



Ventura County Environmental Health Division  
 800 S. Victoria Ave., Ventura CA 93009-1730  
 TELEPHONE: 805/654-2813 or FAX: 805/654-2480  
<https://vcrma.org/divisions/environmental-health>

## COTTAGE FOOD OPERATION PRODUCT ADDITION REQUEST FORM

Individuals with an existing Cottage Food Operation (CFO) registration (CFO-A) or permit (CFO-B) may request to add food products to their approved foods list by completing and submitting this form, along with the sample labels for each product for review and approval. All new products must be reviewed and approved by the Environmental Health Division (Division) before they are produced or offered for sale.

Individuals who are submitting more than 10 proposed cottage food products at the initial submittal, must complete and submit this form, along with the proposed labels for review and approval.

**A Review fee of \$169.85 for 1-10 food products or \$339.70 for 11-20 food products.**

### COTTAGE FOOD OPERATION INFORMATION

Cottage Food Operation name (Please print):	PHONE (including area code):	
Owner name(s):	Email address:	
Address of home kitchen:	Fa#:	Number of new products for review:
	_____	
Signature of owner(s):	Date:	

To begin the CFO Product Addition Request, verify that your proposed new product is on the California Department of Public Health’s Approved Cottage List which can be found by visiting <https://www.cdph.ca.gov/Programs/CEH/DFDCS/CDPH%20Document%20Library/FDB/FoodSafetyProgram/CottageFood/ApprovedCottageFoodsList.pdf>

Next, **complete all sections of this form and submit with the following:**

- Food Products & Ingredients List (Attachment 1)
- Sample labels for each newly proposed product(s) (refer to Attachment 2)
- Submit Review Fee of \$169.85 for 1-10 food products or \$339.70 for 11-20 food products

Division staff will complete a review of the CFO Product Addition Request Form within 30-business days of receipt and will email the cottage food operator as needed for any required updates or revisions to complete the review process.

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## FOOD PRODUCTS & INGREDIENTS LIST

**Prohibited Items** Cottage Foods that are “potentially hazardous” are not allowed. Only Cottage Foods that are defined as “non-potentially hazardous” are approved for preparation and sale by a Cottage Food Operation (CFO). These food items do not require refrigeration to keep them safe from bacterial growth that could cause food-borne illness. See the complete list of approved, non-potentially hazardous Cottage Foods at: [Approved Cottage Food List](#).

**Products that will be prepared at your CFO:** (Please check the items you will be preparing or selling) *This list is subject to change based on the current approved food list provided by the California Department of Public Health*

- |   |   |  |  |
|---|---|--|--|
| <input type="checkbox"/> Baked Goods                | <input type="checkbox"/> Dried Pasta                            | <input type="checkbox"/> Marshmallows                    | <input type="checkbox"/> Tortillas                     |
| <input type="checkbox"/> Candy/Confections          | <input type="checkbox"/> Dried Soup Mixes                       | <input type="checkbox"/> Mustard                         | <input type="checkbox"/> Vinegar                       |
| <input type="checkbox"/> Churros                    | <input type="checkbox"/> Dry Baking Mixes                       | <input type="checkbox"/> Popcorn/Popcorn Balls           | <input type="checkbox"/> Waffle Cones                  |
| <input type="checkbox"/> Candied Apples             | <input type="checkbox"/> Fruit Butters                          | <input type="checkbox"/> Pizzelles                       | <input type="checkbox"/> Jams/Jellies/Preserves        |
| <input type="checkbox"/> Chocolate Covered Food     | <input type="checkbox"/> Fruit Tamales/Pies/<br>Fruit Empanadas | <input type="checkbox"/> Nuts/ Nut Mixes/<br>Nut Butters | <input type="checkbox"/> Dried Tea/<br>Roasted Coffee  |
| <input type="checkbox"/> Dried Fruit/<br>Vegetables | <input type="checkbox"/> Granola/Cereals/<br>Trail Mix          | <input type="checkbox"/> Sweet Sorghum<br>Syrup & Honey  | <input type="checkbox"/> Vegetable and Potato<br>Chips |
| <input type="checkbox"/> Dried Mole                 | <input type="checkbox"/> Herb / Spice Blends                    | <input type="checkbox"/> Salt Seasoning                  | <input type="checkbox"/> Cotton Candy                  |

Other (please specify) \_\_\_\_\_

### Food Descriptions:

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## LABELING REQUIREMENTS

All Cottage food products are to be prepackaged with the appropriate labeling affixed. Packaged, processed food labels usually have two distinct areas: the Principal Display Panel (PDP) and the Information Panel. If the label is split into two parts, the information identified in italics followed by (PDP) below must be provided on the Principal Display Panel. If all the required information is provided on one label, it must be in a size and manner that will allow the information to be read by the average consumer.

For more information regarding Cottage Food Labeling Requirements visit the California Department of Public Health website at [www.cdph.ca.gov](http://www.cdph.ca.gov).

The label must include:

- *The words “Made in a Home Kitchen” or “Repackaged in a Home Kitchen” in 12-point type.* (PDP)
- *The name commonly used to describe the food product.* (PDP)
- The name, city, state, and zip code of the Cottage Food Operation which produced the Cottage Food product. If the firm is not listed in the current telephone directory, then a street address must also be declared. (A contact phone number or email address is optional but may be helpful for consumers to contact your business.)
- The registration number of the Cottage Food Operation which produced the Cottage Food product and the name of the County where the permit was issued.
- The ingredients of the food product, in descending order of predominance by weight, if the product contains two or more ingredients.
- *The net quantity (count, weight, or volume) of the food product. It must be stated in both English units (e.g., ounces) and metric units (e.g., grams).* (PDP)
- A declaration on the label in plain language if the food contains any of the nine major food allergens: milk, eggs, fish, shellfish, tree nuts (specify nut, e.g., almond), wheat, peanuts, soybeans, and sesame. Allergens should be listed in a separate summary statement immediately following or adjacent to the ingredient list.
- If the label makes approved nutrient content claims or health claims, the label must contain a “Nutrition Facts” statement on the Information Panel.
  - The use of the following eleven terms is considered nutrient content claims (nutritional value of a food): free, low, reduced, fewer, high, less, more, lean, extra lean, good source, and light. Specific requirements have been established for the use of these terms.
- Labels must be legible and in English (accurately translated information in another language may accompany it).
- Labels, wrappers, inks, adhesives, paper, and packaging materials that come into contact with the Cottage Food product by touching the product or penetrating the packaging must be food-grade (safe for food contact) and not contaminate the food.

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**SAMPLE LABELS**

**MADE IN A HOME KITCHEN**  
**Permit #: 12345**  
**Issued in county: County name**

Chocolate Chip Cookies With Walnuts  
Sally Baker  
123 Cottage Food Lane  
Anywhere, CA 90XXX

**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.

**Contains: Wheat, eggs, milk, soy, walnuts**

**Net Wt. 3 oz. (85.049g)**

*Note: For the "Issued in County" – Ventura County must be indicated.  
For a Class A CFO, replace Permit # with Registration #.*

To convert grams to ounces click [here](#)

**Please include a sample label for each additional product for review by this Agency**

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**OFFICE USE ONLY**

AMT REC'D \_\_\_\_\_ REC'D BY \_\_\_\_\_ DATE REC'D \_\_\_\_\_

CHECK# \_\_\_\_\_ RECEIPT# \_\_\_\_\_