



WASHINGTON STATE DEPARTMENT OF AGRICULTURE

COTTAGE FOOD OPERATION PERMIT

Application Packet



- The entire application packet must be completed and submitted with payment in order to be processed.
- Be advised that submittal of a large number of product recipes and labels will slow the public health review process down.
 - » Additional recipes and labels can be submitted throughout the year for additional cost of \$105 (\$30 application and \$75 public health review).
 - » New products or product changes can be submitted each year with your renewal for no additional fee.
- When submitting your application do not staple the pages together.



Before filling out your Cottage Food Operations application please review the following laws, rules and general information:

- [Cottage Food Operation website](#)
- [Chapter 69.22 RCW Cottage Food Operations](#)
- [Chapter 16-149 WAC Cottage Foods](#)
- [Title 21, CFR 150](#)



Washington
State Department of
Agriculture

AGR Publication 603-509 (R/3/16)



Washington State Department of Agriculture
 Food Safety & Consumer Services Division
 PO Box 42591
 Olympia, WA 98504-2591
 (360) 902-1925 • Fax: (360) 902-2087
 Email: cottagefoods@agr.wa.gov

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| CASHIER USE ONLY |
|------------------|

4125

APPLICATION FOR COTTAGE FOOD OPERATION PERMIT

A cottage food operation allows for food that is not potentially hazardous such as baked good, jams, jellies, preserves, fruit butters, dry herbs, dry herb blends, or dry tea blends to be produced in the kitchen of a person's primary domestic residence in Washington State and only for sale directly to the consumer.

Cottage Food operation products *CANNOT* be sold to restaurants, wholesale, or by mail order. Products *CANNOT* be sold out of state. Internet sales *MUST* be picked up or delivered in person within Washington State.

| | | |
|----------------------------------|---------------------------------|---|
| NAME OF COTTAGE FOOD OPERATION | | PHONE (INCLUDE AREA CODE) |
| OWNER NAME(S) | | |
| ADDRESS OF DOMESTIC HOME KITCHEN | | WATER SOURCE <input type="checkbox"/> Private (Well) <input type="checkbox"/> Public |
| CITY | STATE | ZIP |
| MAILING ADDRESS | EMAIL ADDRESS (Required) | |
| CITY | STATE | ZIP |

Food Worker Card

| | |
|-----------------------|--------------------|
| NAME OF CARDHOLDER(S) | EXPIRATION DATE(S) |
|-----------------------|--------------------|

These are the allowable categories of products:

- ✓ **Low risk baked goods and fried products that are cooked in an oven, on a stove top, or with an electric device designed for cooking food.**
- ✓ **Candies that are not potentially hazardous and are cooked on a stove top or in a microwave, provided the operator maintains proper temperature control through the use of a candy thermometer.**
- ✓ **Jams, Jellies, Preserves, and Fruit Butters (made according to standards set by FDA in 21 CFR 150).**
- ✓ **Recombined and packaged dry herbs, seasoning and mixtures obtained from approved sources.**
- ✓ **Vinegars obtained from approved sources and rebottled in the permitted cottage food operation.**
- ✓ **See WAC [16-149-120](#) and [16-149-130](#) for the complete list of allowable and prohibited products.**

Owner's Statement

I agree to grant the Washington State Department of Agriculture the right to enter, during normal business hours or at other reasonable times, the domestic residence housing the cottage food operation for the purpose of inspection, including the collection of samples.

| | |
|-----------------------|------|
| SIGNATURE OF OWNER(S) | DATE |
|-----------------------|------|

Please remit check* or money order for \$230.00, payable to WSDA, with this application **at least six week before processing.**

No refund of fees after receipt of Cottage Food Operation Application.

\$230.00 = \$75.00 (public health review) + \$125.00 (WSDA Inspection) + \$30.00 (process fee for application & one year permit)

Attachments 1, 2 and 3

1. Water Supply Testing



Submit the following:

For private water supply (well):

- A copy of the test results of your well with your application packet, or;
 - » Contact your local health department for potable water testing requirements if you are on a private water system.

For public water supply:

- A copy of a recent water bill showing the address of the cottage food operation.

Water Information

- If you are on City, Community or other Municipal Water Systems you do not need to have your water tested.
- If you are on a private water supply you will need to have the supply tested at least 60 days prior to permitting and at least annually thereafter and demonstrate through a written report of testing that the water supply is potable.

2. Food Worker Card



Submit the following:

- A copy of the Food Worker Card(s) for any person(s) who will be processing food at the Cottage Food Operation.
 - » Food worker cards are not valid until signed. Please ensure the copy of the cards you submit are signed to prevent delay in processing.

Food Worker Card Information

- Any person(s) who will be conducting food processing for a Cottage Food Operation must apply and receive your Food Worker Card through your local health department.
- For information about obtaining a food workers card go to the Washington State Department of Health website at:

<http://www.doh.wa.gov/CommunityandEnvironment/Food/FoodWorkerandIndustry/FoodWorkerCard.aspx>

3. Business License



Submit the following:

- A copy of your Master Business License.
 - » The business name and address provided on the application form (2093) must match that on the Master Business License.
- To apply for a Master Business License, go to: <http://bls.dor.wa.gov>

Attachment 4

4. Floor Plan



Submit the following:

Floor plan of the Cottage Food Operation premises.

- Sketch either in the space below ↓ or on another sheet of paper and clearly identify the items listed in the right column. →

» *Examples:*

[Floor plan sample 1](#)

[Floor plan sample 2](#)



Floor Plan

The Cottage Food Operation application must include a copy of the floor plan with the items listed here, clearly identified and labeled:

Show locations of:

- All Cottage Food Operation preparation equipment
- Food contact work surfaces
- Equipment wash, rinse and sanitize sinks (Sanitizing may be done in a tub, etc); dishwasher if applicable
- Primary toilet room
- Hand washing in kitchen
- Storage areas
- Pet and child areas or gates, if applicable.

See [WAC 16-149-060 \(1\)\(b\)](#)

Attachment 5a & 5b

5a. Recipes



Submit the following:

Recipe List:

- Submit a list of **all products** you are applying to be permitted for (see the 'Recipe List' form on next page).
 - » **Note:** These products, if approved, will be listed on your permit.
 - » Limit of **50 recipes** per application.
- Master Recipes can be submitted for products that have variations (see example below).
 - » **See more examples:**
[Sample jelly recipe](#)
[Sample cookie frosting recipe](#)
- Products containing alcohol cannot exceed 1% by weight

Sample master recipe:



Example of Master Recipe
Oatmeal Cookies

BASE INGREDIENTS:

- 1 1/4 Cup(s) butter, softened
- 3/4 Cup(s) packed brown sugar
- 1/2 Cup(s) granulated sugar
- 1 Egg(s)
- 1 Teaspoon(s) vanilla extract
- 1 1/2 Cup(s) all-purpose flour
- 1 Teaspoon(s) baking soda
- 1 Teaspoon(s) ground cinnamon
- 1/2 Teaspoon(s) salt
- 1/4 Teaspoon(s) ground nutmeg
- 3 Cup(s) oats

Variations:

- 1 Cup Raisins
- 1 Cup Chocolate Chips
- 1 Cup Walnuts
- 1/2 Cup Chocolate Chips & 1/2 Cup Walnuts

Directions:
Heat oven to 375°F. In large bowl, combine all ingredients. Mix well. Add variation, if using. Drop dough onto ungreased cookie sheets. Bake 8 to 9 minutes for a chewy cookie or 10 to 11 minutes for a crisp cookie. Cool 1 minute on cookie sheets; remove to wire rack. Cool completely.

Recipes

Clearly explain the ingredients of your recipes and the measurements.

- The base (batter or dough) of a master recipe cannot be changed and must make a complete product.
- List all ingredients and all variations.
- Make sure each ingredient is mentioned in the instructions.
- If you are greasing a pan this also needs to be listed in your ingredients.

Note: Products not allowed:

- Certain types of frosting
- Jams, jellies and butters made from fruits not allowed under the CFR
- Products with meat or cheese
- Meringue or custard pies, e.g. lemon meringue, pumpkin pie
- For more please go to:

[WAC 16-149-130 Prohibited Products](#)

Attachment 5a & 5b

5b. Labeling



Attach labels for each recipe variation to each master recipe you are submitting:

Labels must include the following:

- Name of Cottage Food Operation
- Physical address of Cottage Food Operation
- Product name
- Ingredient list in order by weight (ounce, grams)
 - » **Look on the package of your ingredients:** if it has its own list of ingredients you must include these as sub-ingredients on your label.
 - » **Example:** Enriched flour (Wheat flour, niacin, reduced iron, thiamine mononitrate, riboflavin and folic acid).
- Identify allergens for each product label. See information on how to list Allergens in the right hand column. →
 - » List the ingredients by **one** of the two ways listed in the right hand column → that corresponds with the sample on the next page.
 - » **8 most common allergens:** Milk[‡], Wheat, Eggs, Peanuts, Soybeans as well as Tree Nuts*, Fish* and Crustacean Shellfish*.
- Net weight or volume in U.S. customary units
- The following statement in 11pt. font: *"Made in a home kitchen that has not been subject to a standard inspection criteria."*
- If your ingredients consist of any type of alcohol, the label must include the statement *"This product contains liquor and the alcohol content is one percent or less of the weight of the product."*
- When submitting your labels for review they need to be large enough to easily read.
- Do not submit a label that list variations with optional or alternate ingredients. Each label must list only the ingredients that are actually in the product

Labeling

Ingredient lists that contain an allergen need to be listed on the label one of the following two ways:

1. By listing the Allergens in a Contains statement below the list of ingredients (Note: Contains statements must begin with the word Contains with a capital C)
- OR -
2. By including each Allergen in the ingredient list in parenthesis[◇] following the allergen's common name[∞]

***Tree Nuts, Fish, and Crustacean Shellfish** need to be identified by their common name i.e. Almonds, Halibut or Crab etc. in the ingredients list or the Contains statement.

[∞]**Only Milk, Wheat, Eggs, Peanuts and Soybeans** would be identified in parenthesis. Tree Nuts, Fish and Crustacean Shellfish would already be identified by their common name and that is all that is needed in #2. There would be no parenthesis needed for these three types of allergens.

[‡]**All dairy ingredients are to be identified as "Milk"** for the allergen i.e., cream, butter, caseinate, curds, lactate, lactose, whey etc. would all need to be identified as "Milk".

[◇]If you use #2 above and you have an Allergen within the sub-ingredients of an ingredient use square brackets to define the allergen as shown in the example.

Attachment 5a & 5b

Label sample

**MADE IN A HOME KITCHEN THAT HAS NOT BEEN
SUBJECT TO A STANDARD INSPECTION CRITERIA**

Chocolate Chip Cookies

Ashley Bryant
2550 Kingston Lane
Seattle, WA 98102

Ingredients: Enriched flour (Wheat flour, niacin, reduced iron, thiamine mononitrate, riboflavin and folic acid), butter (milk, salt), chocolate chips (sugar, chocolate liquor, cocoa butter, butterfat (milk), soy, lecithin as an emulsifier), walnuts, sugar, eggs, salt, artificial vanilla extract (water, sugar, caramel color, artificial flavor, citric acid, sodium benzoate (preservative)), baking soda.

Contains: Wheat, eggs, milk, soy, walnuts.

Net Weight: _____

Attachments 6a & 6b

6a. Processing



Submit a copy of all processing steps you take that are not listed in the recipe or packaging steps.

Examples of non-listed steps:

- Boiling jam jars prior to filling, or;
- Cooling and storing product on a cooling rack placed on the counter for 24 hours after the bake step.



Processing

Some processing steps will be identified in the recipes; some will be identified in the packaging. This page is to identify non-listed steps of the processing or packaging in detail to review for hazards that may be introduced.

One way to make sure that steps are not overlooked is to do a flow diagram or chart from ingredient purchase and storage, to processing and cooling through the labeling steps.

- Are ingredients and finished products protected from contamination?
- Are allergens such as peanuts kept separate from non-peanut products?

Attachments 6a & 6b

6b. Packaging



Submit:

- A description of the types of packaging you use and the process of how you package the product. If steps are the same for multiple products, you may indicate that. Use the space below or a separate piece of paper.
- An explanation of how you attach labels to your package.

Examples:

- "I use new plastic baggies from Costco, and with disposable gloves place two cookies in a baggie and seal with a twist tie." I then take my computer generated self stick label and place one label on the baggie of two cookies.
- "I use food-grade flexible plastic, and a vacuum-packer to vacuum-pack individual muffins." I then take my computer generated self stick labels and place one label on the side of the muffin.

Packaging

Packaging must be food-grade. This means it is identified food grade, or understood to be of a material that won't impart contamination to the product.

If you have bulk items or a large cake sale make sure to provide a labeling sheet with the identical labeling information that would go on a label if the products were individually wrapped.

Attachments 7a & 7b

7a. Equipment & Utensils



Submit:

- A list of the equipment, utensils and product contact surfaces used for processing of your Cottage Food products.
 - » Equipment includes all items used during production.
 - » Only residential style equipment can be used.
 - » Don't forget the scale being used to determine the weight of ingredients!

Equipment & Utensils

One way to make sure that steps are not overlooked is to do a flow diagram of each recipe which will help identify all the equipment, utensils and product contact surfaces used for processing.

- See [RCW 69.22.040 \(2\)](#)

Attachments 7a & 7b

7b. Cleaning & Sanitation



Submit:

- A list of how the equipment, utensils, and food contact surfaces will be cleaned and sanitized and how often.
 - » Include a description of how you will control allergens, including how you will clean up between products with allergens and products that do not contain those allergens. See note in right column. →
- Please submit an explanation of how floors, walls, ceilings and other surfaces will be cleaned and maintained and how often.
 - » Include bathroom, hand-washing sinks and the equipment-washing area.

Cleaning & Sanitation

Allergen control includes:

- Cross contact between equipment used to make products that have allergen ingredients and products that have no allergen ingredients.
- Not storing allergens such as wheat flour over ingredients used in non-wheat products.

A domestic dishwasher may be used in lieu of a three-compartment sink. Kitchen utensils that will not fit into a dish machine must be washed, rinsed, and sanitized using a three-compartment sink method. The third compartment may include a large tub placed next to a two-compartment domestic kitchen sink.

Carpeting and rugs are not approved flooring material in the Cottage Food Operation home kitchen preparation area. Cleanable impermeable floor mats are allowed.

Attachments 8a & 8b

8a. Processing Dates



Submit:

- A list of your anticipated processing schedule.

Examples:

- Weekdays 12:00 pm - 4:00 pm
- Weekend of July 23rd for a wedding
- Sundays only 8:00 am -5:00 pm every week
- September, October, November, 2nd week of each month, 9:00 am - 1:00 pm
- Unknown, will vary, probably once a month

Processing Dates

If the dates for your processing schedule change, you do not need to provide WSDA with the changes.

Attachments 8a & 8b

8b. Sales Plan



Submit:

- A description of the "Types of Sales" or "Proposed Sales Locations" for the current year.

Examples of Types of Sales:

- Direct (in person at locations such as those listed below in the example).
- Internet - An order can be taken and paid for over the internet but the delivery of the product must be person to person between the Cottage Food Permit holder and the customer.
 - » Provide website address if applicable.

Examples of Proposed Sales Locations:

- Olympia Farmers Market - every Thursday, March - September.
- Olympia High School Bazaar - Spring and Fall.
- At home or on farm - year round.

Sales Plan

Sales may only be in Washington State and may not include consignment or wholesale.

Processing the payment online is acceptable.

Delivery or pick up of product: the product must be picked up by the end consumer from the Cottage Food Permit holder or the permit holder may deliver directly to the end consumer within Washington State.

Delivery by mail or courier is prohibited.

Attachment 9a & 9b

9a. Child Management



Child & Pet Management

[WAC 16-149-060 \(I-J\)](#)



Submit:

- A plan if infants or children under six years of age are present at the location, and briefly describe how you will control their entry/access to the kitchen during operating hours. Include how you control entry/access to ingredients and finished product storage.

9b. Pet Management



Submit:

- A plan if pets are present at the location, and briefly describe how you will control their entry/access to the kitchen during operating hours. Include how you control entry/access to ingredients and finished product storage.

Application Packet Checklist

Please use this checklist to ensure your application is complete.



- Application for Cottage Food Operation Permit** - Form 2093
- Fees** - Remit check or money order for \$230.00 which includes:
 - \$75.00 public health review
 - \$125.00 WSDA Inspection
 - \$30.00 process fee for application and one year permit
- Attachment 1** - Water Supply Testing information
- Attachment 2** - Food Worker Card
- Attachment 3** - Master Business License
- Attachment 4** - Floor Plan
- Attachment 5a** - Recipes
- Attachment 5b** - Labeling
- Attachment 6a** - Processing
- Attachment 6b** - Packaging
- Attachment 7a** - Equipment & Utensils
- Attachment 7b** - Cleaning & Sanitation
- Attachment 8a** - Processing Dates
- Attachment 8b** - Sales Plan
- Attachment 9a** - Child Management
- Attachment 9b** - Pet Management

***No refund of fees after WSDA receipt of Cottage Food Operation Permit application.**

This checklist will ensure that you submit a complete application.

Please check boxes to see that you have completed all information asked for in each section.

An incomplete application will result in a returned application and a delay in the process.

If you have any questions, please email cottagefoods@agr.wa.gov or call 360-902-1925 for assistance.

Applications are processed in the order in which they are received. The typical "error-free" application is normally processed within 6 weeks. Processing your application may take longer if it is incomplete.

Please note: Applications that have been returned will lose their position in the processing order.



Please submit the completed application packet and check for \$230.00 to:

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Cottage Food Operations
PO Box 42591
Olympia, WA 98504-2591