

STARTING YOUR MEHKO BUSINESS CHECKLIST

ph.lacounty.gov/mehko | homebasedfoods@ph.lacounty.gov | (626) 430-9855

To operate a Microenterprise Home Kitchen Operation (**MEHKO**) within Los Angeles County in your private home, you must obtain approval from the Department of Environmental Health. The guidelines listed below are to help you prepare, apply for a MEHKO, and operate.



Please contact our **Homebased Food Operations Program** if you have any questions.

PLAN	
<input type="checkbox"/>	Review the “ How to Get Started ” document.
<input type="checkbox"/>	Reference the “ Self-Inspection Checklist ” to ensure your kitchen can support a MEHKO.
<input type="checkbox"/>	Verify that your planned menu is allowed at a MEHKO.
<input type="checkbox"/>	If you rent your home, ask your landlord or check your rental contract to ensure home-based businesses are not prohibited.
<input type="checkbox"/>	Obtain a Certified Food Protection Manager certificate from an accredited food safety program.
<input type="checkbox"/>	Contact your local jurisdiction to determine any local permitting requirements that must be obtained prior to operation (i.e., business license).
<input type="checkbox"/>	Contact the CA Department of Tax and Fee Administration about sales tax.
<input type="checkbox"/>	Contact the CA Department of Alcohol Beverage Control Planning if you plan to serve or allow alcohol at your MEHKO.
APPLY	
<input type="checkbox"/>	Submit the MEHKO Standard Operating Procedure (SOP) and your menu.
<input type="checkbox"/>	Submit the Public Health Permit Application for MEHKO and pay the applicable fees.
<input type="checkbox"/>	Complete and successfully pass the food safety examination to receive a Certified Food Protection Manager certificate. Submit a copy of your certificate as part of the MEHKO application process. Refer to www.ansi.org for a list of accredited program providers.
<input type="checkbox"/>	MEHKO's who use a private well for water shall submit a copy of the results for the following tests: nitrate, nitrite, and bacteriological water quality . These tests verify that the water supply meets at minimum a "Transient Non-Community Water System" standard as defined in the California Health and Safety Code section 116275.
<input type="checkbox"/>	All individuals involved in the MEHKO must obtain a valid Food Handler Card and submit a copy as part of the MEHKO application process. Refer to www.ansi.org for a list of accredited program providers.
OPERATE	
<input type="checkbox"/>	Ensure you follow your submitted Standard Operating Procedures (SOP). Any modifications after the initial approval of your operation, equipment, or menu will require you to inform our Home-Based Food Operation Program within 20 days and will require the resubmittal of your SOP. Additional review fees will apply.
<input type="checkbox"/>	Follow proper food safety practices. Reference the “ A Guide to Food Safety in a Home Kitchen ” booklet.
<input type="checkbox"/>	Track your annual gross revenue. Revenue limitations are adjusted annually for inflation based on the CA consumer price index.
<input type="checkbox"/>	Stick to your daily and weekly meal limits. Max 30 meals per day, with no more than 90 meals per week.
<input type="checkbox"/>	Dispose of fats, oils, and grease properly. Reference the “ Good Neighbor Practices ” guide.
<input type="checkbox"/>	Be a good neighbor! Be aware of potential impacts to your neighbors with parking, trash, and noise from your operation. Reference the “ Good Neighbor Practices ” guide.
<input type="checkbox"/>	Reference the “ Self-Inspection Checklist ” to evaluate the condition of your operation between inspections.



