COTTAGE FOOD OPERATION (CFO) APPLICATION

Community Development Department
Planning Division
1088 College Ave.
St. Helena, CA 94574
(707) 968-2659

PURPOSE:

This application is for residents who wish to operate a Cottage Food Operation (CFO) from their home within the City of St. Helena. A CFO is a small-scale food business allowed under the California Homemade Food Act, operated from a private home, producing only non-potentially hazardous foods on the State's approved list. Cottage Food Operations are regulated by SHMC 17.22.110.

Before submitting this application, you must obtain:

- Class A Registration (direct sales) or Class B Permit (direct and indirect sales) from Napa County Environmental Health.
- A City of St. Helena Business License.
- A Minor Use Permit if you will have more than one full-time equivalent employee or will conduct direct sales to customers on-site beyond occasional pickups.

Please refer to SHMC17.22.110 (D) for additional standards for expanded cottage food operations that require a Minor Use Permit.

APPLICANT INFORMATION

Full Name_____

Mailing Address_____

City_____

State_____**Zip**_____

Physical Address of CFO (must be in St. Helena) _____

Phone_____ **APN:** _____

Email_____

PROPERTY OWNER INFORMATION

Name_____

Mailing Address_____

City_____

State_____**Zip**_____

Phone_____

Email_____

CONSENT TO OPERATE CFO ON PROPERTY:

☐ I consent to the applicant operating a CFO at my property.

OWNER SIGNATURE:

x_____

Date: _____

OWNERSHIP DISCLOSURE:

If the applicant is a partnership, corporation, or other entity, list all partners, members, or share-holders owning 10% or more interest:

Name	Address	% Ownership

PROCESSING FEES:

☐ Cottage Food Operation $200

COUNTY HEALTH APPROVAL

Please check one:

☐ Class A Registration

☐ Class B Registration

Napa County Environmental Health Registration/Permit #: _____

Approval Date: _____

Attach a copy of your County registration or permit.

BUSINESS DETAILS

Business Name (if applicable): _____

Type(s) of Foods Produced: (Must be on California Department of Public Health approved list)

Sales Type:

☐ Direct to consumers only

☐ Direct and indirect sales

Estimated Annual Gross Sales: (May not exceed State limits for your class)_____

Number of Employees (excluding household/family) (Maximum one full-time equivalent employee unless Minor Use Permit obtained):

_____

OPERATIONS

(Note: Direct sales of products from site require approval of a Minor Use Permit and shall occur by prior appointment only)

Days and Hours for Customer Pick-Up: _____

Estimated Number of Customer Visits Per Day: _____

Will there be any on-site signage?

☐ Yes

☐ No

(If yes, describe and attach a drawing or photo. Note: On-site signage requires approval of a Minor Use Permit and Sign Permit)

DESCRIPTION OF OPERATION

Provide a brief written description of your operation, including production area, types of products, and sales methods:

_____

_____

_____

_____

COMPLIANCE STATEMENTS

☐ I have obtained and will maintain current Napa County Environmental Health approval for my CFO. The cottage food operation must be registered or permitted by the Napa County environmental health officer in accordance with Section 114365 of the California Health and Safety Code. Cottage food operations must comply with all California Health and Safety Code requirement

☐ The use shall be conducted within the kitchen of the subject dwelling unit except for attached rooms within the dwelling that are used exclusively for storage or bookkeeping. No greater than twenty-five percent (25%) of the dwelling may be used for the cottage food operation, and it must not be conducted within an accessory building.

☐ The use is carried on only by a family member or household member occupying the dwelling, with no other person employed.

☐ The cottage food operation must not invite customers to the residence and the operation must not transact business with customers at the residence.

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☐ There must be no change in the outside appearance of the dwelling unit or premises, or other visible evidence of the conduct of such cottage food operation.

☐ Except for vehicle parking, no outdoor portions of the premises may be utilized for cottage food operation.

☐ Vehicles displaying advertising or signs must be parked inside a garage at all times while at the premises.

☐ All products will be labeled as required by California Health & Safety Code.

☐ I will comply with all City zoning, business license, and nuisance regulations.

☐ No on-site dining, tastings, or seating will be provided.

☐ I will not exceed the State sales limits for my CFO class.

☐ I have obtained a Minor Use Permit if required by the SHMC.

Applicant Signature: _____ Date: _____

FOR CITY USE ONLY

Application #: _____

Date Received: _____

Fee Paid: ☐ YES Receipt #: _____

Zoning Clearance/ Home Occupation Permit #: _____

Business License #: _____

Minor Use Permit Required: ☐ YES ☐ NO

Planner Signature_____ Date _____

Conditions of Approval:

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