


<p>Cottage Food Establishment Application</p>	<p>Division of Regulatory Services 4315 S 2700 W, TSOB South Bldg., Floor 2 Taylorsville, UT 84129-2128 Phone: (385) 799-0281; Fax: (385) 465-6023 udaf-cottagefood@utah.gov https://ag.utah.gov/</p>	<p>Utah Department of Agriculture and Food</p> 
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This document is intended to assist the Utah Department of Agriculture and Food authorities responsible for the review of Cottage Food establishment applications.

The Cottage Food statute R70-560 allows an individual with a valid Food Handlers Permit, to make and/or package shelf stable foods in their own home kitchen, as long as there are no pets in the home that can access that kitchen during processing. Cottage Food products can only be sold within the state of Utah, either direct retail sales or through retail outlets when properly labeled. For more help in planning out a new business, you can go to [this page](#) provided by USU Extension, to read their Guidebooks, particularly the one on Home-Based Food Business.

<p align="center">Establishment Information</p>	
Owner's Name:	
Business Name:	
Physical Address:	
County of Physical Address:	
Billing Address: <small>If different from physical address</small>	
Phone:	
Email:	

Menu: Please check each category of food that is prepared.

<input type="checkbox"/> Cakes	<input type="checkbox"/> Candy
<input type="checkbox"/> Cupcakes	<input type="checkbox"/> Chocolate
<input type="checkbox"/> Cookies	<input type="checkbox"/> Fruit Jams, Jellies or Preserves
<input type="checkbox"/> Bread	<input type="checkbox"/> Fruit Pies
<input type="checkbox"/> Freeze Dried Candy or Fruit	<input type="checkbox"/> Honey <small>Must also contact Plant Industry Division to register bee hives</small>
<input type="checkbox"/> Popcorn	

Other: _____

**Refrigerated or frozen; meat and poultry; and low-acid or acidified canned food products cannot be made under the Utah Cottage Food Rule.*

***TCS: Time/Temperature Control for Safety Foods (a product that requires time and/or temperature control to ensure food safety) cannot be made under the Utah Cottage Food Rule.*

****Some products may need lab testing prior to approval and/or process authority.*

Required Attachments

Recipes with ingredients, amounts, and preparation steps for each product that will be produced

Recipe template is available

Mockup of Labels

Special order foods may not require full labeling but will need full ingredient list in lieu of labels

Photo or link to your Food-Grade Packaging

Food Supplies & Cold Storage

1. Where do you get your ingredients and/or products?

2. Are products sourced from commercial suppliers / vendors? Yes No

3. Does each refrigerator / freezer have a thermometer located in the warmest area of the unit (e.g., near the door)? Yes No N/A

Describe your methods and frequency of temperature monitoring?

4. Where and how will raw ingredients be stored?

Where and how will equipment be stored?

Where and how will finished products be stored?

5. Where do you plan on selling your products (*ex. Farmers Markets, retail from home, wholesale to local businesses, etc.*) within the State of Utah?

Food Labeling & Packaging

1. For foods that are being processed, packaged, and/or repackaged, have you included a photo sample of your labels and packaging with the application?

Yes No

2. Are you using a food grade packaging for your product? Yes No

Facility Practices

1. Will you have a valid food handlers permit at the time of inspection? Yes No

2. Will disposable gloves and/or utensils and/or food grade paper be used to prevent handling of ready-to-eat foods? Yes No

3. Will gloves and hairnets be used during the production of your products? Yes No

4. Select how you plan to conduct warewashing?

Two compartment sink (wash and rinse), basin on counter to contain sanitizer solution, and drain rack to air dry

Two compartment sink, plan to drain and clean one side to fill with sanitizer after wash and rinse steps, drain rack to air dry

In-home dishwasher to wash and rinse, remove from washer while still wet, sanitize in sink or basin, return to dishwasher or drain rack to air dry

Other: _____

5. What type of sanitizer will be used when washing dishes & equipment?

Chemical type: _____ Concentration: _____

Available test kit: Yes No

At what temperature? _____

This form and the provisions therein must be submitted to the Support Services Staff at udaf-cottagefood@utah.gov. Submitting this Cottage Food establishment application does not constitute an authorization from the Utah Department of Agriculture and Food to operate a food establishment. Plans will not be reviewed until all attachments have been submitted.

STATEMENT: I hereby certify that the above information is correct, and I fully understand that any deviation from the above without prior permission from the Utah Department of Agriculture and Food may delay final approval.

Printed Name: _____
Legal Agent and/or Owner

Signature: _____
Legal Agent and/or Owner

Date: ___ / ___ / _____