

Cottage Food Application Process:

The following are the requirements to meet the California Retail Food Code regarding Cottage Food Operations:

- 1.) Obtain Zoning clearance from the Local Planning Department, contact Lake County Planning and Community Development (for unincorporated areas); City of Lakeport; or City of Clearlake
- 2.) Submit a completed Cottage Food Operator Registration/Permitting Form
- 3.) Submit a completed Cottage Food Operations Self-Certification Checklist
- 4.) Private Water Supply - submit water sample test results for:
 - Bacteriological and Chemical. Bacteriological must have an initial and then submit quarterly samples.
 - Nitrate- initial and then annually
 - Nitrite- initial and then every 3 years
- 5.) Must submit a detailed food list. Please be as detailed as possible (Ex: jams & jellies – list all fruit types; cookies – list all cookie types; cakes – list all cake types)
- 6.) Must include sample label for each product type
- 7.) Submit application fee (see current fee schedule)
- 8.) Submit a copy of your Food Safety Training Certificate within 3 months of operating.
- 9.) If you are not the property owner, provide an authorization letter from the property owner allowing for a Cottage Food Operation in the home

Checklist:

- Zoning clearance from planning
- Cottage Food Operator Registration/Permitting Form
- Cottage Food Operations Self-Certification Checklist
- Water test results, if applicable (private well)
- Detailed list of product types
- Sample Label for each product type
- Application fee
- California Food Handler Card
- Property owner's authorization, if applicable

Note: Incomplete applications will not be processed.