



**Subject: NEW THIS YEAR** – To encourage going paperless, Registration & Permit renewal of Cottage Food Operation (CFO ) 2017, this form may be submitted with payment information via e-mail, or by mail.

It is time to renew your CFO Class A Registration, or Class B Permit for the calendar year of January 1 through December 31, 2017. **All active Registrations and Permits will expire December 31, 2016.** Renewal applications received after the due date will be assessed a \$150.00 late fee plus additional fees if review of changes exceed 15 minutes.

Please complete the attached pages and return with appropriate fees, payable to: Contra Costa Environmental Health **by December 31, 2016.** *A penalty fee will be assessed for operating without a valid registration or permit after this date.*

**Check one box:**

**Class A** Cottage Food Operation Annual Registration- Direct Sales Only

- Renewal with **NO CHANGES** to products, CFO address      Registration fee \$95.00      Due 12.31.16
- Renewal **WITH CHANGES** (See next page for change request)      Registration fee \$95.00      Due 12.31.16

*More than 15 minutes of review of any changes will result in additional charges at the hourly rate of \$174.00*

**Class B** Cottage Food Operation Annual Permit – Direct & Indirect Sales

- Renewal with **NO CHANGES** to products, CFO address      Registration fee \$304.00      Due 12.31.16
- Renewal **WITH CHANGES** (See next page for change request)      Registration fee \$304.00      Due 12.31.16

*More than 15 minutes of review of any changes will result in additional charges at the hourly rate of \$174.00*

- I will no longer operate my CFO after December 31, 2016.

Operators **may not** add products or change from Class A to Class B until written approval from Contra Costa Environmental Health has been received acknowledging approved changes.

Owner Name: \_\_\_\_\_ CFO Name: \_\_\_\_\_

Owner Signature: \_\_\_\_\_ FA# \_\_\_\_\_ Date: \_\_\_\_\_

Send your CFO Renewal Correspondence/Questions to: [CFO@hsd.cccounty.us](mailto:CFO@hsd.cccounty.us)  
 CA State CFO updates, visit: <http://www.cdph.ca.gov/programs/Pages/fdbCottageFood.aspx>

*If have not submitted your copy of your food handler certificate, please do so at this time. Thank you.*

<b>Office Use Only:</b> Date Received: _____ Amount Paid: _____ XR _____
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**Class B Product Sales:** If the Class B CFO engages in the indirect sales of Cottage Food products, please list the location (s) products are sold.

Facility/Business Name	Address

**REQUEST FOR CHANGE 2017**

Operators **may not** add products or change from Class A to Class B until a written approval from Contra Costa Environmental Health has been received acknowledging approved changes.

**Please check all that are applicable:**

- Adding Products (*attach label with all required information for each product, and return with this form*)  
**Fee may apply:** *\*More than 15 minutes of review of changes will result in additional charges at the hourly rate of \$174.00.*
- Address/CFO Name change to: \_\_\_\_\_
- Updated application forms and documentation of all local city/county planning/zoning approvals, including this form are attached.  
**Fee applies:** *Will be charged hourly (\$174.00) based on fee schedule.*
- Status from Class A to Class B (\* Attach updated permit form and send with this form)  
**Fee applies:** \$39.00 + \$304.00 = \$343.00 (A home kitchen inspection is required for permit)
- Phone number or e-mail address change to  
**No fee applies**

I certify that I am the CFO owner. I understand that fees are not prorated, are non refundable, and non transferable. By signing below I am certifying that I meet the requirements of the California Health and Safety Code, chapters 415, 556, as it pertains to an Class A/B Cottage Food Operation. I acknowledge that I must notify Contra Costa Environmental Health Division of any changes to the above statement.

Ownersignature: \_\_\_\_\_ Date: \_\_\_\_\_

CFO Business Name: \_\_\_\_\_

*Please return all pages with your payment by December 31, 2016*