

Cottage Food Operation B (CFO) Checklist

*Submit all applicable applications, documents, and fees to Specialized Food Services
ehsfs@ph.lacounty.gov | (626)-430-5421*

Step 1 – Questions on CFO B Application? Call **Specialized Food Services** at **(626) 430-5421**

Submit online application (attach the following ownership documents)

<p>Sole proprietorship: Copy of driver's license/photo I.D.</p>	<p>Corporation or LLC (If applicable): 1. Copy of the Statement of Information 2. Copy of Articles of Incorporation/Organization 3. Copy of IRS form with employee identification number (tax I.D. #)</p>	<input type="checkbox"/>
Submit Public Health Permit (PHP) application (Class B ONLY)		<input type="checkbox"/>
Submit Seller's Permit from California Department of Tax and Fee Administration (CDTFA)		<input type="checkbox"/>
Submit copy of the sample labels for the product(s)		<input type="checkbox"/>
Submit copy of business license from the city where CFO will be operating		<input type="checkbox"/>
Submit proof that you have registered for Food Handler Card course OR copy of certification for Food Handler Card		<input type="checkbox"/>
<p>If you have a private well:</p> <ol style="list-style-type: none"> Test water by an approved laboratory analysis to verify that it meets the state's water standards Submit recent laboratory results to Specialized Food Services 		<input type="checkbox"/>

Step 2 – Application & Documents Reviewed

<p>Meets CFO Requirements:</p> <ul style="list-style-type: none"> Operator notified by email that fee is required 	<p>Does not meet CFO Requirements</p> <ul style="list-style-type: none"> Feedback is sent to operator Requested changes made by operator 	<input type="checkbox"/>
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Step 3 – Submit PHP (Refer to the CFO B webpage: <https://bit.ly/CFO-B>)

List of proposed food items and labels are reviewed	<input type="checkbox"/>
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Step 4 –Pay for Fee (Refer to the CFO B webpage: <https://bit.ly/CFO-B>)

<ul style="list-style-type: none"> Invoice is sent by email Pay Permit Fee - \$292.00 <p>* Permit and invoice will be sent when screening and review is complete, and it is determined that you meet requirements</p>	<input type="checkbox"/>
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Step 5 – Field Inspection Scheduled

Field inspection will be scheduled after the following items are received:

- Permit fees are paid

Step 6 – Permit Issued

Field inspector will be assigned to inspect home kitchen

Meets Requirements

- Will receive a physical permit by U.S Mail within 3-4 weeks after payment is received

Does not meet requirements

- Will receive inspection report by e-mail that includes violations
- Reinspection date (if applicable)
- If Requested changes made:
- Schedule reinspection to confirm violations from inspection report have been corrected
- Will receive a physical permit by U.S Mail within 3-4 weeks after payment is received