



FOR OFFICE USE ONLY
Customer Number _____
Date Approved _____

## APPLICATION FOR COTTAGE FOOD ESTABLISHMENT

### Section 1 Business Information

NAME OF APPLICANT: \_\_\_\_\_

NAME OF BUSINESS: \_\_\_\_\_

ADDRESS OF THE HOME WHERE PRODUCTION WILL OCCUR:

Street Address City ZIP County

APPLICANT MAILING ADDRESS (if different from above):

Street Address or PO Box City ZIP County

ADDITIONAL CONTACT INFORMATION:

Primary phone # Alternate phone #

Email Address \_\_\_\_\_

### Section 2 Production Information

FOOD TYPES TO BE PROCESSED OR PACKAGED

- Baked Goods
  - Cakes/Cupcakes
  - Breads
  - Pies
  - Cookies
- Honey
- Dressings/Sauces\*
- Candy/Chocolates
- Jams or Jellies
- Popcorn
- Dry Goods
- Dehydrated foods\*\*

Other (please list): \_\_\_\_\_

\* All canned or bottled products (other than fruit jams or jellies) will need to be submitted for evaluation to a Food Processing Authority and tested for pH and water activity.  
\*\* Meat, poultry, and fish jerky products cannot be made under the Utah Cottage Food Rule.

*Refrigerated or frozen products may not be produced under the Utah Cottage Food Rule.  
Low-acid or acidified canned foods may not be produced under the Utah Cottage Food Rule.  
Cream cheese frosting may require lab testing before it can be produced in a home kitchen.*

### ATTACH A BRIEF WRITTEN BUSINESS PLAN TO INCLUDE:

1. A recipe with preparation steps for each product that will be produced (no more than 10 at a time).
2. 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.)
3. A description of the types of packaging to be used.
4. A description of how product will be transported.
5. A list of potential locations where you plan to sell your products (ex. Farmers market, retail from home, local businesses, etc.)

### Section 3 Home Requirements

The business will be using:

- A public water supply**  
 **A non-public/non-municipal water supply (ex. Well water):** You must have the water tested for coliforms within one year prior to the submission of your application. Be prepared to present a copy of these test results at the inspection.

**Do you have pets in the home that have access to the kitchen area at any time? \***  Yes  No

\* Free roaming pets are not permitted in a home with a Cottage Food Establishment.

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### Section 4 Product Labeling

There are two types of “Point of Sale” you must consider when determining your labeling requirements: Self-Service (retail) and Custom/On-demand (also known as “full service”).

**Self-service** – The customer picks up or selects the item they want with no employee assistance required. Products packaged for self-service must be labeled and adequately packaged to protect them from contamination.

A product label must include the following:

1. Product name
2. The words “Home Produced”
3. Net quantity of contents of the product, in either ounces/pounds and the gram weight equivalent,, or fluid ounces and the mL equivalent
4. Complete list of ingredients in descending order or predominance by weight
5. Manufacturer’s name, physical address, and telephone number. (Note: The use of a website address cannot be substituted for the required information.)

Please review the sample labels accompanying this application for more information.

**Custom/On-demand (Full Service) Foods** – Custom made or “special order” foods (eg. Wedding or special event cakes, cakes or cookies to be served by a coffee shop or restaurant) are usually exempt from individual labeling requirements. Also, if the product is served on demand from a secure bulk container or display case and the customer must ask you for the product, it is exempt from full labeling. However, in all of these cases, a full ingredient list must be available upon request by the customer.

**Copies of my product labels are attached**

**My product will be sold custom/on-demand OR from a secured bulk container on demand. Copies of my full ingredient lists are attached.**

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### Section 5 Applicant Signature

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

**Rebecca Nielsen**

**Utah Department of Agriculture and Food**

or

[rjnielsen@utah.gov](mailto:rjnielsen@utah.gov)

**PO Box 146500**

**Salt Lake City, UT 84114-6500**

By signing this application, you are confirming that all information is accurate and true. Failure to supply all requested information may result in a delay in processing your application.

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. 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 an inspection with your local Compliance Officer. You will need to present a valid Food Handler’s Permit at the inspection. Following the inspection and the payment of the registration fee, you will be permitted to produce and sell your products.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name