



# City of Sonora

FEE \$50.00  
Acct # 303-04107-001  
Date: \_\_\_\_\_

## COTTAGE FOOD OPERATIONS PERMIT APPLICATION

I hereby make an application for a Cottage Food Operation Permit, under the terms of Section 17.77.030, Chapter 17.59 of the Sonora Municipal Code, and California Government Code Section 51035.

<b>Type of Cottage Food Operation:</b> <input type="checkbox"/> Class A (Direct Sales) <input type="checkbox"/> Class B (Indirect Sales)			
<b>Name of Cottage Food Operation:</b>		<b>Business Telephone:</b> (    )	
<b>Owner Name:</b>		<b>Owner Telephone:</b> (    )	
<b>Address of Owner:</b>			
<b>City:</b>	<b>State:</b>	<b>Zip:</b>	<b>Owner Email:</b>
<b>Address of Cottage Food Operation:</b>			
<b>City:</b>	<b>State:</b>	<b>Zip:</b>	<b>APN:</b>
<b>Business Mailing Address:</b>			
<b>City:</b>	<b>State:</b>	<b>Zip:</b>	<b>Business Email:</b>
<b>List all Cottage Food Products:</b>			
_____			
_____			
_____			
_____			
<b>Where will you be selling your Cottage Food Product(s)?</b>			
_____			
<b>Will the public access this home to conduct business?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>Will there be any Non-Resident Employees?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No    If yes, how many? _____			
<b>Will there be more than 1 Visitor's vehicle?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>(If yes to any of the proceeding questions, then an On-Site Parking Plan will be required for submittal)</b>			
<b>PLEASE SUBMIT THE FOLLOWING WITH YOUR APPLICATION</b>			
<input type="checkbox"/> Provide proof, where applicable of landlord permission to operate a CFO on the premises			
<input type="checkbox"/> Other: _____			
_____			

17.77.030 Cottage Food Operation

“Cottage Food Operation” (CFO) shall mean an enterprise in a private home where low-risk food products are prepared or packaged for sale to consumers and as more particularly defined in California Health & Safety Code Section 113758, as may be amended. “Low-risk food products”, for the purposes of a CFO, means those foods on the list of approved CFO food products maintained on the California Department of Public Health’s website at [www.cdph.ca.gov/programs/Pages/fdbCottageFood.aspx](http://www.cdph.ca.gov/programs/Pages/fdbCottageFood.aspx). CDPH may add to or delete food products from the approved products list.

**In addition to the above information CFO's shall also comply with the following:**

- A. Cottage Food Operations (CFOs) shall comply with the provisions of California Government Code Section 51035 and the standards adopted by the City for compliance with Government Code Section 51035 as specified in this Section.
- B. CFOs are a permitted use within any private home. A Cottage Food Operator must live within the private home where the CFO is being conducted. A "private home," for the purposes of a CFO, shall mean a dwelling, including an apartment or other leased space.

A CFO permit:

- 1. CFO's may have one full-time equivalent employee (not counting family members).
  - 2. All parking associated with the CFO shall be on-site (i.e., off-street). No more than one visitor's vehicle and one non-resident employee's vehicle shall be parked on the site at any time in addition to those off-street parking spaces required for the subject dwelling as prescribed in SMC Chapter 17.42 (unless otherwise specified in a City-issued entitlement). All on site vehicle parking shall be designed and constructed in accordance with SMC Section 17.42.040.
  - 3. Direct sales from the site of the cottage food operation shall be by prior appointment only and limited to one customer per hour per day. All sales shall occur between 7 a.m. and 8 p.m. Mondays through Fridays, 8 a.m. to 8 p.m. on Saturdays, and 10 a.m. to 3 p.m. on Sundays and federal holidays.
  - 4. All commercial deliveries shall occur between 8 a.m. and 6 p.m. Monday through Saturday. Commercial deliveries are prohibited on Sundays and federal holidays.
  - 5. Noise levels generated by the CFO shall comply with the exterior noise limits as prescribed in Figure 17 of Sonora General Plan 2020, as may be amended.
  - 6. Signage is prohibited.
  - 7. No outside storage of materials or supplies is permitted.
  - 8. There shall be no change in the outside appearance of the dwelling unit or premises or other visible evidence of the conduct of the CFO.
  - 9. Except for vehicle parking, no outdoor portions of the premises shall be used for cottage food operations including outdoor sales and visitation.
  - 10. Customers cannot dine at the CFO.
  - 11. CFOs may not exceed gross sales levels as established by the State of California for CFOs. The City may request a copy of the CFO operator's most recent income tax return to verify gross sales receipts.
  - 12. CFOs shall provide a copy to the City of the approved CFO registration or permit as required by the Tuolumne County Community Resources Agency Environmental Health Division.
  - 13. Other measures as may be determined necessary by the Community Development Director for compliance with this Section, the Government Code, and the health and safety of the community in which the CFO is being conducted.
- C. Expansion or relocation of a CFO without amending the CFO Permit shall constitute a violation of this Section. Failure to comply with any condition attached to the CFO

Permit by the Community Development Director shall constitute a violation of this Section. Any person in violation of this Section is guilty of an infraction punishable by a fine for the first violation and is guilty of a misdemeanor for subsequent violations subject to the procedures and penalties as prescribed in Title 4, Chapter 1.08 and Chapter 17.70 of the Sonora Municipal Code.

C. Decisions of the Community Development Director are final and may not be appealed.

**I certify under penalty of perjury under the laws of the State of California that the information on this application is true and correct and have read and agree to the requirements of the Sonora Municipal Code for CFO's.**

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**APPROVAL**

**Conditions Of Approval:**

- 1. Subject to receipt of Tuolumne County Community Resources Agency Environmental Health Permit or Registration.**
- 2. Obtain City Business License**
- 3. Applicant has or will obtain a 2A 10 BC fire extinguisher for use in their home, prior to commencing operations.**
- 4. Other: \_\_\_\_\_**  
\_\_\_\_\_

\_\_\_\_\_  
**Rachelle Kellogg, Community Development Director**

\_\_\_\_\_  
**Date**

City Use Only:
Noted in APN Book <input type="checkbox"/>
Date: _____