



**SELF-CERTIFICATION CHECKLIST**

**Facility Requirements**

- 1. Is the CFO located in a private dwelling where the CFO operator currently resides? .....  Yes  No
- 2. Will the CFO food preparation take place in the private kitchen within the home? .....  Yes  No
- 3. Will there be additional storage used for the CFO? .....  Yes  No  N/A
  - If so, will it be exclusively for storage? .....  Yes  No
- 4. Are sleeping quarters excluded from areas used for CFO food preparation and storage? .....  Yes  No
- 5. Is the CFO served by a potable water supply? .....  Yes  No

**Employee & Training Requirements**

- 1. Have all persons preparing or packaging CFO products completed the CDPH food processor course within 3 months of operation (after the training has become available)? .....  Yes  No
- 2. Does the CFO have no more than 1 full-time employee? (Note: family members not included).....  Yes  No

**Sanitation Requirements**

- 1. Are kitchen equipment and utensils used in the CFO clean and in a good state or repair? .....  Yes  No
- 2. Are all food contact surfaces, equipment, and utensils used for the preparation, packaging, or handling of any CFO products washed, rinsed, and sanitized before each use?.....  Yes  No
- 3. Are food preparation and food/equipment storage areas maintained free of rodents and insects? .....  Yes  No

**Food Handling and Preparation Requirements**

- 1. Will hands be washed immediately prior to handling foods and after engaging in any activity that contaminates the hands, ie. after using the toilet, coughing/sneezing, eating or smoking? .....  Yes  No
- 2. Will hands be washed using warm potable water, pump soap, and clean towels? .....  Yes  No
- 3. Will all food ingredients used in the CFO products be from an approved source? .....  Yes  No
- 4. Will the following be excluded from the CFO area during the preparation, packaging, or handling of CFO products:
  - Domestic activities such as family meal preparation, dishwashing, clothes, washing or ironing, kitchen cleaning, or guest entertainment? .....  Yes  No
  - Infants, small children, or pets? .....  Yes  No
  - Smoking? .....  Yes  No
  - Any person with a contagious illness? .....  Yes  No

**Labeling Requirements**

- 1. Will CFO foods be labeled in compliance with the Federal Food, Drug, and Cosmetic Act and include: (a) Words "Made in a Home Kitchen" in 12-point type font; (b) Common name of product or a descriptive name; (c) Name of the Cottage Food Operation; (d) Registration or permit number and county issuing permit; and (e) Ingredients listed in descending order of weight? .....  Yes  No

**Permissible Sales Requirements**

- 1. Does the CFO owner agree to restrict gross sales in the year 2013 to no more than \$35,000, in the year 2014 to no more than \$45,000, and in year 2015 and later to no more than \$50,000? .....  Yes  No

**APPLICANT'S SIGNATURE**

I hereby certify that the information provided in this application is, to my knowledge, true and correct.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE ONLY**

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

{ } Credit Card #: \_\_\_\_\_ { } Debit Card #: \_\_\_\_\_ { } Money Order { } Cash { } Check # \_\_\_\_\_

The Community Development Department operates on a full cost recovery for processing of permits. Staff will charge their time and any expenses associated with processing the application against the initial deposit. Fees that have been captured for the reimbursement of City expenses are non-refundable. Technology cost recovery fees are non-refundable