



**Department of
Agriculture and Food**
Regulatory Services

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udaf-cottagefood@utah.gov | <https://ag.utah.gov/>

Cottage Food Establishment **Application**

Establishment Information	
Owner's Name:	
Business Name:	
Physical Address: Including City, State, and Zip Code	
County:	
Billing Address: If different from physical address	
Phone Number:	
Email Address:	

Menu: Please check each category of food that is prepared.			
☐	Baked Goods	☐	Cereals, Trail Mix or Granola
☐	Dried Fruits or Chocolate Covered Dried Fruits	☐	Dry Herbs or Seasoning Mixes
☐	Fruit Jams, Jellies or Preserves	☐	Hard Candies, Freeze-Dried Candies or Cotton Candy
☐	Honey Must also contact Plant Industry Division to register bee hives	☐	Nuts, Nut Mixes or Nut Brittles
☐	Popcorn	☐	Repackaging
☐	Roasted Coffee Beans	☐	Sourdough products Must submit pH of homemade starter from an accredited laboratory
☐	Vanilla Extract	☐	Vinegar or Flavored Vinegar
Other:			

Required Attachments	
☐	Recipes with ingredients, amounts, and preparation steps for each product that will be produced Recipe template is available

Cottage Food Standards

All persons engaged in the Cottage Food operation must hold a valid food handlers permit. All persons displaying signs of illness, open wounds, or sores must be excluded from the home kitchen during food preparation, and all pets must be excluded from the home kitchen during food preparation. All persons must maintain proper personal hygiene and wear appropriate outer clothing (i.e. no open-toe shoes, no shorts, no jewelry, hair restraints, etc.). Smoking, eating, or drinking are not permitted within the home kitchen during food preparation. All food-contact surfaces of equipment and utensils must be cleaned and sanitized prior to food preparation and as needed during operation to prevent contamination.

Prior to commencing food operations, the owner/operator must be approved for a Cottage Food establishment permit and successfully pass a pre-operational inspection. The following is a checklist of items required to complete the pre-operational inspection:

- Be able to show your current food handlers permit;
- Have gloves, hair restraint (hairnets or a clean hat), sanitizer (disinfecting bleach or quaternary ammonium) and correct sanitizer concentration test strips (available in restaurant supply stores). Be sure the test strip type matches the type of sanitizer you plan to use;
- Samples of your labels meeting the requirements of 21 CFR 101 and R70-560-6. See the Basic Labeling Guidelines for specific details;
- Samples of your food-grade packaging materials;
- Separate refrigerator with thermometer, running at temperature (41 degrees F or less) to store ingredients that require refrigeration (eggs, butter, milk, etc.). This refrigerator can only be used for business purposes; no personal use;
- Separate storage for your dry ingredients (separate cupboard or shelves in a protected location, enclosed container on high shelf of pantry, etc.);
- Be able to explain your warewashing procedures. Acceptable choices include: Two compartment sink (wash and rinse), basin on counter to contain sanitizer solution, and drain rack to air dry; or Two compartment sink, plan to drain and clean one side to fill with sanitizer after wash and rinse steps, drain rack to air dry; or 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;
- Have a written procedure for responding to vomiting or diarrheal events.

☐

I have read and I acknowledge that my recipes submitted in this application fall under the scope of this approved list. I acknowledge and understand that my application is subject to immediate rejection if any of the above conditions are not met.

Permitted Cottage Food Products

A list of permitted Cottage Food products can be found on our [website](#). Recipes that fall outside the scope of this approved list will be rejected and will not be reviewed. These permitted Cottage Food products are considered non-potentially hazardous and may be safely prepared in a home kitchen in accordance with program standards. A food that requires time or temperature control for safety to limit pathogenic microorganism growth or toxin formation are not permitted under the Cottage Food Program. **Please note that permit fees are non-refundable and non-transferable.**

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I have read and I acknowledge that my recipes submitted in this application fall under the scope of this approved list. I acknowledge and understand that my application is subject to immediate rejection if any of the above conditions are not met.

For more help in planning out a new business, you can review the [Fundamental Resources for Agricultural Micro-Entrepreneurs](#) provided by USU Extension, to read their Guidebooks, particularly the one on Home-Based Food Business.

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. Applications will not be reviewed until payment and 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: ____ / ____ / ____