full-time equivalent (40 hours per week) Cottage Food Employee (paid or volunteer). Immediate family/household members are not included.	<input type="checkbox"/>	<input type="checkbox"/>
WATER SUPPLY, SEWAGE DISPOSAL, SOLID WASTE DISPOSAL & ZONING – ATTACHMENT 2		
The CFO is on a private well. If YES, you must complete testing for Total and Fecal Coliform bacteria. Results attached.	<input type="checkbox"/>	<input type="checkbox"/>
The CFO is on a public water system or community services district. If YES, provide name of the public water system or district: _____	<input type="checkbox"/>	<input type="checkbox"/>
The residence is on a private (on-site) septic system. If YES, you must complete the septic system self-certification portion of Attachment 2. Self-certification attached.	<input type="checkbox"/>	<input type="checkbox"/>
Information regarding trash disposal (Attachment 2) provided.	<input type="checkbox"/>	<input type="checkbox"/>
Documentation regarding local zoning approval (Attachment 2) provided.	<input type="checkbox"/>	<input type="checkbox"/>

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.	<input type="checkbox"/>	<input type="checkbox"/>
Warm water, pump soap and single use paper towels are available for handwashing.	<input type="checkbox"/>	<input type="checkbox"/>
All food ingredients used in the CFO products are from an approved source, and are safe and wholesome.	<input type="checkbox"/>	<input type="checkbox"/>
Kitchen equipment and utensils used to produce CFO products shall be clean and sanitized prior to use.	<input type="checkbox"/>	<input type="checkbox"/>
SALES PLAN – ATTACHMENT 3	YES	NO
Location(s) of direct/indirect sale(s) of cottage food products (Attachment 3) provided.	<input type="checkbox"/>	<input type="checkbox"/>
FOOD PREPARATION/HANDLING STEPS AND INGREDIENTS – ATTACHMENT 4	YES	NO
Food preparation/handling steps and list of ingredients <u>for each</u> CFO product provided.	<input type="checkbox"/>	<input type="checkbox"/>
LABELING AND PACKAGING – ATTACHMENT 5	YES	NO
All CFO products are labeled in compliance with the Federal Food, Drug and Cosmetic Act.	<input type="checkbox"/>	<input type="checkbox"/>
The label also includes: The words “Made in a Home Kitchen” in 12-point type	<input type="checkbox"/>	<input type="checkbox"/>
Common name of product or a descriptive name	<input type="checkbox"/>	<input type="checkbox"/>
Name, city and zip code of the CFO	<input type="checkbox"/>	<input type="checkbox"/>
Registration or permit number	<input type="checkbox"/>	<input type="checkbox"/>
Ingredient list in descending order of weight	<input type="checkbox"/>	<input type="checkbox"/>
Net quantity in English units (pounds) and metric units (grams)	<input type="checkbox"/>	<input type="checkbox"/>
Declaration of food allergens, such as milk, eggs, fish, etc.	<input type="checkbox"/>	<input type="checkbox"/>
Label is legible and in English	<input type="checkbox"/>	<input type="checkbox"/>
If nutrient content claim or health claim made, a nutrition fact panel provided.	<input type="checkbox"/>	<input type="checkbox"/>
Sample label <u>for each</u> cottage food product provided.	<input type="checkbox"/>	<input type="checkbox"/>
Description of packaging and process of packaging used for each CFO product provided.	<input type="checkbox"/>	<input type="checkbox"/>
FRUIT BUTTERS, JAMS, JELLIES, AND PRESERVES – ATTACHMENT 6	YES	NO
CFO will prepare fruit butters, jams, jellies, or preserves. Attachment 6 completed and signed.	<input type="checkbox"/>	<input type="checkbox"/>
PERMISSIBLE SALES REQUIREMENTS	YES	NO
CFO products to be sold via direct sales.	<input type="checkbox"/>	<input type="checkbox"/>
CFO products to be sold via indirect sales (option not available for Class A registration).	<input type="checkbox"/>	<input type="checkbox"/>
Gross sales of CFO products will be less than:		
\$75,000 for a Class A operation	<input type="checkbox"/>	<input type="checkbox"/>
\$150,000 for a Class B operation.	<input type="checkbox"/>	<input type="checkbox"/>

Operational Requirements

1. No cottage food preparation, packaging, or handling may occur within 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 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 is being prepared, packaged, stored, or handled.

I (we) agree to grant to the County of Sonoma, DHS, EHS 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/Title _____ Signature _____ Date _____

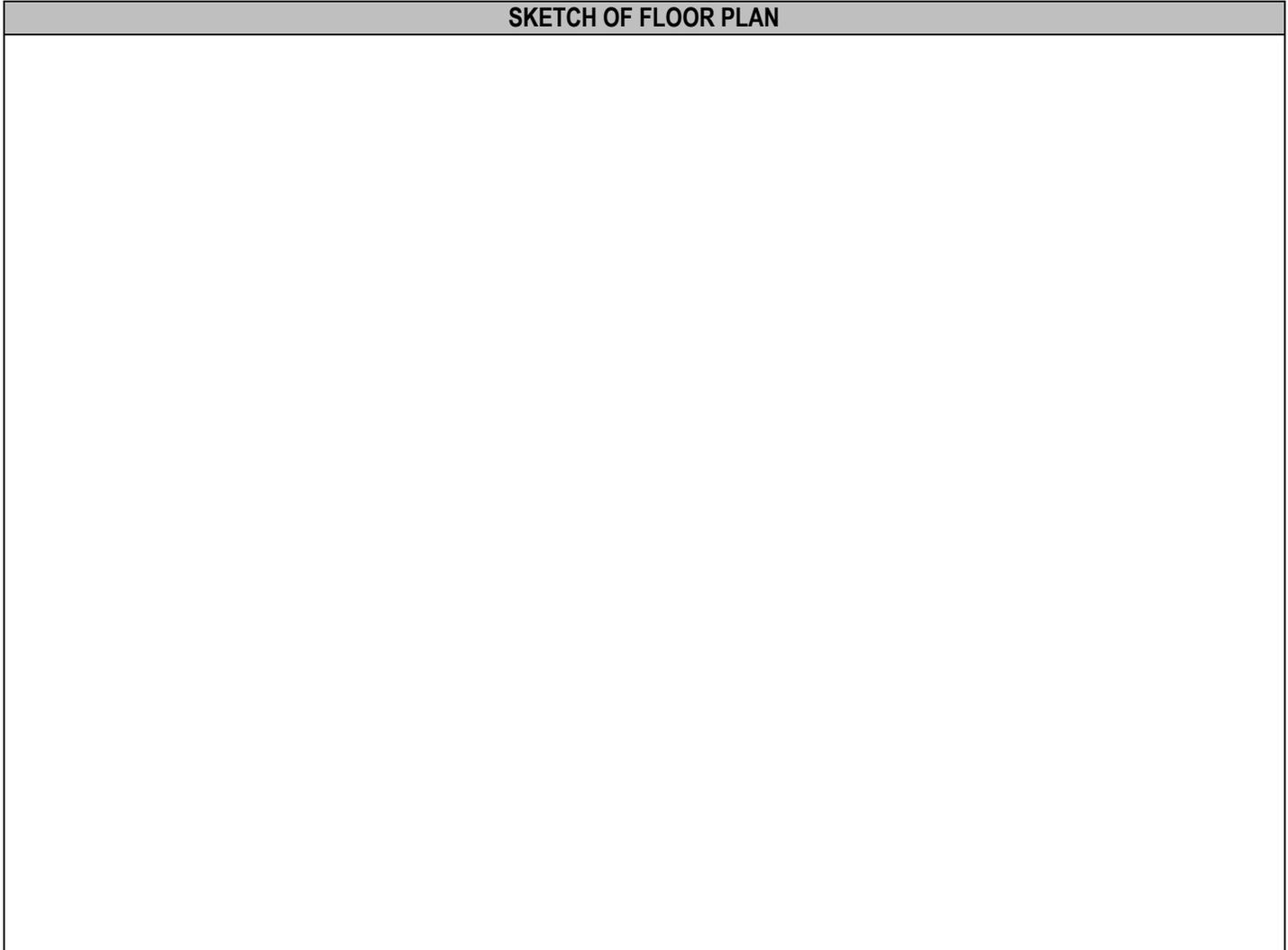
Print Name/Title _____ Signature _____ Date _____

**COTTAGE FOOD OPERATION (CFO)
FACILITY, FLOOR AND EQUIPMENT PLAN
ATTACHMENT 1**

The CFO application must include a floor plan showing all of the following:

- Preparation equipment
- Food contact work surfaces
- Warewashing equipment
- Restroom facility
- Handwashing
- Storage areas
- Refrigeration equipment

SKETCH OF FLOOR PLAN



LIST OF UTENSILS AND EQUIPMENT

**COTTAGE FOOD OPERATION (CFO)
WATER SUPPLY, SEWAGE DISPOSAL, SOLID WASTE DISPOSAL & ZONING
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.

SEWAGE DISPOSAL – PUBLIC SEWER SYSTEM

If your residence is connected to a public sewer system, provide the name of the public sewer agency:

SEWAGE DISPOSAL – SEPTIC SYSTEM

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

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

certify the following **Septic Requirements**:

1. Provide a record showing the septic system type. Note the following restrictions:
 - Cesspools are prohibited.
 - Nonstandard system types, applicant must provide two monitoring and maintenance records (1 year), showing the system is operational. Nonstandard systems need to adhere to the terms and conditions of the operational permit for gallons per day of effluent allowed. The flow information should be included on the monitoring forms.
 - Septic systems with variances, should be in compliance with the terms of the variance including but not limited to the flows allowed under the permit.
2. The septic system is functioning and not in obvious failure, e.g., surfacing effluent, effluent backing up into the home or slow draining sinks, showers and bathtubs.
3. Provide a plot plan showing the location of the, home, septic system (septic tank and dispersal field) and water well.

Signature

Date

Records may be available at Permit Sonoma, which can provide information regarding your septic system type and location. For more information, please refer to Permit Sonoma's [CFO Clearances](#).

SOLID WASTE DISPOSAL

Provide the name of the solid waste company that picks up your trash.

ZONING

Provide any documentation you have received from your local city or County of Sonoma planning department regarding your CFO.

**COTTAGE FOOD OPERATION (CFO)
FOOD PREPARATION/HANDLING STEPS AND INGREDIENTS
ATTACHMENT 4**

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).
Submit 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 spoonful's 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.

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:

$$\left(\frac{13\% \text{ ssc} \times (1360 \text{ grams Juice})}{100\% \text{ ssc}} \right) \times (7.5 \text{ Reference Factor}) \times \left(\frac{55 \text{ parts Sugar}}{45 \text{ parts Fruit}} \right) = 1621 \text{ grams Sugar}$$
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 5

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 registration or permit 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.
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).

Example of CFO Label:

MADE IN A HOME KITCHEN
Registration #: xxxxxxxx
Issued in county: Sonoma County
Chocolate Chip Cookies with Walnuts
Sally Baker
123 Cottage Food Lane
Santa Rosa, CA 90XXX

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.

Contains: Wheat, eggs, milk, soy, walnuts

Net Wt. 3 oz. (85.049g)

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 1/2 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.'

Examples of 'Nutrition Facts' panel:

Nutrition Facts	
Serving Size 1 cup (110g)	
Servings Per Container About 6	
Amount Per Serving	
Calories 250	Calories from Fat 30
% Daily Value*	
Total Fat 7g	11%
Saturated Fat 3g	16%
Trans Fat 0g	
Cholesterol 4mg	2%
Sodium 300mg	13%
Total Carbohydrate 30g	10%
Dietary Fiber 3g	14%
Sugars 2g	
Protein 5g	
Vitamin A	7%
Vitamin C	15%
Calcium	20%
Iron	32%
* Percent Daily Values are based on a 2,000 calorie diet. Your daily value may be higher or lower depending on your calorie needs.	
	Calories: 2,000 2,500
Total Fat	Less than 55g 75g
Saturated Fat	Less than 10g 12g
Cholesterol	Less than 1,500mg 1,700mg
Total Carbohydrate	250mg 300mg
Dietary Fiber	22mg 31mg

Nutrition Facts	
6 servings per container	
Serving Size 1 cup (110g)	
Amount per 1 cup	
Calories 250	
% DV*	
11%	Total Fat 7g
16%	Saturated Fat 3g
	Trans Fat 0g
2%	Cholesterol 4mg
13%	Sodium 300mg
10%	Total Carbs 30g
14%	Dietary Fiber 3g
	Sugars 2g
	Added Sugars 0g
	Protein 5g
7%	Vitamin A 1mcg
15%	Vitamin C 2mcg
20%	Calcium 4mg
32%	Iron 5mg
* Percent Daily Values are based on a 2,000 calorie diet. Your daily value may be higher or lower depending on your calorie needs.	
	Calories: 2,000 2,500
Total Fat	Less than 55g 75g
Saturated Fat	Less than 10g 12g
Cholesterol	Less than 1,500mg 1,700mg
Total Carbohydrate	250mg 300mg
Dietary Fiber	22mg 31mg

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.

Packaging consists of 6 ½" X 5 ½" 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)
STANDARDIZED FRUIT BUTTERS, JELLIES, PRESERVES, AND RELATED PRODUCTS
ATTACHMENT 6**

[\[Title 21 Code of Federal Regulations Part 150\]](#)

PLEASE CHECK THE ITEMS YOU WILL PREPARE AND OFFER:			
<input type="checkbox"/> Fruit Butters <input type="checkbox"/> Jams <input type="checkbox"/> Jellies <input type="checkbox"/> Preserves <input type="checkbox"/> None of these			
STANDARDS OF IDENTITY ACKNOWLEDGEMENT	YES	NO	N/A
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<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 _____			

NOTE: The information in this FAQ is intended to provide a response to questions posed and will be updated as needed. This information should not be construed as a legal interpretation.

AB 1616 Chaptered Law:

http://www.leginfo.ca.gov/pub/11-12/bill/asm/ab_1601-1650/ab_1616_bill_20120921_chaptered.pdf

California Homemade Food Act Cottage Food Operations (CFO) Frequently Asked Questions

1. What is a CFO?

A CFO is an enterprise operating from a private home where low-risk food products are prepared or packaged for sale to consumers.

2. What is meant by “private home”?

“Private home” means a dwelling, including an apartment or other leased space, where individuals reside. The CFO must be conducted from the primary residence and is not allowed to be conducted from other dwellings such as a second home, vacation home, motor home, etc.

3. Are there limitations on the size of a CFO’s sales (gross)?

Yes. The dollar amount a CFO is limited to in a calendar year is \$75,000 or less for Class A and \$150,000 or less for Class B.

4. Can a CFO have employees?

Yes. A CFO can have one full-time equivalent employee (not counting family members or household members).

5. What are the two classifications of CFOs?

There are two classifications or types of Cottage Food Operations:

- Class A CFO – An enterprise that only engages in the direct sale of cottage food products.
- Class B CFO – An enterprise that engages in both direct and indirect sales of cottage food products.

6. What is meant by “direct sale” of cottage food?

“Direct sale” means a transaction within the state between a CFO operator and a consumer, where the consumer purchases the cottage food product directly from the CFO. Direct sales include, but are not limited to, transactions at holiday bazaars or other temporary events, such as bake sales or food swaps, transactions at farm stands, certified farmers’ markets, or through community-supported agriculture subscriptions, and transactions occurring in person in the CFO. **NOTE:** A CFO operator may sell cottage food products at a permitted community event provided the CFO operator has a valid temporary food facility permit. Cottage food products offered by registered or permitted CFOs are classified as being from an approved source.

7. What is meant by “indirect sale” of cottage food?

“Indirect sale” means an interaction between a CFO, a third-party retailer, and a consumer, where the consumer purchases cottage food products made by the CFO from a third-party retailer that holds a valid retail food facility permit issued by the County of Sonoma Environmental Health Department. Indirect sales include, but are not limited to, sales made to retail shops or to retail food facilities where food may be immediately consumed on the premises.

8. What types of cottage food can be prepared by a CFO?

Only foods that are defined as “non-potentially hazardous” are approved for preparation by a CFO. These are foods that do not require refrigeration to keep them safe from bacterial growth that could make people sick. CDPH has established a list of currently approved cottage food products that meet the definition as non-potentially hazardous. For a complete list of approved CFO products, visit the CDPH Cottage Food website at www.cdph.ca.gov.

9. What if the food I want to make is not an approved cottage food product?

The CDPH Food and Drug Branch has established a protocol for individuals who wish to request that a food product category be added to the approved CFO food product list published on the CDPH website. Requests are to be submitted to fdbRetail@cdph.ca.gov

The request should include the name of the product, as well as a brief description of the ingredients and/or the processing method.

10. Do I need any special training or certification to prepare cottage foods?

Yes. A person who prepares or packages cottage food products must complete a food handler’s course within three months of being registered or permitted. **NOTE:** A food safety manager’s certification is also acceptable.

11. Where do I go to obtain this special training/certification?

CFOs with minimal training in food safety practices, sanitation principles, or basic food microbiology, can broaden their food safety knowledge and understanding by taking the food handler’s course.

You can access a list of available food-handler training courses at the following website:

<https://anabpd.ansi.org/Accreditation/credentialing/certificate-issuers/AllDirectoryListing?prgID=228,238&statusID=4>

12. Does a CFO need a registration or permit to operate?

Yes. In addition to Environmental Health, a CFO must contact the following agencies to obtain approval for their operation:

• **Planning/Zoning Agency**

Depending on where the private home is located within Sonoma County, a CFO must obtain approval from their local city planning department or the County of Sonoma Permit and Resource Management Department (PRMD). Most planning departments will require a home occupation permit and a business license be obtained for both Class A and Class B CFOs. As planning department requirements may vary between jurisdictions, potential CFO operators should check with the jurisdiction where the CFO will be located for specific requirements.

Quick Reference for Planning/Zoning Department Contacts	
City of Cloverdale – Planning/Community Development Department	(707) 894-1726
City of Cotati – Community Development Department	(707) 665-3634
City of Healdsburg – Planning & Building Department	(707) 431-3348
City of Petaluma – Community Development Department	(707) 778-4301
City of Rohnert Park – Development Services Department	(707) 588-2231
City of Santa Rosa – Community Development Department	(707) 543-3200
City of Sebastopol – Planning Department	(707) 823-6167
City of Sonoma – Planning Department	(707) 938-3681
Town of Windsor – Planning & Building Department	(707) 838-1021
Permit Sonoma – Permit & Resource Management Department (PRMD)	(707) 565-1900 Option 5

13. Are there any requirements regarding an on-site water well serving the private home where a CFO will operate?

Yes. Only potable water from a properly constructed on-site water well or approved municipal water system can be used. If a well is used, the well water must be tested for the following constituents at the testing frequency listed:

CONSTITUENT	TESTING FREQUENCY	EXPECTED RESULT
Total Coliform Bacteria	Quarterly (once every 3 months)	Absent
<i>E. coli</i>	Quarterly (once every 3 months)	Absent

List of Certified Laboratories for Bacteriological and/or Chemical Analysis

Sonoma County Public Health Regional Laboratory
3313 Chanate Road
Santa Rosa, CA 95404
Telephone (707) 565-4711
(bacteriological testing)

Caltest Analytical Laboratory
1885 North Kelly Road
Napa, CA 94558
Telephone (707) 258-4000
(bacteriological and chemical testing)

Brelje and Race Laboratories, Inc
425 South E Street
Santa Rosa, CA 95404
Telephone (707) 544-8807
(bacteriological and chemical testing)

Far West Laboratories Inc.
PO Box 355
Riverbank, CA 95367
Telephone (800) 750-9260
(209) 869-9260
(bacteriological and chemical testing)

Scott Laboratories
2220 Pine View Way
PO Box 4559
Petaluma, CA 94955-4559
Telephone (707) 765-6674
(bacteriological and chemical testing)

Disclaimer: The Sonoma County Department of Health Services makes no assumption of quality and makes no warranties regarding providers appearing in this resource guide. This resource guide is simply a public listing provided for consumer convenience, and is not a recommendation or endorsement by the Department.

14. If I have a water sample for my well that was taken prior to my application submittal for a CFO, is the sample valid to allow me to start operation?

Maybe. Assuming water sample results reflect passing levels for potability, depending on how far in advance the water sample was taken prior to the application for a CFO would determine whether or not the sample result(s) is/are valid to allow the CFO to start operating. The time in advance the water sample was taken should not exceed the testing frequency intervals specified above in question #13.

15. If my private home is on a septic system, how do I obtain a clearance for my CFO?

CFOs can certify the septic system is functioning properly, provided the following requirements are met: 1) the septic system is not a cesspool; 2) the septic system is operating effectively; 3) the septic system has a reserve area for replacement if the existing septic system fails. Self-certification can be completed by submitting Attachment 2 of the CFO application.

Contact Permit Sonoma's (PRMD) well & septic division at 707-565-2849 for more septic information or visit their website for CFO septic clearances at <https://sonomacounty.ca.gov/PRMD/Eng-and-Const/Well-and-Septic/Well-and-Septic-Permits/Cottage-Foods-Septic-Requirements/>

16. Can the liquid waste from my CFO impact the septic system?

Yes. A residential septic system is designed to accept waste flows from occupants conducting normal day-to-day activities. A cottage food operation may increase the volume and/or strength of the waste if higher amounts of sugars, fats, oils or grease wash down the drain as a result of cooking, baking or cleaning associated with the operation. Increased flows and higher strength waste can cause the septic system to perform poorly, or fail, leading to costly repairs.

Minimize the amount of sugars, fats, oils, or grease entering your septic system by scraping and wiping utensils and surfaces prior to washing, and avoid washing food scraps down the drain. Also, have your septic tank pumped at the recommended frequency of once every 3-5 years.

17. Can my wastewater be disposed of in a graywater system?

No. The California Plumbing Code Chapter 16A excludes kitchen wastewater from the definition of graywater. Graywater is defined as "untreated wastewater that has not been contaminated by any toilet discharge. Graywater includes wastewater from bathtubs, showers, bathroom sinks, clothes washing machines and laundry sinks. It does not include wastewater from kitchen sinks, dishwashers, photo lab sinks or laundry water from soiled diapers."

Food processing wastewater, like wastewater from kitchen sinks, is considered "black" water and cannot be routed to a graywater disposal system.

18. How much will the CFO registration or permit cost?

The current registration/permit CFO fee can be found at our website at sonomacounty.ca.gov/Health/Environmental-Health/Fee-Schedule/. Additional fees may be charged for inspection and/or enforcement activities if the CFO is found to be in violation of California food safety laws.

19. Is my CFO registration or permit transferrable?

No. Registrations and permits are nontransferable between persons, locations, type of sales (direct or indirect), or type of distribution.

20. Will my CFO registration/permit allow me to sell at other retail venues?

A Class A CFO is limited to direct sales of cottage food products. In addition to the 'direct sale' of cottage food products, Class B CFOs may also engage in 'indirect sales.' CFOs may operate at approved venues such as Community Events, provided they obtain a valid Temporary Food Facility Permit from Environmental Health. Cottage food products sold from registered and permitted CFOs are considered to be from an approved source.

21. Do I need a Temporary Food Facility Permit to operate at a Certified Farmers' Market even though I am a Registered or Permitted CFO?

Yes. Cottage food products offered by registered or permitted CFOs may be sold at Certified Farmers' Markets provided the CFO has a valid Temporary Food Facility Permit.

22. Can a CFO located outside of Sonoma County sell their cottage food products within Sonoma County?

Yes. CFOs located outside of Sonoma County with proper registration or permit from another county in California may sell their cottage food products in Sonoma County. **NOTE:** A CFO operator may sell cottage food products at a permitted community event provided the CFO operator has a valid temporary food facility permit. See question #20 for further information.

23. How often will a CFO be inspected?

- Class A CFOs are not subject to initial or routine inspections. For purposes of determining compliance, the registered area of the CFO may be inspected under the following conditions: consumer complaint, reason to suspect that adulterated or otherwise unsafe food has been produced or that the CFO has violated Chapter 11.5 of the California Retail Food Code.
- Class B CFOs are required to have an initial inspection to determine compliance with Chapter 11.5 of the California Retail Food Code. Once permitted, Class B CFOs will be inspected no more than once per year.
- Class A and Class B CFOs (Other Inspections): EHS may access, for inspection purposes, the registered or permitted area where a CFO is located if, on the basis of a consumer complaint, EHS has reason to suspect that adulterated or otherwise unsafe food has been produced by the CFO or that the CFO is found to be in violation of California food safety laws. A CFO found to be in violation will be subject to fees for the inspection and any enforcement activities.

24. What are the operational requirements for a CFO?

All CFOs must comply with the following:

- No domestic activity in kitchen during cottage food preparation
- No infants, small children, or pets in kitchen during cottage food preparation
- Kitchen equipment and utensils kept clean and in good repair
- All food contact surfaces and utensils washed, rinsed, and sanitized before each use
- All food preparation and storage areas free of rodents and insects
- No smoking in kitchen area during preparation or processing of cottage food
- A person with a contagious illness shall refrain from working
- Proper handwashing shall be completed prior to any food preparation or packaging
- Water used in the preparation of cottage food products must be potable. Cottage food preparation activities include:
 - Washing, rinsing, and sanitizing of any equipment used in food preparation
 - Washing and sanitizing hands and arms
 - Water used as an ingredient in a cottage food product

25. Where can I file a complaint about a cottage food operation or cottage food product?

You can file a complaint by contacting Department of Health Services, Environmental Health at (707)565-6565

26. Are "Internet" sales and "Mail-Order" sales permitted?

Yes, within California. CFOs may accept orders and payments via the internet, mail or phone. A "direct" and "indirect" sale may be fulfilled in person, via US Mail, or using any other third-party delivery service.

NOTE: A Cottage Food Operation that advertises to the public, including through an internet website, social media platform, newspaper, newsletter, or other public announcement, shall indicate the following on the advertisement:

- 1) The county of approval.
- 2) The registration or permit number.
- 3) A statement that the food is "Made in a Home Kitchen" or "Repackaged in a Home Kitchen," as applicable.

27. What has to be on my cottage food label?

All cottage food products must be labeled in compliance with the Federal Food, Drug, and Cosmetic Act ([21U.S.C. Sec. 343 et seq.](#)). The label must include the following:

- The words “**Made in a Home Kitchen**” in 12-point type
- The name commonly used for the food product
- The name of the CFO and the 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 CFO which produced the cottage food product, and in the case of a Class B CFO, the name of the county where the permit was issued. For example, “**County of Sonoma**”
- 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(pound) units 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.
- 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.
- 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.
- If the label makes approved nutrient content claims or health claims, the label must contain a “Nutrient Facts” statement on the information panel.
- Labels must be 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 package must be food-grade (safe for food contact) and not contaminate the food.

NOTE: In a permitted food facility, cottage food products served without packaging or labeling shall be identified to the consumer as homemade on the menu, menu board or in another easily accessible location that would reasonably inform the consumer that the food has been made in a private home.

28. What cottage foods are not allowed?

- Fresh or dried meat or meat products including jerky
- Fresh or dried poultry or poultry products
- Canned fruits, vegetables, vegetable butters, salsas, etc.
- Fish or shellfish products
- Canned pickled products such as corn relish, pickles, sauerkraut
- Raw seed sprouts
- Bakery goods with fillings such as cream, custard or meringue pies and cakes or pastries with cream or cream cheese fillings, fresh fruit fillings or garnishes, glazes or frostings with eggs
- Tempered or molded chocolate or chocolate type products
- Milk and dairy products including hard, soft and cottage cheeses and yogurt
- Cut fresh fruits or vegetables
- Food products made from cut fresh fruits or vegetables
- Food products made with cooked vegetable products
- Garlic in oil mixtures
- Juices made from fresh fruits or vegetables
- Ice or ice products
- Barbeque sauces and ketchups
- Focaccia-style breads with vegetables or cheeses
- Wine preserves
- Ganache
- Cream cheese frosting
- Chutney
- Vegetable butter
- Food products that require refrigeration