



City of Cotati Community
 Development Department
 201 W Sierra Avenue
 Cotati, CA 94931
 (707) 665-3636
 permits@cotaticity.gov

Cottage Food Operation Self-Certification Checklist

Name of Cottage Food Operator: _____

Name of Cottage Food Operation: _____

Telephone No.: _____

Email address: _____

Website: _____

Physical Address of Cottage Food Operation: _____

Assessor's Parcel No.: _____

List of Cottage Food Products to Be Prepared and Packaged For Sale: _____

Type of Sales (i.e., direct, indirect, or both): _____

Location of Sales (Please be specific as to whether sales are at the home, or at other specified locations): _____

Is this a "Class A" or "Class B" cottage food operation? _____

Please answer "Yes" or "No" to the following:	Yes	No
1. For Class A operations, have you attached written proof that you have registered the business with the County of Sonoma Department of Health Services?		
2. For Class B operations, have you attached written proof that you have registered the business with the County of Sonoma Department of Health Services, and have received and passed the required County Health inspection?		
3. Has the cottage food operation applied for a business license from the City of Cotati Administrative Services Department?		
4. Will the Cottage food operation utilize the City of Cotati public water system?		
<ul style="list-style-type: none"> • If "No", will the operation utilize private well water? 		
5. Have you familiarized yourself with California law as it pertains to cottage food operations?		

Conformance with State Law

Please verify that the cottage food operation will conform to state law including the following requirements:

Please answer "Will Comply" to the following:	Will Comply
1. No cottage food preparation, packaging, or handling may occur in 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 the 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, packing, 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 products are being prepared, packed, stored, or handled.	
7. Any persons with a contagious illness shall refrain from work in the permitted area of the cottage food preparation.	
8. Any persons involved in the preparation of packaging of the cottage food products shall keep his or her hands and exposed portions of his or her arms clean and shall wash his or her hands before any food preparation or packaging activity in a cottage food operation.	
9. All persons who prepare or package cottage food products shall complete a food processor course instructed by the California Department of Public Health within the next three (3) months. (Copies of each certificate issued are to be submitted to the County within three months of permit issuance.)	
<p>10. All cottage food products shall be labeled consistent with the Federal Food, Drug, and Cosmetic Act (21 U.S.C. Sec. 343 et seq.) and the label shall include:</p> <ul style="list-style-type: none"> ● "Made in a Home Kitchen" in 12-point type; ● Name commonly used for the food product; ● Name of cottage food operation; ● The County Health Department registration number for the business; and ● Product ingredients in descending order by weight. 	

By signing below, the owner/applicant hereby acknowledges that all answers provided herein are accurate and that the owner agrees to comply with all provisions of the California Homemade Food Act as codified in the California health and Safety Code.

Owner Signature: _____

Print Name: _____ Date: _____

PLANNING STAFF DETERMINATION

Based on responses to the above questions, it has been determined that the application:

Does: _____ Does Not: _____ qualify for the issuance of a cottage food operation and zoning certification. A Home Occupation Business License may/may not be issued, provided all other City requirements are met.

Planning Department Signature: _____ Date: _____