



APPLICATION FOR COTTAGE FOOD ESTABLISHMENT

Section 1 Business Information

FULL NAME: _____

BUSINESS NAME: _____

ADDRESS OF THE HOME WHERE PRODUCTION WILL OCCUR:

_____	_____	UT	_____
Street Address or PO Box	City	State	ZIP

APPLICANT MAILING ADDRESS (if different from above):

_____	_____	UT	_____
Street Address or PO Box	City	State	ZIP

CONTACT INFORMATION:

_____	_____
Primary phone #	Alternate phone #

Email Address

Section 2 Business Plan and Labeling information

ATTACH A BRIEF WRITTEN BUSINESS PLAN TO INCLUDE:

1. A recipe with ingredients, amounts, and preparation steps for each product that will be produced. (Please submit no more than 10-12 on the initial application.)
2. A label or complete ingredient list for each product. (See below for the rules on which is required.)
3. A plan for storage for ingredients, equipment, and finished product. (Separate refrigeration is required for any perishable ingredients or final products stored cold to extend shelf life.)
4. A list of potential locations where you plan to sell your products (ex. Farmers market, retail from home, local businesses, etc.)

LABELING

There are two methods of sale you must consider when determining your labeling requirements: pre-packaged and custom/on-demand (also known as “full service”).

Pre-packaged products are made and packaged prior to any customer interaction; the consumer can select and purchase the item they want with no employee assistance required. **Pre-packaged products must have full labels**, and be adequately packaged to protect them from contamination. Pre-packaged foods can be sold in facilities without hand washing facilities, such as farmer’s market booths and convenience stores.

Custom-made or “special order” foods (eg. wedding or special event cakes, or other foods prepared after a customer’s order) are typically exempt from individual labeling requirements. Also, if the product is served from a secure display case and the customer must ask an employee for the product, it is exempt from full labeling. A retail location selling products on-demand must have hand washing facilities and the employees must have food handler permits. **While full service products need not have full labels, a complete ingredient list -- formatted the same as on a label -- must be made available to the customer upon request.**

Please review the sample labels and sample ingredient lists included in the application packet for more information.

Section 3 Production Information

THE FOLLOWING FOOD TYPES ARE TYPICALLY PERMITTED UNDER THE COTTAGE FOOD RULE, ALTHOUGH THERE MAY BE EXCEPTIONS:

Cakes/Cupcakes
Honey¹
Candy/Chocolates

Cookies
Popcorn
Fruit Pies

Breads
Dry Mixes
Fruit Jams, Jellies, or Preserves

¹ Honey producers also need to contact UDAF's Plant Industry Division to register their bee hives, in addition to registering as a food producer.

Refrigerated or frozen products may not be produced under the Utah Cottage Food Rule.

Meat, poultry, and fish products, including jerky products, cannot be made under the Utah Cottage Food Rule.

Low-acid or acidified canned foods may not be produced under the Utah Cottage Food Rule.

Some recipes may require lab testing to determine whether they can be produced in a home kitchen.

Section 4 Home Requirements

Cottage food establishments may use the primary kitchen in their residence, as long as residential activities (eg. meal preparation) are not conducted simultaneously. Other kitchen facilities within the home, if available, may also be used if approved by the Department.

Secondary kitchen facilities within the home may qualify as commercial kitchens. Commercial kitchens are exempt from the special requirements and restrictions of the Cottage Food Rule. Contact our department to schedule a kitchen evaluation if you wish to explore the possibility of having a commercial kitchen certified in your home.

Section 5 Applicant Signature

This application and all requested materials, as listed above, should be submitted to:

rjnielsen@utah.gov

or

Rebecca Nielsen
Utah Department of Agriculture and Food
PO Box 146500
Salt Lake City, UT 84114-6500

If the application is submitted by email, the labels should be scanned or submitted in a stable file format to preserve the correct fonts and formatting. If the dimensions of the file differ from the final intended print size, please state the intended size with each submission.

After an initial review, a Compliance Officer will contact you with instructions for any changes needed. Review times may vary depending on the volume of applications received; we recommend submitting your application several weeks prior to the date you wish to start operating. Contacting the Cottage Food Specialist by telephone (801-538-7152) may help expedite your application if you wish.

We may require that one or more of your products be tested for pH and/or water activity prior to the inspection to ensure it is safe for home production. Once your application is approved, you will be able to schedule a consultation with your local Compliance Officer. You will need to present a valid Food Handler's Permit to the Compliance Officer. Following the consultation and the payment of the registration fee, you will be permitted to produce and sell your products.

If you are submitting your application electronically, no signature is required; just type your name in the Print Name field below.

Applicant Signature

Date

Print Name