



**COTTAGE FOOD OPERATIONS (CFO)
 PERMIT PROCESS**

**CFO
 APPLICANT**

**CLASS A
 (DIRECT SALES ONLY)**

**CLASS B
 (DIRECT AND INDIRECT
 SALES)**

- SUBMIT:**
1. APPLICATION FOR A FOOD PERMIT TO OPERATE *
 2. CFO SELF CHECKLIST/REQUIREMENT FORM
 3. LIST OF INGREDIENTS AND PROCESSING PROCEDURES
 4. DECLARATION OF HEALTHY AND SAFE WORKING CONDITIONS
 5. WORKER'S COMPENSATION DECLARATION
 6. LABOR LAW CHECKLIST FOR SAN FRANCISCO BUSINESS OWNERS
 7. COPY OF FOOD LABEL
 8. COPY OF BUSINESS REGISTRATION CERTIFICATE
 9. ZONING REFERRAL FEE

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 10. HEALTH APPLICATION FEE

PROCESSING APPLICATION**

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CFO HEALTH REGISTRATION APPROVAL

CFO HEALTH PERMIT APPROVAL

OBTAIN FOOD HANDLER CARD OR FOOD PROCESSOR COURSE WITHIN 90 DAYS

PAY ANNUAL CFO FEE

NO ANNUAL INSPECTION REQUIRED (COMPLAINT INSPECTIONS ONLY)

OBTAIN FOOD HANDLER CARD OR FOOD PROCESSOR COURSE WITHIN 90 DAYS

PAY ANNUAL CFO FEE

ANNUAL SCHEDULED ROUTINE INSPECTION WITHIN 45 DAYS AFTER PERMIT APPROVAL

* Class A shall receive a Health Registration only.

** The application fee is non-refundable: Ensure CFO Food has been approved by the Health Department. March 2013, March 2017