

Application for Cottage Food Operations Registration

**Please Type or Write Clearly*

Section 1: General Information

Personal Contact Information

Owner/Operator Name: _____

Home Address: _____

Home City: _____

State: _____ ZIP: _____ County: _____

Home Phone: _____

Personal Email: _____

Food Service Protection Manager Certificate ID number: _____ Exp. Date: _____

Previously registered? Yes No If yes, Cottage Food Registration number _____

Business Contact Information

Name of Cottage Food Operation: _____

Cottage Food Operation Address: _____

City: _____

State: _____ ZIP: _____ County: _____

Business Phone: _____

Business Email: _____

Business Website: _____

Section 2: Product Categories

A cottage food operation may produce a wide variety of food and drink in their home kitchen.

Check off all products you intend to produce.

Low-risk shelf stable products

Jams, jellies, preserves, syrups

Fruit butters, fruit pies, fruit pastries,
empanadas

Bread, tortillas, cookies, scones, or other
baked goods without frostings or cheese.

Dehydrated or dried fruits, vegetables, and
spices (dried spices, herbal teas, fruit leathers,
apple chips, etc.)

Roasted and/or ground coffee or nuts

Candies and caramels

Other: _____

Items with additional instruction

Salad dressings, vinegars, infused oils

Cheesy bread or other baked goods
containing cheese

Fermented foods (kimchi, kraut, etc.)

Acidified fruits or vegetables (pickles, shrubs,
hot sauces, relishes, condiments)

Cakes, cupcakes, and other baked goods with
frostings and icings

Fresh cut fruit and vegetables (zucchini
noodles, pasta salads with vegetables, fruit
bowls, etc.)

Canned tomato products

Vegan soups, vegan meals, or other heat-
treated produce

Fresh-pressed juices or bottled drinks

Section 3: Sales Avenues

Food and drink produced by a cottage food operation shall be sold directly to consumers for their own consumption and not for resale. Sales to retail stores, such as restaurants, grocery stores, or bakeries; to third party distributors for resale; or to third party distributors that deliver products on your behalf are prohibited. Sales of cottage foods are limited to within the state of Illinois. A cottage food operation may sell products outside of the municipality or county where the cottage food operation is located. A copy of your certificate of registration must be available upon request by IDPH and any local health department.

Indicate how you will sell your products. Check all that apply.

Pick-up from my home or farm (Note: Cottage food businesses selling from their home may be prohibited from some sales activities at home by local laws that apply to all cottage food operations. Check with your unit of local government about requirements on parking, signage, customer counts, etc.).

On-farm store

Delivery to or pick-up from a third-party private property with consent of the property holder (i.e., drop off/pick-up location/pop-up stand).

Online sales

Delivery directly to customer

Farmers market/fairs/festivals/pop up stand/public event

Shipping (Each cottage food product that is shipped must be sealed in a manner that reveals tampering, including, but not limited to, a sticker or pop top. Cottage foods may not be shipped across state lines.)

Other: _____

If you selected "Shipping" from above, describe how you will seal your product in a manner that reveals tampering:

Section 4: Signage

At the point of sale, notice must be provided in a prominent location that states the following: ***"This product was produced in a home kitchen not inspected by a health department that may also process common food allergens. If you have safety concerns, contact your local health department."*** At a physical display, notice shall be a placard. Online, notice shall be a message on the cottage food operation's online sales interface at the point of sale.

Indicate the ways in which you will notify customers at point of sale:

Prominent placard at my booth/stall (8in x 10in minimum).

Signage placed prominently at the pick-up location at my home/farm (8in x 10in minimum).

Language placed prominently at the point of sale on my website or sales platform.

Other: _____

Section 5: Labeling

All cottage food products must be pre-packaged in the home kitchen. The food packaging must conform to the labeling requirements of the Illinois Food, Drug, and Cosmetic Act, and must contain the following phrase in prominent lettering: *"This product was produced in a home kitchen not inspected by a health department that may also process common food allergens. If you have safety concerns, contact your local health department."*

Special Labeling Opportunity for Local Ingredients

Are you using any ingredients grown or raised on an Illinois farm and purchased directly from the farmer? If so, you are entitled and encouraged to use the following terminology on your label: **Illinois Grown, Illinois-Sourced, Illinois Farm Product**

Request for a labeling exemption

Cottage food operators may request an exemption from product packaging for foods that are not easily packaged (i.e., wedding cakes), for foods that are more suited to bulk containers or display cases (i.e., donuts or scones), or for other reasons. If the exemption is granted, the cottage food producer must include all labeling requirements on a receipt or similar document that is delivered to that consumer with the product, and the cottage food warning sign must still be present at point of sale. The local health department has the authority to accept or deny the exemption request.

Request for product packaging exemption

List the products for which you are requesting an exemption and provide a rationale:

Section 6: Employees

Employees are allowed under cottage food law. All persons that prepare or package food must have their Certified Food Protection Manager (CFPM) Certificate. The CFPM is not required for employees that handle sales, marketing, administration, or other facets of the business.

List the persons that prepare or package food:

Name: _____ CFPM number: _____ Exp. Date: _____

Name: _____ CFPM number: _____ Exp. Date: _____

Name: _____ CFPM number: _____ Exp. Date: _____

Section 7: Checklist of Required Information

A copy of a valid Food Service Protection Manager Certificate.

A product label for each product category selected in Section 2, demonstrating that you are complying correctly with labeling regulations.

If on a private water supply, a copy of water test results showing satisfactory E. coli/coliform bacteria results.

If producing acidified or fermented foods (pickles, kraut, kimchi, etc.), one of the following:

- a. A completed food safety plan and representative pH Test for each product with a different food safety process.

Example: Delia makes pickled cucumbers, pickled beets, kimchi, and hot sauces. Each of these four products requires a different process to make. She will need to submit a food safety plan and pH test for all four products.

Example: Janae makes a pickled cucumber recipe that has five different variations (one with dill, one with jalapenos, one with more sugar, one with stevia, and one with ginger). Although the recipes vary slightly, the pickling process is the same for all five recipes. Janae must submit just one food safety plan and a pH test for atleast one pickle recipe as evidence that her process is safe. A pH test and food safety plan are not required for all five recipe variations.

- b. An approved recipe from the U.S. Department of Agriculture (USDA) National Center for Home Food Preservation or the cooperative extension office of any state.

If producing canned tomatoes or canned tomato products (i.e., salsa, pasta sauce, etc.), one of the following:

- a. pH test for each canned tomato recipe
- b. An approved canning recipe from the USDA National Center for Home Food Preservation or the cooperative extension office of any state.

A registration fee may be assessed later not to exceed \$50.

Submit the Cottage Food Operation Home Self-Certification Checklist

Section 8: Owner Statement

The information provided in this application accurately represents my operation. I understand that I must grant a local health official access to my residence for the purpose of inspection in the event of an illness outbreak, upon notice from a different local health department, or if IDPH or a local health department has reason to believe that an imminent health hazard exists, or that a cottage food operation's product has been found to be misbranded, adulterated, or not in compliance with the conditions for cottage food operations set forth in section 4 of the IL Food Handling Regulation Enforcement Act (FHREA), effective 1-1-22.

I understand that if an inspection is warranted, I may be charged a fee by the health department.

Failure to submit the required documentation will result in the delay of application approval.

Signature _____ Date: _____

Additional Information

- Submit your required documents by email to Christopher Roy at Christopher.RoyJr@cityofchicago.org
- By mail in paper form, flash drive or CD-ROM to:
CDPH, ATTN: Christopher Roy 2133 W Lexington Chicago, IL 60612

For Office Use Only

Registration Number _____

Remarks/Notes _____

Accepted

Denied

Registration Fee \$ _____

Print Name _____

Signature _____

Date: _____