



**COMMUNITY AND ECONOMIC
DEVELOPMENT DEPARTMENT**
Division of Environmental Health

**COTTAGE FOOD OPERATION
ANNUAL RENEWAL FORM**

Please Print

CFO Business Name:		Date:	
CFO Address:		CFO City:	CFO ZIP:
Business Information Changed? ☐ Yes ☐ No	Food Handler Card(s) Exp. Date _____ Copy of card attached? ☐ Yes ☐ No		
Email Address:	Website:		Facility ID (FA#):

1. Categories

Please let our office know if you wish to change your Cottage Food Category.

☐ "Class A" (Direct Sales Only) PE0170 ☐ "Class B" (Direct & Indirect Sales) PE0171

2. Prohibited Items

Initial if you agree to 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" and listed on the California Department of Public Health (CDPH) list of approved foods are approved for preparation by a Cottage Food Operation (CFO). Non-potentially hazardous foods are food items that do not require refrigeration to keep them safe from bacterial growth that could be a cause of food-borne illness. Current food list: <https://www.cdph.ca.gov/Programs/CEH/DFDCS/Pages/FDBPrograms/FoodSafetyProgram/CottageFoodOperations.aspx>

3. Products

Initial if you agree to abide by the following: _____

Your menu has not changed from what was previously approved by our office. If your menu has changed or you have added new items, please provide the product name and a complete ingredients list as an attachment.

4. Distribution of CFO Product (include a separate sheet of paper if necessary)

Describe all of the ways you distribute your CFO product to the consumer. Check all that apply, including ways that may not be in this list. (Sales at farmer's markets, sales at community events, and sales at swap meets/flea markets require additional health permits).

- | | | |
|---|--|---|
| ☐ Sales from Home | ☐ Hand Delivery | ☐ Community Events |
| ☐ Farmer's Markets | ☐ Retail Store | ☐ Swap Meet/Flea Markets |

☐ Other: _____

Class B Facilities: List the permitted retail food facilities you sell your CFO product to for them to resell it to their customers or use in their facility.

5. Gross Annual Sales

Initial if you agree to abide by the following: _____

I understand that I will lose my CFO status and will need to become permitted within a commercial facility if my CFO business exceeds the following gross annual sales figures for the calendar years indicated in the following table:

CFO Classification	Gross Annual Sales
"Class A"	\$75,000
"Class B"	\$150,000

6. Delivery Limitations:

Initial if you agree to abide by the following: _____

I understand that I may accept orders and payments via the internet, mail, or phone. However, all "Class A" and "Class B" CFO products must be delivered directly in person, via mail delivery, or using any other third-party delivery service. The CFO products may not be delivered outside the state of California via US Mail, United Postal Service, FedEx, or using any other indirect mail delivery method as this is regulated/subject to California Department of Public Health (CDPH) registration and state and federal requirements.

7. Signature of Owner:

By signing below, I certify under penalty of perjury that all of the information provided above is true and correct to the best of my knowledge and that I understand the above and agree to operate my cottage food business within the scope of the above limits, and as required by California Health and Safety Code Sections 113758, & 114365-114365.6.

Signature *Print Name* *Date*

OFFICE USE ONLY

APPROVED BY **DATE**