

Starting your Contra Costa County Cottage Food Operation (CFO)

APPLICATION FEE IS NON-REFUNDABLE (SERVICE FEES ARE ADDITIONAL. REFER TO FEE SCHEDULE.)

Please allow at least 15 working days from the time of submittal of your completed application packet for review.

Approval is required from Environmental Health prior to starting your CFO business.

See listing of approved Cottage Foods on the reverse side.

It is highly recommended you have a solid business plan in place prior to submitting for permits from various agencies.

Please consider contacting the Contra Costa Small Business Development Center

925-602-6806 or www.contracostasbdc.org for guidance.

Step 1 . . .

Obtain and complete required items below needed for application submittal to Contra Costa Environmental Health:

- Fees paid in full at the time of submission*
- Copy of received & date stamped City/County Planning /Zoning Department CFO Home Occupation Application
- EH Consumer Protection Services Application – 1 page <http://cchealth.org/eh/> (for all forms needed)
- EH California Homemade Food Act AB1616 (Gatto) Registration/Permitting Form – 5 pages
- EH Cottage Food Operations Self Certification Checklist (CFOs – Class A/B) – 2 pages
- Copies of all product labels using required California Department of Public Health format/wording (if stating the use of organic ingredients, must attach a copy of the USDA certification for each item).
Numbered listing of all products submitted if over 3 items. An additional fee of \$174.00 per hour will be charged after the 3rd hour of review. (see sample label below)

<p style="text-align: center;">MADE IN A HOME KITCHEN Class A Registration or Class B Permit #12345 Issued in: Contra Costa County</p> <p style="text-align: center;">Chocolate Chip Cookies With Walnuts Sally Baker 123 Cottage Food Lane Yourtown, CA 90000</p> <p style="text-align: center;">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 style="text-align: center;">Contains: Wheat, eggs, milk, soy, walnuts Net Wt. 3 oz. (85.049g)</p>

- Copy of current Food Handler Course Certification (on line courses are available) - Completed within 3 months.

<http://www.cdph.ca.gov/programs/Documents/fdbCFOtrain.pdf> Copy of certification may be faxed to CCEH 925-692-2502 or emailed to CFO@hsd.cccounty.us and be sure to state the name of your CFO

- Photocopy of your current CA Driver's License (must be a clear, legible copy)

Continued . . .

Fees:

All fees are subject to change without notice.

Renewal payments received after February 28 will have \$150.00 late fee added.

New Class A – Direct Sales Packet Review \$400.00 + \$39.00

Includes review, application fee, 1st year registration **Total: \$439.00**

** Subsequent years with no changes \$95.00 – due annually* **Mar 1 – Feb 28**

New Class B – Indirect/Direct Sales Packet Review \$679.00 + \$39.00

Includes review, application fee, 1st year registration, travel, inspection **Total: \$718.00**

** Subsequent years with no changes \$304.00 – due annually* **Mar 1 – Feb 28**

**** Contra Costa Environmental Health must be notified if there are any changes to the labels, place of residence or products being made, a packet review charge will apply.***

California Department of Public Health information and updates:

For **approved food listing** and program updates regarding the new California CFO AB1616 Gatto bill, please visit the California Department of Public Health: <http://www.cdph.ca.gov/programs/Pages/fdbCottageFood.aspx>

Step 2 . . .

After submittal:

When completed application and payment are received, all applications are date stamped, reviewed by the Inspector and CFO Supervisor. You will be contacted via e-mail, and/or phone to be advised of any changes, or additional documentation and approval or denial. It is your responsibility to return calls and e-mails in a timely manner for a turnaround time of approximately 15 working days. Keep in mind there are other applications on review ahead of yours.

Step 3 . . .

After final approval:

You will be sent your registration / permit number to be printed on all labels and the Class A Registration or Class B Permit. **Do not make, prepare or sell food, including business transactions, prior to receiving your final Environmental Health approval.**

If you are planning to sell your products at Farmer’s Markets or Temp Events, you must contact the Market Manager or Temp Event Coordinator to be accepted and approved by them, pay all appropriate fees and added to their vendor list. You must show proof of Contra Costa CFO registration/permit.

Should you have additional questions after reviewing the websites above, feel free to call your lead inspector: **Don Hwang or Matt Villaber** or program clerk, Diana Abbott 925-692-2500. Email address: **CFO@hsd.cccounty.us**

Approved Cottage Foods

Cottage food operations are allowed to produce certain non-potentially hazardous foods. These are foods that do not support the rapid growth of bacteria that would make people sick when held outside of refrigeration temperatures. The list of approved cottage food categories and their ethnic variations, which cottage food operations are allowed to produce, are listed below. The list will be maintained and updated by the California Department of Public Health (CDPH) on its Internet website as necessary.

CDPH may add to or delete food products from the approved products list. Notice of any change, reason for the change, the authority for the change, and the nature of the change to the approved food products list will be posted on the CDPH website and shall become effective thirty (30) days after the notice is posted. <http://www.cdph.ca.gov/programs/Pages/fdbCottageFood.aspx>

Approved Food Products List (July 1, 2017):

- (1) Baked goods, without cream, custard, or meat fillings, such as breads, biscuits, churros, cookies, pastries, and tortillas.
- (2) Candy, such as brittle and toffee.
- (3) Chocolate-covered nonperishable foods, such as nuts and dried fruits.
- (4) Dried fruit.
- (5) Dried pasta.
- (6) Dry baking mixes.
- (7) Fruit pies, fruit empanadas, and fruit tamales.
- (8) Granola, cereals, and trail mixes.
- (9) Herb blends and dried mole paste.
- (10) Honey and sweet sorghum syrup.
- (11) Jams, jellies, preserves, and fruit butter that comply with the standard described in **Part 150 of Title 21 of the Code of Federal Regulations**. * See Below
- (12) Nut mixes and nut butters.
- (13) Popcorn.
- (14) Vinegar and mustard.
- (15) Roasted coffee and dried tea.
- (16) Waffle cones and pizelles.
- (17) Cotton candy.
- (18) Candied apples.
- (19) Confections such as salted caramel, fudge, marshmallow bars, chocolate covered marshmallow, nuts, and hard candy, or any combination thereof.
- (20) Buttercream frosting, buttercream icing, buttercream fondant, and gum paste that do not contain eggs, cream, or cream cheese.
- (21) Dried or Dehydrated vegetables.
- (22) Dried vegetarian-based soup mixes.
- (23) Vegetable and potato chips.
- (24) Ground chocolate.
- (25) Seasoning salt.
- (26) Flat Icing.
- (27) Marshmallows that do not contain eggs.
- (28) Popcorn balls.
- (29) Dried grain mixes.
- (30) Fried or baked donuts and waffles.
- (31) Dried hot chocolate (dried powdered mixes or molded hardened cocoa pieces).
- (32) Fruit infused vinegar (*containing only high-acid fruits such as apple, crabapple, nectarine, peach, plum, quince, blackberry, blueberry, cherry, cranberry, grape, huckleberry, gooseberry, loganberry, pomegranate, pineapple, raspberry, strawberry, tomatillo, youngberry, grapefruit, kumquat, lemon, lime, orange*).

*Jams, jellies, preserves, and fruit butter: Cottage food operations which produce jams, jellies, preserves, and other related products must be sure that their products meet the legal established standards of identity requirements for those products as set forth in **21 CFR Part 150**. The purpose of the regulation is to maintain the integrity of the food product to ensure consumers consistently get what they expect. The product name and ingredients listed on the label must be factual and comply with the legal definitions and standards of identity or the product may be considered misbranded. Products made with other ingredients that are not defined in 21 CFR 150 cannot be produced by cottage food operations. Addition of other ingredients or alteration of ingredient profiles changes the chemistry of the food, which can allow the growth of various bacteria and toxins under the right conditions. For example, addition of peppers (i.e. jalapeno pepper) to make pepper jelly is not supported by 21 CFR 150 and the addition of this low acid ingredient could cause the formation of botulism toxin in the product if the proper controls are not used.

Product Requests:

Requests for approval of food not found on the CDPH list, submit to: fdbinfo@cdph.ca.gov. The request should include: Your contact information, name of the product, as well as a brief description of the ingredients and/or the processing method.