



HOW DO I OBTAIN A COTTAGE FOOD HEALTH PERMIT/REGISTRATION?

DO I QUALIFY AS A COTTAGE FOOD OPERATION?

Before you apply for a health permit or registration as a Cottage Food Operation, please verify that you meet the requirements. These requirements can be viewed on our website at:

www.sbcounty.gov/dehs/Depts/EnvironmentalHealth/GeneralInformation/cottage_food_operations.aspx

If you meet the criteria, you are eligible to become a permitted/registered cottage food operation.

HOW DO I OBTAIN A HEALTH PERMIT/REGISTRATION FOR A COTTAGE FOOD OPERATION?

In order to obtain a registration ("Class A") or a health permit ("Class B") for a cottage food operation, you must complete the following steps:

- 1) Obtain approval from your city planning department. You must do this prior to submitting a health permit/registration application to our office. If you live outside the city limits in a county area, you must obtain approval from the County of San Bernardino, Land Use Services Department.
- 2) After you have obtained approval from your city planning department or Land Use Services, download a copy of the Application for Cottage Food Operations Registration/Health Permit from the Division of Environmental Health Services (DEHS) website at:

www.sbcounty.gov/dehs/Depts/EnvironmentalHealth/BusinessServices/applications.aspx

- 3) Complete this application along with the self-certification checklist.
- 4) Submit the application and self-certification checklist to our office (DEHS) in addition to the required fee. Please note, if you are using a private well for water, you will be required to submit the latest test results along with your application (see application form for details). You may submit your application and fee to one of our three locations listed below.

If you are applying for a "Class A" Cottage Food Operation Registration, the registration process is complete and you are allowed to prepare cottage food. You will **not** be inspected by our office unless we receive a complaint regarding food that was prepared in your kitchen.

How Do I Obtain A Cottage Food Health Permit /Registration?

If you are applying for a “Class B” Cottage Food Operation Permit, an inspector will arrange to meet you at your residence to inspect your cottage food kitchen and storage areas before you are allowed to prepare cottage food. Once the inspector verifies that your kitchen and storage areas meet the requirements, you will be given approval to prepare food. The health permitting process is complete. If the inspector determines that your kitchen does not meet the requirements for a cottage food operation, you will be required to make corrections before you are allowed to prepare cottage food. “Class B” Cottage Food Operations will be inspected annually unless our office receives a complaint regarding food that was prepared in your kitchen.

WHAT HAPPENS AFTER I AM ALLOWED TO PREPARE FOOD?

After you are allowed to prepare cottage food, you will be required to take a food processor course within 90 days. This course will be offered by the state. Although the course is currently not offered at any location, we will provide additional information as it becomes available.

THE HEALTH INSPECTOR IS COMING TO MY RESIDENCE, WHAT SHOULD I EXPECT?

The health inspector will visit your residence to ensure that your kitchen and food storage areas meet the requirements for a cottage food operation. If there is a problem, the inspector will tell you what the problem is and how you can correct it. You are welcome to ask the inspector additional questions during the inspection. In addition to verifying that your kitchen and storage areas meet the requirements, the inspector is there to provide education and information.

WHERE CAN I LEARN ADDITIONAL SAFE FOOD HANDLING PRACTICES?

If you wish to learn additional information regarding food safety, we encourage you to take our short course in food safety at <http://sbc.statefoodsafety.com>. Upon successful completion of the test at the end of this course, you will be able to print a food handler certificate. Although this certificate will not meet the requirement for the required food processor course offered by the state, you will be able to use the certificate to work at any food facility in the County of San Bernardino.

