COTTAGE FOOD OPERATION B PROCESS

1 SUBMIT DOCUMENTS & APPLICATIONS ONLINE

- Submit Online Application (attach the ownership documents - refer to CFO B Checklist)
- Public Health Permit (PHP) application
- Seller's Permit from California Department of Tax and Fee Administration (CDTFA)
- Sample labels for product(s)
- Business license from the city where CFO will be operating
- Food Handler Card
- Ownership document
- Recent well-water laboratory test results, if applicable

2 APPLICATION & DOCUMENTS REVIEWED

Meets requirements:

- Operator notified via email about fee requirement

Does not meet requirements:

- Feedback sent to operator
- Requested changes made by operator
- Operator notified via email about fee requirement

3 SUBMIT PHP

- List of proposed food items and labels are reviewed

4 PAY FOR FEE

- Invoice created
  - Invoice is sent by email
  - Pay Permit Fee - $292.00

* Only pay for fee if screening requirements are met

5 INSPECTION SCHEDULED

- Inspection scheduled after following items are received:
  - Permit fees are paid

6 PERMIT ISSUED

- Field inspector will be assigned to inspect home kitchen
- **Meets requirements:** Refer to CFO B Checklist
- **Does not meet requirements:** Refer to CFO B Checklist

SUBMIT TO: HOMEBASED FOOD OPERATIONS PROGRAM
(626) 430-9855

County of Los Angeles Public Health