



Community Development Department
1 Plaza, PO Box 667
Patterson, CA 95363
209.895.8020
email: planning@pattersonca.gov
www.pattersonca.gov

HOME OCCUPATION USE PERMIT (Cottage Food Operation)

This information is provided as a guide to assist you in the preparation of your application for a Home Occupation Use Permit (HOUP). It is also intended to explain the process by which the City analyzes and acts upon the application.

What is a Home Occupation Use Permit?

The Patterson Municipal Code is a body of law that, among other things, establishes the permitted uses for each of the various zoning districts within the City. Generally, businesses are not allowed within the residential zones of the city. However, there are provisions within the municipal code which allow for the operation of home occupations, subject to specific standards and conditions. Home Occupation Use Permits are generally granted for administrative operations only. However, other certain types of home operations may be allowed dependent upon their ability to meet the required standards and subject to additional conditions as may be deemed necessary.

NOTE: Cottage Food Operators – Please obtain all Health Department certifications prior to applying with the City of Patterson

Application Submittal

An application for a Home Occupation Use Permit shall be filed by the business owner with the Community Development Department on forms prescribed for this purpose. An application for a Home Occupation Use Permit is attached. The application must be filled out completely, and must be accompanied by the following items:

- A written statement of operational characteristics which should include all relevant details of the proposed use (detailed description of the type of use, operating hours, number of employees, vehicles, etc.); this should be signed and dated and accompany the home occupation use permit application on a separate piece of paper.
- Property owner's concurrence in the application (if owner does not sign the application);
- \$210.00 Home Occupation Use Permit Fee.**

**** This is a one time fee due at the time of application submittal, however if you move locations, you will have to reapply and pay this fee again** (this fee does not include Health Department Fees)**



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Note: Additional information may be required by the Community Development Director during review of your application.

STANDARDS

The following are standards that shall be adhered to for the issuance of a Home Occupation Use Permit:

- A. A home occupation must be conducted entirely within a dwelling by a person or persons residing in the dwelling as a purely secondary and incidental use of such dwelling to its primary residential use.
- B. Off-site employees or partners are permitted so long as they do not work or report for work at the subject property.
- C. The residential appearance of the premises shall not be altered through remodeling or new construction so as to give the appearance of other than normal residential premises or to call attention to the premises.
- D. There shall be no mechanical equipment or operation used which creates or makes noise, dust, odor, vibration or other effects detectable at the property line.
- E. There shall be no display of products produced by the home occupation visible in any manner from the outside of the dwelling unit. There shall be no sale of commodities upon the premises.
- F. The use shall not generate pedestrian or vehicular traffic other than trips by the one allowed business vehicle per Section 18.92.080(H) of this chapter and bi-monthly business deliveries by a carrier normally associated with residential deliveries. Business customers are not allowed on-site unless otherwise accepted by this chapter.
- G. There shall be no storage of materials or supplies out-of-doors.
- H. No more than one business vehicle shall be parked or used in connection with the business on or near the premises. All deliveries to and from the premises by the applicant shall be only by the one allowed business vehicle. "Business vehicle" means a car, pickup or van (3/4 ton maximum size) used for home business purposes and driven by a person residing on the premises.



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- I. There shall be no advertising of the home occupation which uses the street address of the premises, and no on-site signs advertising the business.
- J. Not more than one room or ten percent (10%) of the floor area of the main building, whichever is greater, shall be used for the home occupation. If a garage is used in connection with a home occupation, such use must not interfere with its primary use as vehicular storage.
- K. There shall be no raising of animals for commercial purposes.
- L. Other conditions deemed necessary by the Community Development Director.
- M. The following specific home occupation uses may be permitted subject to further limitations as follows:
 - 1. Contractors' and Subcontractors' offices are permitted as home occupations. The storage of materials, equipment or more than one commercial vehicle not normally associated with residential uses shall be prohibited.
 - 2. Swimming lessons, music lessons, and other similar instructions, when given to no more than three students at one time.
 - 3. Dressmakers, limited to residents of the dwelling.
- N. The following uses are expressly prohibited as home occupations:**
 - 1. Repair or reconditioning of motorized vehicles or equipment on-site.
 - 2. Manufacturing, including cabinet shops and similar uses.
 - 3. Repair or reconditioning of major household appliances.
 - 4. Repair or reconditioning of boats or recreational vehicles.
 - 5. Medical, dental and chiropractic clinics and offices and counseling services.
 - 6. Furniture repair, restoration and upholstery.



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7. Beauty/barber shops, including nail and skin care salons.
8. Real estate offices.
9. Weapons and ammunition sales and service.
10. Welding shops.
11. Animal clinics and pet grooming shops.
12. Massage establishments.

Processing the Application

The processing time for a Home Occupation Use Permit varies from twenty (20) to thirty (30) days. Public Notice shall be posted in the newspaper, mailed to the subject property and mailed to all property owners within 300' of the subject property. From the date of posting a ten (10) calendar day review period begins. After this review period has expired, a determination shall be made. You will receive written communication of this determination, and if approved, any conditions of approval. If not paid at the time of application submittal, an invoice for the City of Patterson Business License will be mailed to you and after payment is received by the City, the business license will be mailed to you.

Note: The applications are processed once a week, due to noticing deadlines. The weekly deadline is Tuesday, 10:00 a.m., otherwise the application gets processed the following week.

Appeal Process

Any interested party, aggrieved by the determination of the Community Development Director, may appeal this decision to the Planning Commission within ten calendar days after such date of determination. Approval of the application is not in effect until the appeal period has expired, or any appeal filed has been acted upon by the Planning Commission. Appeals must be made in written form, addressed to the Planning Commission and accompanied by the required fee of \$686.00.



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Revocation

A Home Occupation Use Permit may be revoked due to non-use, failure to comply with standards and conditions of approval, and failure to obtain a business license. A Home Occupation Use Permit may be revoked following notice to the permittee at least ten (10) days prior to the revocation. A decision to revoke a Home Occupation Use Permit may be appealed to the planning commission as specified in Chapter 18.84 of this title.

If you have any questions regarding Home Occupation Use Permits, please contact the City of Patterson Community Development Department at (209) 895-8020.



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HOME OCCUPATION USE PERMIT APPLICATION

APPLICANT NAME:

ADDRESS/CITY/STATE/ZIP:

PROPERTY OWNER:

ADDRESS/CITY/STATE/ZIP:

PROPOSED BUSINESS NAME:

TYPE OF BUSINESS PROPOSED:

NATURE OF WORK PERFORMED AT THE RESIDENCE:

I, THE UNDERSIGNED APPLICANT, DO HEREBY ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THE STANDARDS FOR THE HOME OCCUPATION USE PERMITS, AND DO HEREBY AGREE TO ABIDE BY ALL CONDITIONS OF APPROVAL PLACED UPON THIS APPLICATION, AND THAT FAILURE TO ABIDE BY ALL CONDITIONS OF APPROVAL WILL RESULT IN THE REVOCATION OF THIS HOME OCCUPATION USE PERMIT AND ANY BUSINESS LICENSE ISSUED THEREAFTER.

*SUBMIT COMPLETE ORIGINAL APPLICATION TO: CITY OF PATTERSON, COMMUNITY DEVELOPMENT DEPARTMENT (PLANNING DIVISION) 1 PLAZA, 2ND FLOOR, PATTERSON, CA 95363

APPLICANT SIGNATURE: _____ **DATE:** _____

PROPERTY OWNER SIGNATURE: _____ **DATE:** _____

RECEIPT # _____ HOUP PERMIT # _____ CITY BUSINESS LICENSE # _____

DATE APP RECEIVED: _____ DATE OF APPROVAL: _____

ASSESSOR PARCEL # (APN): _____ - _____ - _____ PUBLISH PO #: _____



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Home Occupation Use Permit - Statement of Operations

Along with the Enclosed Applications, please include a detailed Statement of Operations. This is a handwritten or typed statement describing the following:

1. What are the hours of business.
2. Number of Employees. (if any)
3. Where your supplies will be kept. (if any)
4. That you are aware that customers **are not** allowed at the home.
5. Please describe in detail what type of product(s) your business consists of and how you will conduct your business.

Thank You.
City of Patterson
Community Development Department
Planning Division



CITY OF PATTERSON

CONTRACTOR & SUBCONTRACTOR BUSINESS LICENSE INFORMATION

1 Plaza Circle • PO Box 667 • Patterson, California 95363 • Office 209.895.8040 • Fax 209.895.8069

Dear New Business Owner,

Congratulations on your new business venture! Welcome to the growing and developing business community of the City of Patterson. The material in this packet provides information that may be useful to you during your application process for a business license for the City of Patterson.

The business license application must be processed and approved **before** any entity located within the City of Patterson can conduct business. The application must include the Commercial Recycling Compliance Surveys, Proof of Workers Compensation, and applicable fees payable in cash or check, to the City of Patterson Finance Department.

Submitted in-person to:

City Hall - 1st Floor (Finance Department)
1 Plaza
Patterson, CA 95363

Mail to:

City of Patterson
PO Box 667
Patterson, CA 95363

All businesses located within a local commercial facility (e.g., leased office space, retail store, warehouse, etc.) will need to meet requirements in effect by the City's Planning, Building, Fire, and Public Works departments. Building inspections will need to be scheduled as part of the application process.

All businesses operating from the owners' residences within the City of Patterson (including internet sales, professional services such as contractors and subcontractors, as well as all other allowable types of home-based businesses) are required to obtain and maintain a City of Patterson Business License and Home Occupational Use Permit.

All businesses, including *out-of-town* businesses, are expected and required to ensure they have all applicable permits and certifications that their business practice need to remain in compliance with the local, state, and federal laws and regulations.

All City of Patterson business licenses are valid from the date issued through the end of the fiscal year (June 30th), regardless of the issue date. Application fees are not prorated. Annual renewal notices are sent in June and due by July 31st. All licenses are considered current during the grace period of July 1 – July 31. If payment is not received during that time, the license will be considered delinquent and will incur a 10% late fee.

Please Note: Any licenses within City limits will be referred to Code Enforcement with outstanding fees on August 31st. If a contractor and/or outside of City limits, the business license will be inactivated.

Please Note: In the event your application is rejected you must contact the City Finance Department within 30 days of rejection date to request a refund of the business license application fee.

Disability Access - SB 1186

On September 19, 2012 Governor Brown signed into law SB 1186, Chapter 383, which adds a state fee of \$1 [on January 1st, 2018 Certified Access Specialist (CASp) program fee increased to \$4], on any application for local business license or similar instrument or permit, or renewal thereof. The purpose is to increase disability access and compliance with construction-related accessibility requirements and to develop educational resources for businesses in order to facilitate compliance with federal and state disability laws, as specified.

Under federal and state law, compliance with disability access laws is a serious and significant responsibility that applies to all California building owners and tenants with buildings open to the public. You may obtain information about your legal obligations and how to comply with disability access laws at the following agencies:

The Division of the State Architect www.dgs.ca.gov/dsa/home.aspx
The Department of Rehabilitation www.rehab.cahwnet.gov
The California Commission of Disability Access www.cdda.ca.gov

Commercial Recycling – AB 1826 & AB 341

Public Works Department • Office 209.895.8060 • Fax 209.895.8069

Assembly Bill 341(AB-341) was passed to meet California’s recycling goal of 75% by the year 2020. AB-341 requires all commercial businesses and public entities that generate **4 cubic yards or more of waste per week** to have a **recycling program** in place. In addition, multi-family apartments with five or more units are also required to form a recycling program.

Assembly Bill 1826 is part of California’s recycling and greenhouse gas (GHG) emission goals. It establishes mandatory **organic recycling** requirements to be phased in over several years to meet the goals of California’s Global Warming Solutions Act, AB 32, of recycling 75% of waste by the year 2020. These organic materials account for nearly one-third of the approximately 30 million tons of waste destined for California’s landfills each year. Diverting organics from landfills for processing into compost and mulch reduces landfill GHG emissions and produces sustainable products that contribute to soil health, plant nutrition, water conservation and carbon sequestration. See chart below to determine if it is applicable to your business.

AB1826 Requirements	
For implementing an ORGANIC waste program	
Date	Threshold amounts for Businesses
April 1, 2016	8 cubic yards of organic waste per week
January 1, 2017	4 cubic yards of organic waste per week
January 1, 2019	4 cubic yards of commercial solid waste per week
** “Businesses” includes multi-family complexes with 5 units or more, however, multi-family premises are only required to recycle landscaping waste.	

Proof of Workers' Compensation Insurance – AB 2883

Legislation AB 2883, Chapter 205, provides that an applicant for insurance or renewal of a business license issued by a city or county must provide proof of valid current workers' compensation insurance or a current Certificate of Self-Insurance.

Failure to provide insurance will result in a stop order that prohibits the use of labor by the employer and acquires up to a maximum penalty total of \$100,000. Failure to observe stop order is a misdemeanor punishable by imprisonment in the county jail not exceeding 60 days or a fine not exceeding \$10,000, or both.

If you have any questions, please contact your insurance agent.

Departments & Agencies to Contact

CITY OF PATTERSON PLANNING DEPARTMENT The proposed business must conform to the zoning standards for the location chosen for the business.	1 Plaza Circle, 2 nd floor Patterson, CA 95363 (209) 895-8020
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CITY OF PATTERSON BUILDING DEPARTMENT Local business, except those requiring Home Occupational Use Permits, must schedule inspections through the Building Department. These inspections are <u>in addition</u> to any inspections required for building occupancy.	1 Plaza Circle, 1 st floor Patterson, CA 95363 (209) 895-8030
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CITY OF PATTERSON PUBLIC WORKS DEPARTMENT Contact this department for any questions involving public works and environmental compliance requirements.	1 Plaza Circle, 2nd floor Patterson, CA 95363 (209) 895-8060
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STANISLAUS COUNTY CLERK-RECORDER'S OFFICE Contact this agency to register a Fictitious Business Name, if necessary, for business.	1021 I Street Modesto, CA 95354 (209) 525-6700
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STANISLAUS COUNTY DEPARTMENT OF ENVIRONMENTAL RESOURCES Contact this agency for approval for all food-related businesses, as well as for any businesses that generate hazardous waste.	3800 Cornucopia Way Modesto, CA 95358 (209) 525-6700
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CALIFORNIA STATE BOARD OF EQUALIZATION Contact this agency to obtain a Resell Number (Seller's Permit). Contact by phone to receive the application by mail or receive the application online on their website.	(800) 400-7115 www.boe.ca.gov
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INTERNAL REVENUE SERVICE Contact this agency to obtain a Federal Tax Identification Number (Employer's Identification Number), if necessary.	www.irs.gov
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In accordance with the Municipal Code Section 5.04.090 License Tax, the rates of license fees to be paid by a person engaging in or carrying on any business or business enterprise in the city are fixed as listed under Title 5 on the following website:

<https://www.codepublishing.com/CA/Patterson/> .

Your business license renewal form includes the amount owing, based on the fees detailed in the Municipal Code, plus the Certified Access Specialist (CASp) fee of \$4.00 per Senate Bill 1186. More information on the CASp fee can be found at: <https://www.dgs.ca.gov/casp>

TITLE 5 BUSINESS LICENSE AND REGULATIONS MC FEES			
AVERAGE MONTHLY RECEIPTS		YEARLY GROSS < or =	LICENSE FEE PER ANNUM
\$0.00	\$ 3,000.00	\$ 36,000.00	\$ 40.00
\$ 3,000.00	\$ 6,000.00	\$ 72,000.00	\$ 70.00
\$ 6,000.01	\$12,000.00	\$144,000.00	\$ 100.00
\$ 12,000.01	\$16,000.00	\$192,000.00	\$ 120.00
\$ 16,000.01	OVER	\$999,999.00	\$ 140.00

- SCHEDULE 1** (Realtor, Miscellaneous Business Retailing, Printing, Publishing)
- SCHEDULE 2** (Arts & Crafts, Professional & Personal Services)
- SCHEDULE 3** (Wholesaling, Jobbing, Warehouse, Livestock and Poultry Feed)
- SCHEDULE 4** (Contractors and Sub-Contractors)
- SCHEDULE 5** (Manufacturing)

BUSINESS LICENSE INSPECTION CHECKLIST

Building Department ▪ Office 209.895.8030 ▪ Fax 209.895.8039 ▪ building@ci.patterson.ca.us

In order to facilitate your business license inspection, please review the following general requirements and correct any deficiencies prior to your inspection date. This is a basic checklist and does not list all requirements as others may apply based on the nature of the business.

FIRE EXTINGUISHERS

1. Provide at least one 2A 10BC extinguisher for every 3,000 square feet or portion thereof of the floor area. Travel distance to a fire extinguisher shall not exceed 75 feet.
2. Extinguishers shall be serviced annually and shall have a current service tag attached to it. Service shall be provided by a licensed service person. Please check fire extinguishers monthly and make sure employees understand how to use one.
3. A type K extinguisher shall be provided in commercial kitchens.

EXITING, EGRESS & EMERGENCY LIGHTING

1. Exits will be checked to make sure that they have an exit sign. Exit signs graphics shall be a minimum of 6 inches in height. When 2 or more exits are required by Code, exit signs shall be illuminated and have battery backup power.
2. Emergency lighting provided must be maintained and in operable condition.
3. Front exit doors that have locks shall bear a sign "*This door to remain unlocked when building is occupied*". The sign shall be in 1 inch high on a contrasting background
4. Neither exit doors nor exit paths shall be obstructed in any manner.
5. Exit doors shall be maintained in an operable condition at all times.
6. Exit doors shall swing in the direction of exit travel when serving any hazardous area or when occupant load exceeds 49 persons.
7. Doors equipped with panic hardware shall not have thumb-operated devices, dead-bolts, or other similar devices.

ELECTRICAL

1. Extension cords shall not be used as a substitute for permanent wiring.
2. Power strips shall plug directly into the electrical receptacle. Do not link together or 'daisy chain' power strips together.
3. Appliance cords and extension cords shall be kept in good repair and without splices.
4. All electrical outlets, switches, and junction boxes shall be properly covered with cover plates and the electrical system should be safe from apparent shock and/or other electrical hazards.
5. Electrical panels shall have a minimum clearance of 30" wide, 36" Deep and 6'6" high that has a 36" wide access path to them.
6. Circuit breakers/fuses shall be labeled so as to identify the area protected and shall be clear of any tape, string, or wire.
7. No electrical cords extending through walls, ceilings, floors, under doors, or floor covering

ACCESSIBILITY

The Americans with Disabilities Act (ADA) is a Federal civil rights law that prohibits the exclusion of people with disabilities from everyday activities, such as buying an item at the store. To meet the goals of the ADA, the law established requirements for existing facilities as well as for compliance when a facility is altered or a new facility is constructed. "Grandfather provisions," that are often used by building code officials, do not exempt existing facilities. The following is a partial list of items that may be reviewed for ADA compliance:

1. Sales and Service Counters (Register Area)

- a. Retail stores where counters have cash registers and are provided for sales or distribution of goods or services to the public, at least one shall have a portion of the counter which is at least 36 inches in length with a maximum height of 36 inches above the finish floor. It shall be on an accessible route with an aisle width of 36 inches and have a 30"x48" area to accommodate a mobility device.
2. Accessible Parking
 - a. Contact Building Department with questions
3. Accessible Entrance
 - a. All grade level entrances may be required to be accessible
4. Fixed Seating and Tables
 - a. Disbursement
5. Doors at Entrances to Businesses
 - a. Max 32" clear
 - b. Max 5# of force
 - c. No round Knob, only levers
6. Shelves and Maneuvering Space
 - a. Max 48" above finished floor (AFF)
7. Restroom Facilities
 - a. Minimum of 1 unisex accessible restroom (contact Building Department)

Some locations meet the requirements of "Safe Harbor" as defined in the 2010 ADA guidelines or the current building code.

PUBLIC WORKS REQUIREMENTS & ENVIRONMENTAL COMPLIANCE:

1. Ensure that a Backflow Prevention Device is installed & successfully tested to prevent cross-contamination into the Public Water System. Public Works performs initial testing at the time of installation and annual test inspections. See attached information regarding Backflow Prevention Devices.
2. Ensure that a grease trap/interceptor is adequately sized for the type of business and that a maintenance program has been established to ensure that it is being maintained regularly. See attached information regarding Fats, Oils, and Grease (FOG) Program.
3. Maintain compliance with Stormwater Regulations. Ensure that you have the Best Management Practices (BMPS) for your business. See attached information regarding Stormwater BMPS.
4. Ensure that the facility has a water meter and that the business is signed up for utility services (Water, Sewer, and Garbage). Please contact the City's Finance Department at (209) 895-8040 for assistance.
5. Ensure that you have adequate waste disposal and recycling programs in place for your facilities.
 - a. If your business is generating 4 cubic yards or more of solid waste, your facility must have a recycling program. **Please complete and submit the AB 341 Compliance form to the Public Works Department.**
 - b. If your business is generating 4 cubic yards or more of solid waste, (Effective 2019) your facility must have an organic recycling program. **Please complete and submit the AB 1826 Compliance form to the Public Works Department**

PERMIT REQUIREMENTS

1. **Building permits** are required for any changes to the electrical, mechanical (heating/cooling), plumbing systems and accessibility. Addition, removal or modifications to walls or partitions requires a building permit. Rack systems over 5'9" require a building permit.
2. No additional uses shall be added to a business or adding subtenants without modification of the business license. A separate business license is required for additional businesses.
3. If your business needs any improvement or construction to open and those efforts encroach into the public right-of-way, you will need an **Encroachment Permit**. Contact Public Works at (209) 895-8060 for more information.

Stormwater & Urban Runoff Pollution

Overview

- The storm drain system is **NOT** connected to the city sewer system or the wastewater treatment plant. Any water that enters a storm drain flows directly to Salado Creek and then the San Joaquin River, UNTREATED.

- Urban runoff pollution flows to our rivers and into our groundwater through the drain system.

- 18 miles of storm lines that take water and debris straight from Patterson streets to our rivers and groundwater.



Pollutants Include

- Oil and other automotive fluids
- Paint and construction debris
- Yard and pet wastes
- Pesticides and litter

Tips

- Place drip pans under the spouts of liquid storage
- Grade and pave the waste receptacles and keep the lids closed, or install a small roof over the waste receptacle area.
- Do not hose out dumpsters! (if washing is required, dispose of wash water in sanitary sewer)
- Inspect dumpster routinely for leaks. Call vendor for replacement as necessary

** Owners and operator of gasoline stations, auto repair shops, office parks and other commercial properties should be aware of the requirements of Stormwater Best Management Practices



Cross-Connection Control Program

A cross-connection is a connection between the potable water supply and contaminate or pollutant, either from the distribution system or inside your home or business. Cross Connection must be eliminated to ensure your water supply is safe for you to drink.

Key Terms

Contaminate: is an actual hazard to the public health through the poisoning or through the spread of disease.

Pollutant: is not an actual hazard to the public health, but does adversely affect the aesthetic qualities of the city water.

Backflow: occurs when water from the potable water gets reversed and water from the unprotected source flows back into the potable water system.

Why does it matter?

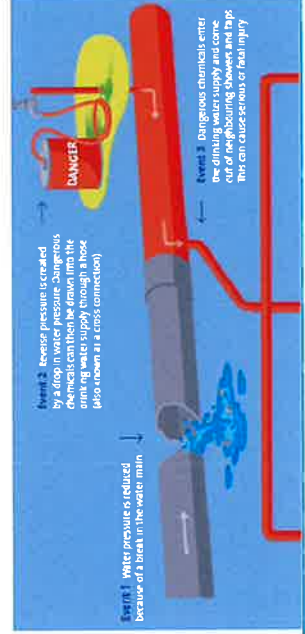
In order for backflow to occur, two things must first happen:

- there must be a link (cross connection between two systems (potable and non-potable).
- The resulting force must go towards the potable water supply (backflow).

When and who are tested?

Every year businesses with a potential cross connection are tested, these businesses are but **NOT** limited to:

- Medical offices
- Hazardous buildings
- Painting companies
- Printing companies
- Hospitals
- Automotive shops



The City of Patterson

Public Works Department

Business License Informational Brochure



Contact The City of Patterson Public Works Department if you have questions, concerns or comments about any of the programs in this brochure.

City of Patterson
Public Works Department
1 Plaza, 2nd floor
Patterson, Ca. 95363
Phone (209) 895-8060
www.ci.patterson.ca.us

Fats, Oils & Grease (FOG) Program

Business Information

Business Information

Must install grease removal device if your wastewater contains grease, oils, fats, sediments, particular matter or any other material that might impair the flow of the wastewater.

Grease Traps: are installed indoors often under the counter, generally used for small establishments.

Interceptor: big concrete box portioned off to remove the grease and food waste by trapping things that float and things that settle to the bottom.

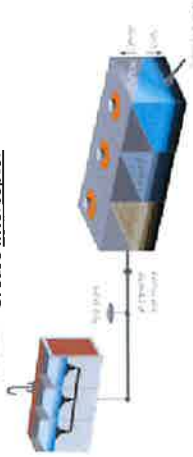
Grease Waste Disposal

- **Grease traps** may be cleansed by the restaurant or food service facility, but due to their size,
- **Interceptors** must be cleaned by a cleaning service.

Steps to Dealing with Grease Removal

- Never dispose of grease wastes directly to the sewer.
- Contract with a grease disposal company for waste grease pickup.
- Maintain your grease trap or grease interceptor on a regular basis.

Grease Interceptor



Grease Trap



Organic Recycling

Who is to Participate?

Any business that produces 4 cubic yards or more of organic waste per week. Effective January 1, 2019, businesses that create 4 cubic yards of waste per week.

Why Recycle?

On average, a restaurant disposes of more than 50 tons of organics each year! These materials, when kept out of the landfill, can be composted into new earth-friendly products.

The Benefits of Participation

- A comprehensive recycling program including food waste diversion will help reduce your monthly trash bill.
- Benefits the environment-diverts waste from landfills, and turns organic materials into useful by-products such as soil amendments and compost.
- Reduces greenhouse gas emissions and leachate (liquid runoff) caused by decomposing organic landfill waste.
- Helps green your business and assists the City of Patterson with meeting its waste diversion goals.

To find out more about The City of Patterson's Food Waste and Organics Recycling program or to begin a program in your restaurant or food service establishment, please contact The City of Patterson.

Commercial and Multi-Unit Recycling

Who is to Participate?

- Any business that generates 4 cubic yards or more waste per week
- Multi-families communities with five or more units

Arrange for Recycling Services

Businesses that meet threshold must place source-separated recyclable materials in the bins or container provided by Bertolotti Disposal at 1 (800)221-1257

Types of Material to Recycle

- Clean, dry paper junk mail, newspaper, magazines, phone books, and catalogs
- Cardboard and chipboard
- Plastic, glass bottles, and jars
- Metal containers and empty aerosol cans
- Plastic bags, bundled

Type of Material NOT to Recycle

- Broken glass
- Plastic hangers
- Plastic toys
- Garden hoses
- Rubber tires
- Hazardous waste-paint, batteries, anti-freeze, pesticides, cleaning products, cell phones, appliances, etc.

Acceptable Material

Fruits
Vegetables
Dairy Products
Bread & Grains
Bones
Meat & Poultry
Fish & Seafood
Coffee grounds
Eggshells
Plant trimming
Soiled paper towels
Paper plates
Milk Cartons

NOT Accepted Material

If it doesn't GROW then it doesn't GO!

Plastics
Glass
Metals
Styrofoam
Non-biodegradable



Contaminación de Aguas Pluviales y Escorrentía Urbana

Visión de Conjunto

- El sistema de drenaje de tormentas **NO** está conectado al sistema de alcantarillado de la ciudad ni a la planta de tratamiento de aguas residuales. Cualquier agua que ingrese a un drenaje pluvial fluye directamente a Salado Creek y luego al Río San Joaquín, SIN TRATAR.



- La contaminación de la escorrentía urbana fluye a nuestros ríos y a nuestras aguas subterráneas a través del sistema de drenaje.
- 1.8 millas de líneas de tormenta que llevan agua y escombros directamente desde las calles de Patterson a nuestros ríos y aguas subterráneas.

Los contaminantes incluyen

- Aceite y otros fluidos automotrices
- Pintura y escombros de construcción
- Desperdicios de jardín y mascotas
- Pesticidas y basura

Consejos

- Coloque las bandejas de goteo debajo de las boquillas de almacenamiento de líquidos
- Clasifique y pavimente los receptáculos de desechos y mantenga las tapas cerradas, o instale un techo pequeño sobre el área del receptáculo de desechos.
- ¡No manguere los contenedores de basura! (Si se requiere lavar, deseche el agua de lavado en el alcantarillado sanitario)
- Inspeccione el contenedor de basura rutinariamente para detectar fugas. Llame al vendedor para reemplazarlo según sea necesario.

** Los propietarios y operadores de estaciones de gasolina, talleres de reparación de automóviles, parques de oficinas y otras propiedades comerciales deben conocer los requisitos de las mejores prácticas de gestión de aguas pluviales.



Programa de Control de Conexión Cruzada

Una conexión cruzada es una conexión entre el suministro de agua potable y el contaminante, ya sea del sistema de distribución o dentro de su hogar o negocio. La conexión cruzada debe eliminarse para garantizar que su suministro de agua sea seguro para que pueda beber.

Palabras Clave

Contaminar: es un peligro real para la salud pública a través del envenenamiento o la propagación de enfermedades.

Contaminante: no es un peligro real para la salud pública, pero sí afecta negativamente a las cualidades estéticas del agua de la ciudad.

Contraflujo: ocurre cuando el agua del agua potable se invierte y el agua de la fuente desprotegida fluye de regreso al sistema de agua potable.

¿Por qué eso importa?

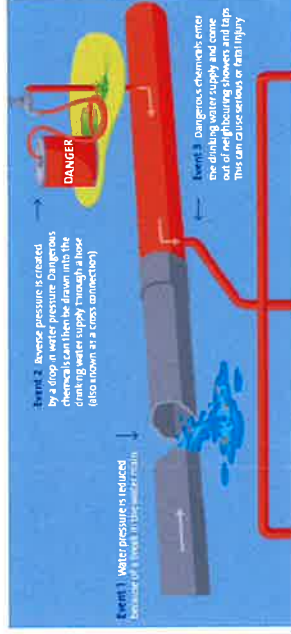
Para que se produzca un contraflujo, primero deben suceder dos cosas:

- Debe haber un enlace (conexión cruzada entre dos sistemas (potable y no potable).
- La fuerza resultante debe ir hacia el suministro de agua potable (contraflujo).

¿Cuándo y quiénes son probados?

Cada año se prueban las empresas con una posible conexión cruzada, estas empresas **NO ESTÁN** limitadas a:

- Consultorios médicos
- Edificios peligrosos
- Empresas de pintura
- Imprentas
- Hospitales
- Taller mecánico



La Ciudad de Patterson

Departamento de Obras Públicas

Folleto Informativo para Licencia Comercial



Póngase en contacto con el Departamento de Obras Públicas de la Ciudad de Patterson si tiene preguntas, inquietudes o comentarios sobre cualquiera de los programas en este folleto.

Ciudad de Patterson
Departamento de Obras Públicas
1 Plaza, 2do piso
Patterson, Ca. 95363
Teléfono (209) 895-8060
www.ci.patterson.ca.us

Programa de Manteca, Aceite, y Grasa

Información para negocios

Debe instalar un dispositivo de eliminación de grasa si sus aguas residuales contienen manteca, aceites, grasas, sedimentos, materia particular o cualquier otro material que pueda perjudicar el flujo de las aguas residuales.

Trampas de grasa: se instalan en el interior, a debajo del mostrador, generalmente se usan para establecimientos pequeños.

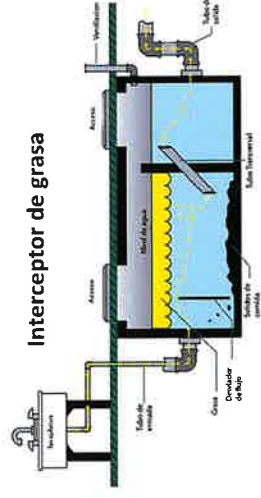
Interceptor: Caja grande de concreto dividida para eliminar la grasa y el desperdicio de comida al atrapar las cosas que flotan y las que se asientan en el fondo.

Eliminación de Desechos de Grasa

- Las **trampas de grasa** pueden ser limpiadas por el restaurante o la instalación de servicio de alimentos, pero debido a su tamaño, los **interceptores** deben ser limpiados por un servicio de limpieza.

Pasos para Lidar con la Eliminación de la Grasa

- Nunca deseches los residuos de grasa directamente en el alcantarillado.
- Contrato con una empresa de eliminación de grasa para recogida de grasa residual.
- Mantenga su trampa de grasa o interceptor de grasa regularmente.



Trampa de grasa



Reciclaje Orgánico

¿Quién debe participar?

Cualquier negocio que produzca 4 yardas cúbicas o más de desechos orgánicos por semana. A partir del 1 de enero de 2019, las empresas que crean 4 yardas cúbicas de desechos por semana.

¿Por qué reciclar?

En promedio, un restaurante dispone de más de 50 toneladas de productos orgánicos cada año! Estos materiales, cuando se mantienen fuera del vertedero, se pueden convertir en abono en algunos nuevos productos amigables con el planeta.

Los beneficios de la participación

- Un programa integral de reciclaje que incluya desvío de desperdicios alimentarios ayudará a reducir su factura mensual de basura.
- Beneficia al medio ambiente: desvía los desechos de los vertederos y convierte los materiales orgánicos en subproductos útiles, como las enmiendas del suelo y el compost.
- Reduce las emisiones de gases de efecto invernadero y el lixiviado (escurrimiento líquido) causado por la descomposición de los residuos orgánicos del vertedero.
- Ayuda a que su empresa sea más ecológica y ayude a la Ciudad de Patterson a cumplir sus objetivos de desviación de desechos.

Para obtener más información sobre el programa de Reciclaje de Desechos de Alimentos y Orgánicos de la Ciudad de Patterson o para comenzar un programa en su restaurante o establecimiento de servicio de alimentos,

Material Aceptable

Frutas
Vegetales
Productos lácteos
Pan y granos
Huesos
Carne de ave
Pescado y Marisco
Granos de café
Cáscaras de huevo
Recorte de la planta
Toallas de papel sucias
Platos de papel
Cartones de leche

Material NO Aceptado

¡Si no CRECE, entonces NO VA!
Plástica
Vaso
Rieles
Espuma de poliestireno
No es biodegradable



Reciclaje comercial y de unidades múltiples

¿Quién debe participar?

- Cualquier negocio que genere 4 yardas cúbicas o más de desechos por semana
- Comunidades multifamiliares con cinco o más unidades

Organice los servicios de reciclaje

Las empresas que cumplan con el umbral deben colocar materiales reciclables separados por fuente en los contenedores o recipientes provistos por Bertolotti Disposal al 1 (800) 221-1257

Tipos de material para reciclar

- Correo no deseado limpio y seco, periódicos, revistas, guías telefónicas y catálogos
- Cartón y aglomerado
- Plástico, botellas de vidrio y frascos
- Contenedores de metal y latas de aerosol vacías
- bolsas de plástico agrupadas

Tipo de material NO reciclable

- Vidrio roto
- Contaminado o mojado
- Perchas de plástico
- Juguetes de plástico
- Mangueras de jardín
- Neumáticos de goma
- Residuos peligrosos: pintura, baterías, anticongelantes, pesticidas, productos de limpieza, teléfonos celulares, electrodomésticos, etc..





BUSINESS LICENSE APPLICATION CONTRACTOR & SUBCONTRACTOR

(select all that apply) New Application Address Change Owner Change Name Change

Proposed Business Start Date _____ Ownership Type Sole Proprietorship Partnership Corporation

Business Name _____ Parent Company _____

Owner/Contact Person _____ Contact Phone # _____

Nature of Business _____ Business Phone # _____

Email _____ State Contractor's License # (if applicable) _____

Tax I.D. # _____ CA Sellers Permit # _____ Number of Employees _____

Business Address _____			(If different from business address.) Mailing Address _____		
City _____	State _____	Zip Code _____	City _____	State _____	Zip Code _____

Job Site Address (If applicable) _____

Is this a home based business? Yes No

Will you sell or serve alcohol? Yes No

Will you sell food or drinks? Yes No If yes, you are required to get approval from the Health Department

Do you have pool tables in your place of business? Yes No If yes, how many? _____

The average **annual** gross receipts from business conducted **within the City of Patterson** are expected to be: (please select the appropriate Schedule form the attached table and circle below.)

SCHEDULE: 1 2 3 4 5 Annual Gross \$ _____

First Time Application Fee	\$ 28
FEE	
SB 1186_ State Mandated Access Fund Fee	\$ 4
TOTAL DUE	

**UNDER PENALTY OF PERJURY,
I DECLARE THE FOREGOING TO BE TRUE AND
CORRECT.**

Signature _____

Date _____

CITY USE ONLY

Customer # _____

DEPARTMENT	DATE	EVALUATION RESTRICTIONS
Planning		
Building		
Fire		
Public Works		
Utility Sign-Up		
Health		<input type="checkbox"/> Approved



BUSINESS LICENSE APPLICATION

WORKERS' COMPENSATION & SUPPLEMENTAL INFORMATION

WORKERS' COMPENSATION DECLARATION

I hereby affirm, under penalty of perjury, one of the following declarations:

- I have and will maintain a certificate of consent to self-insure for workers' compensation, as provided by Section 3700, for the duration of any business activities conducted for which this license is issued.
- I have and will maintain workers' compensation insurance, as required by Sections 3700, for the duration of any business activities conducted for which this license is issued.

My workers' compensation insurance carrier and policy number are:

Carrier _____

Policy Number _____

- I certify that in the performance of any business activities for which this license is issued, I shall not employ any person in any manner so as to become subject to the workers' compensation laws of California. I further agree that if I should become subject to the workers' compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with the provisions of Section 3700.

Name _____

Address _____

Signature _____

City _____ State _____ ZIP _____

Date _____

WARNING: Failure to secure workers' compensation coverage is unlawful, and shall subject an employer to criminal penalties and civil fines up to \$100,000, in addition to the cost of compensation, damages as provided for in section 3706 of the labor code, interest, and attorney's fees.

SUPPLEMENTAL INFORMATION

Please complete the following

Will the occupancy or "use" of the building be changing? (will your business be significantly different than the previous business in this location, if any?) Examples: A restaurant opening in a former clothing store location; a pet store in a former insurance office.

YES If yes, please explain

NO

Will you be upgrading/remodeling the building (building walls, putting in restrooms, etc.)?

YES If yes, please explain

NO

Will your establishment be serving or preparing food?

YES If yes, please describe what types of food (prepared from scratch, prepackaged, . . . et cetera)

NO



Public Works Department

1 Plaza Circle | Patterson, California | Office 209.895.8040 | Fax 209.895.8069

MANDATORY RECYCLING COMPLIANCE FORM

Please submit questionnaire within **15 days** to the Public Works Department

Business/Entity Name _____ Owner/Contact Name _____

Phone Number _____ Fax Number _____ E-Mail _____

Mailing Address _____ Physical Address _____

City _____ State _____ Zip Code _____ City _____ State _____ Zip Code _____

- 1 a.** Does your business produce two (2) cubic yards of solid waste per week? YES NO
- 1b.** Does your business generate more than 20 gallons of Organic waste per week? YES NO
- 2.** Is your facility a multi-family dwelling of five or more (5+) units? YES NO

If you answered "YES" to question 1a and 1b **AND/OR** question 2, please fill out the SB 1383 portion of this form. If you answered "YES" to question 3 below, fill out the AB 341 portion of this form. Return the completed form to the City of Patterson at city hall or e-mail to solidwaste@ci.patterson.ca.us. If you answered "NO" to 1, 2 and 3 stop here and proceed to **number 12**

Commercial Recycling

3. Which materials do you recycle?

- Clothing/Textiles CRV Containers Plastic Glass None
- Cardboard & Paper Metal (non CRV) Styrofoam Lumber Other _____

4. Recycled materials are:

- Co-Mingled Source Separated

5. Recycled materials are transported by:

- Self-Haul Non-Profit Service Provider

Organics Recycling & Composting

6. Which **organic** materials do you currently **recycle**?

- Food-Soiled Paper Pruning Waste Food Waste Edible Food Waste
- Landscape Waste Green Waste None Other _____

7. The **recycled organic** materials are:

- Co-Mingled Source Separated

8. How often do you **recycle organics**?

- Daily Weekly
- Monthly Yearly

9. The **organics** are **transported/recycled** through:

- Self-Haul Service Provider
- Non-Profit Other _____

10. Which **organics** do you currently separate for **composting**?

- Food-Soiled Paper Green Waste
- Landscape Waste None
- Food Waste Other _____
- Pruning Waste

11. The **organics** are **composted** through:

- Self-Haul Service Provider
- Non-Profit Other _____

Please note: Donating edible food waste to food banks and shelters is a preferred method of recycling/diverting edible food waste.

12. I, _____, certify that I am a duly authorized representative of the above named entity

Please print first and last name

for purposes of regulatory compliance reporting and that the foregoing is true and correct to the best of my knowledge.

Signature _____

Date _____

Approved by: _____

Date _____

IMPORTANT NOTICE REGARDING CALIFORNIA STATE LAW SB 205 EFFECTIVE JANUARY 1, 2020

BACKGROUND & REQUIREMENTS:

Senate Bill (SB) 205, signed by Governor Newsom in 2019, requires a person or entity who conducts a business operation that is a “regulated industry” to demonstrate enrollment with the National Pollutant Discharge Elimination System (NPDES) permit program. By providing specified information on an initial or renewal City business license application, enrollment in the NPDES permit can be confirmed. The goal of the program is to address the health and safety of drinking water sources statewide.

SB 205 does not affect all businesses. Only those businesses with primary Standard Industrial Classification (SIC) codes that are identified by the State Water Board as requiring enrollment in the Industrial General Permit (IGP) are affected. The questions below will guide you and the City in determining if your business requires enrollment in the IGP. **Completion and submission of this form is required for both 2020 new business license applications and renewals.**

STANDARD INDUSTRIAL CLASSIFICATION CODE (SIC) :

Businesses may perform multiple functions. Please list your predominant business function or activity that typically generates the highest revenue for your company in a given year as your primary SIC and, if applicable, auxiliary functions as additional SIC codes.

The requirement solely impacts businesses with operating facilities with regulated industrial activities. When using keywords to search for potentially applicable SIC codes, businesses need to consider the division definition in addition to the specific SIC code to determine the applicability of the SIC code(s) to their business operation. The division structure of SIC codes consists of:

- A. Agriculture, Forestry, And Fishing
- B. Mining
- C. Construction
- D. Manufacturing
- E. Transportation, Communications, Electric, Gas, And Sanitary Services
- F. Wholesale Trade
- G. Retail Trade
- H. Finance, Insurance, And Real Estate
- I. Services
- J. Public Administration

CONTACT INFORMATION:

For additional guidance on how to apply for the Stormwater Industrial General Permit, contact the State Water Board:

Website: https://www.waterboards.ca.gov/water_issues/programs/stormwater/sb_205_business_license_requirements.html

Email: stormwater@waterboards.ca.gov

Phone: (916) 464-3291

You can also contact the City of Patterson’s Stormwater Program Manager @ (209) 895-8064 or via email at sdelgado@ci.patterson.ca.us



NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM SB 205 COMPLIANCE FORM

City of Patterson

INDUSTRIAL GENERAL PERMIT COMPLIANCE FORM

The City of Patterson is required under California Senate Bill 205 and other regulations to identify the potential effect that each business may have on water quality. SB 205 was enacted to protect California's water resources from stormwater pollution. Stormwater runoff can contain pollutants such as oil, grease, sediment, and chemicals. These pollutants can contaminate our drinking water, harm aquatic life, and damage our natural resources.

All businesses are also required to comply with the City of Patterson Storm Water and Urban Runoff Pollution Control Regulations (City Code Chapter 13.32), which prohibits the discharge of pollutants and non-storm water to City streets and storm drains. Per Senate Bill 205, all new and renewed business license applications from those in regulated industries must demonstrate enrollment with the National Pollutant Discharge Elimination System's Industrial General Permit. **Failure to do so may prevent issuance of the license.**

For questions regarding this form, please e-mail emartinez@pattersonca.gov. For questions regarding enrollment and requirements of the Industrial General Permit contact the State Waterboards at (916) 464-3291 or stormwater@waterboards.ca.gov.

Also, in close partnership with the Stanislaus County Department of Environmental Resources, the City is requesting that the following Questions be answered related to onsite Hazardous Materials Storage. For any further information regarding the Stanislaus County Hazardous Materials regulations, please visit their website at <https://www.stancounty.com/er/hazmat/pdf/hmd-business-brochure.pdf> or contact them by phone at (209) 525-6700.

1. Will this business store or handle hazardous materials \geq 55 gallons, 500 pounds, or 200 cubic feet?

Yes No Unsure (Check One)

2. Will this business generate hazardous waste? **Yes No Unsure** (Check One)

If Yes, provide EPA ID:

3. Will this business generate medical waste? **Yes No Unsure** (Check One)

See reverse for Frequently Asked Questions.

Site and General Information

Date: _____ Business License#: _____

Business Name: _____

Business Address: _____

Phone: _____ Email: _____

Contact Name: _____ Title: _____

Industrial General Permit Coverage Determination

What is your Standard Industrial Classification (SIC) Code: _____

For help with SIC codes, visit www.osha.gov/data/sic-manual

If you have an active permit with the California Water Board, please skip to the Permit Information section below and complete the rest of this form. If you do not have a permit, check to see if your SIC code is listed on the California Water Board's website as potentially regulated. www.waterboards.ca.gov/water_issues/programs/stormwater/sicnum.html

If your SIC code is listed on the California Water Board's website as potentially regulated and you do not have a permit, contact the California Water Board at (866) 563-3107 for more information regarding permit requirements.

Permit Information

Regulated facilities must include their ID number below. Failure to do so may result in the withholding of the City tax certificate/business license until the applicant supplies proof of registration.

Industrial Permit ID # type (circle one): NOI NEC NONA WDID #: _____

Declaration

I declare under penalty of perjury under the laws of California that the above information is true and correct to the best of my knowledge.

Signature _____ Title _____ Date _____

For Office Use Only

Approve Deny Business Lic#: _____ SIC: _____ Recorded by: _____



NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM SB 205 COMPLIANCE FORM

City of Patterson

FREQUENTLY ASKED QUESTIONS

Q: What is an NPDES Permit?

A: An NPDES permit is a federal permit that regulates point source discharges of pollutants into waters of the United States. The Clean Water Act prohibits discharge of pollutants from point sources into waters of the United States unless regulated by an NPDES permit.

Q: Do I need to fill this out every year?

A: No, only if your business changes primary activities. Otherwise, the City having record of your SIC code and ID number (if covered by the permit) is sufficient to maintain compliance.

Q: I need help with registering for the Permit.

A: Please note that registration with the Water Boards is not managed or administered by the City, all registration is done through the State. Contact the State Waterboards at (866) 563-3107 or stormwater@waterboards.ca.gov for instructions on how to get your business covered under the Permit.

Other potentially useful resources:

SMARTS – Industrial Stormwater Reporting Help Guides

https://www.waterboards.ca.gov/water_issues/programs/stormwater/smarts/industrial/indst_help_guides.html IGP

Toolbox – https://www.waterboards.ca.gov/water_issues/programs/stormwater/toolbox.html

Q: Is there a fee?

A: The City does not charge any additional fees for stormwater compliance registration. If your business is required to register, the State Waterboards may charge a fee depending on your stormwater discharge type (NOI, NEC, NONA). There is a nominal fee for inspections. Prior to inspection, you will receive a notice detailing the inspection process and fee.

Q: What do the different permit types (NOI, NEC, NONA) mean?

A: An NOI is a “Notice of Intent”, meaning that your industrial facilities may discharge to the storm drain. NEC is “No Exposure Certification”, meaning that your industrial facilities do not have any exposure to rainfall or could potentially drain to the storm drain. NONA is “Notice of Non-Applicability”, meaning your facility has no connection to a storm drain or is designed to retain all historical stormwater runoff. Please contact the State Waterboards for more information.

Q: I need time to get my ID number. What should I do if I want to operate in the City in the meantime?

A: The City cannot issue the business license until we have verified registration of your business.

Q: What if I received this, but my business is only office or retail work?

A: Ensure that you have the correct SIC Code for your business. Typically, retail services begin with 52xx through 59xx, while offices offering professional services or administration are grouped from 70xx to 99xx. These SIC Codes are not covered under the Permit so “No” can be circled and an ID number is not needed.

Q: I have multiple types of business use at my location

A: Include the SIC code that is most relevant to your primary activities. The Permit only applies to the portion of your facility that participates in those activities.

Q: I cannot find a SIC code that applies to my business activities

A: Most SIC groups have a “miscellaneous” section that covers unspecified business activities and can be used for any cases that aren’t covered elsewhere.

Q: I do not know my Business License number.

A: Please email the City of Patterson Business License Division at finance@pattersonca.gov

This content is from the eCFR and is authoritative but unofficial.

Title 21 – Food and Drugs

Chapter I – Food and Drug Administration, Department of Health and Human Services

Subchapter B – Food for Human Consumption

Part 150 – Fruit Butters, Jellies, Preserves, and Related Products

Subpart B – Requirements for Specific Standardized Fruit Butters, Jellies, Preserves, and Related Products

Authority: 21 U.S.C. 321, 341, 343, 348, 371, 379e.

Source: 42 FR 14445, Mar. 15, 1977, unless otherwise noted.

§ 150.110 Fruit butter.

- (a) The fruit butters for which definitions and standards of identity are prescribed by this section are the smooth, semisolid foods each of which is made from a mixture of one or a permitted combination of the optional fruit ingredients specified in paragraph (b) of this section and one or any combination of the optional ingredients specified in paragraph (c) of this section, which meets the specifications in paragraph (d) of this section, and which is labeled in accordance with paragraph (e) of this section. Such mixture is concentrated with or without heat. The volatile flavoring materials or essence from such mixture may be captured during concentration, separately concentrated, and added back to any such mixture, together with any concentrated essence accompanying any optional fruit ingredient.
- (b)
 - (1) Each of the optional fruit ingredients referred to in paragraph (a) of this section is prepared by cooking one of the following fresh, frozen, canned, and/or dried (evaporated) mature fruits, with or without added water, and screening out skins, seeds, pits, and cores:

FACTOR REFERRED TO IN PARAGRAPH (D)(2) OF THIS SECTION

Name of fruit	
Apple	7.5
Apricot	7.0
Grape	7.0
Peach	8.5
Pear	6.5
Plum (other than prune)	7.0
Prune	7.0

Name of fruit	
Quince	7.5

- (2) The permitted combinations are of two, three, four, and five of the fruit ingredients specified in paragraph (b)(1) of this section; the weight of each is not less than one-fifth of the weight of the combination. Each such fruit ingredient in any such combination is an optional ingredient.
- (c) The following safe and suitable optional ingredients may be used:
- (1) Nutritive carbohydrate sweeteners.
 - (2) Spice.
 - (3) Flavoring (other than artificial flavoring).
 - (4) Salt.
 - (5) Acidifying agents.
 - (6) Fruit juice or diluted fruit juice or concentrated fruit juice, in a quantity not less than one-half the weight of the optional fruit ingredient.
 - (7) Preservatives.
 - (8) Antifoaming agents except those derived from animal fats.
 - (9) Pectin, in a quantity which reasonably compensates for deficiency, if any, of the natural pectin content of the fruit ingredient.
- (d) For the purposes of this section:
- (1) The mixture referred to in paragraph (a) of this section shall contain not less than five parts by weight of the fruit ingredient as measured in accordance with paragraph (d)(2) of this section to each two parts by weight of nutritive carbohydrate sweetener as measured in accordance with paragraph (d)(4) of this section.
 - (2) Any requirement with respect to the weight of any optional fruit ingredient, whether concentrated, unconcentrated, or diluted, means the weight determined by the following method:
 - (i) Determine the percent of soluble solids in the optional fruit ingredient by the method for soluble solids referred to in paragraph (d)(3) of this section;
 - (ii) multiply the percent so found by the weight of such fruit ingredient;
 - (iii) divide the result by 100;
 - (iv) subtract from the quotient the weight of any nutritive sweetener solids or other added solids; and
 - (v) multiply the remainder by the factor for such ingredient prescribed in paragraph (b)(1) of this section. The result is the weight of the optional fruit ingredient.

- (3) The soluble solids content of the finished fruit butter is not less than 43 percent, as determined by the method prescribed in "Official Methods of Analysis of the Association of Official Analytical Chemists" (AOAC), 13th Ed. (1980), section 22.024, under "Soluble Solids by Refractometer in Fresh and Canned Fruits, Fruit Jellies, Marmalades, and Preserves—Official Final Action," which is incorporated by reference, except that no correction is made for water-insoluble solids. Copies may be obtained from the AOAC INTERNATIONAL, 481 North Frederick Ave., suite 500, Gaithersburg, MD 20877, or may be examined at the National Archives and Records Administration (NARA). For information on the availability of this material at NARA, call 202-741-6030, or go to: http://www.archives.gov/federal_register/code_of_federal_regulations/ibr_locations.html.
 - (4) The weight of any nutritive carbohydrate sweetener means the weight of the solids of such ingredient.
 - (5) The weight of fruit juice or diluted fruit juice or concentrated fruit juice (optional ingredient, paragraph (c)(6)) from a fruit specified in paragraph (b)(1) of this section is the weight of such juice, as determined by the method prescribed in paragraph (d)(2) of this section, except that the percent of soluble solids is determined by the method prescribed in the AOAC, 13th Ed. (1980), section 31.011, under "Solids by Means of Refractometer—Official Final Action," which is incorporated by reference; the weight of diluted concentrated juice from any other fruits is the original weight of the juice before it was diluted or concentrated. The availability of this incorporation by reference is given in paragraph (d)(3) of this section.
- (e)
- (1) **Label declaration.** Each of the ingredients used in the food shall be declared on the label as required by the applicable sections of parts 101 and 130 of this chapter, except that:
 - (i) In case the fruit butter is made from a single fruit ingredient, the name is "Butter", preceded by the name where by such fruit is designated in paragraph (b)(1) of this section.
 - (ii) In case the fruit butter is made from a combination of two, three, four, or five fruit ingredients, the name is "Butter", preceded by the words "Mixed fruit" or by the names whereby such fruits are designated in paragraph (b)(1) of this section, in the order of predominance, if any, of the weight of such fruit ingredients in the combination.
 - (2) Each of the optional ingredients specified in paragraphs (b) and (c) of this section shall be declared on the label as required by the applicable sections of part 101 of this chapter, except that:
 - (i) Other than in the case of dried (evaporated) fruit the name(s) of the fruit or fruits used may be declared without specifying the particular form of the fruit or fruits used. When the optional fruit ingredient is prepared in whole or in part from dried fruit, the label shall bear the words "prepared from" or "prepared in part from", as the case may be, followed by the word "evaporated" or "dried", followed by the name whereby such fruit is designated in paragraph (c) of this section. When two or more such optional fruit ingredients are used, such names, each preceded by the word "evaporated" or "dried", shall appear in the order of predominance, if any, of the weight of such ingredients in the combination.
 - (ii) [Reserved]

[42 FR 14445, Mar. 15, 1977, as amended at 47 FR 11831, Mar. 19, 1982; 49 FR 10101, Mar. 19, 1984; 54 FR 24895, June 12, 1989; 58 FR 2882, Jan. 6, 1993; 63 FR 14035, Mar. 24, 1998]

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Title 21 —Food and Drugs

Chapter I —Food and Drug Administration, Department of Health and Human Services

Subchapter B —Food for Human Consumption

Part 150 —Fruit Butters, Jellies, Preserves, and Related Products

Subpart B —Requirements for Specific Standardized Fruit Butters, Jellies, Preserves, and Related Products

Authority: 21 U.S.C. 321, 341, 343, 348, 371, 379e.

Source: 42 FR 14445, Mar. 15, 1977, unless otherwise noted.

§ 150.160 Fruit preserves and jams.

- (a) The preserves or jams for which definitions and standards of identity are prescribed by this section are the viscous or semi-solid foods, each of which is made from a mixture composed of one or a permitted combination of the fruit ingredients specified in paragraph (b) of this section and one or any combination of the optional ingredients specified in paragraph (c) of this section which meets the specifications in paragraph (d) of this section, and which is labeled in accordance with paragraph (e) of this section. Such mixture, with or without added water, is concentrated with or without heat. The volatile flavoring material from such mixture may be captured during concentration, separately concentrated, and added back to any such mixture, together with any concentrated essence accompanying any optional fruit ingredient.
- (b)
- (1) The fruit ingredients referred to in paragraph (a) of this section are the following mature, properly prepared fruits which are fresh, concentrated, frozen and/or canned:

Group I

Blackberry (other than dewberry), Black raspberry, Blueberry, Boysenberry, Cherry, Crabapple, Dewberry (other than boysenberry, loganberry, and youngberry) Elderberry, Grape, Grapefruit, Huckleberry, Loganberry, Orange, Pineapple, Raspberry, red raspberry, Rhubarb, Strawberry, Tangerine, Tomato, Yellow tomato, Youngberry

Group II

Apricot, Cranberry, Damson, damson plum, Fig, Gooseberry, Greengage, greengage plum, Guava, Nectarine, Peach, Pear, Plum (other than greengage plum and damson plum), Quince, Red currant, currant (other than black currant)

- (2) The following combinations of fruit ingredients may be used:
- (i) Any combination of two, three, four, or five of such fruits in which the weight of each is not less than one-fifth of the weight of the combination; except that the weight of pineapple may be not less than one-tenth of the weight of the combination.

- (ii) Any combination of apple and one, two, three, or four of such fruits in which the weight of each is not less than one-fifth and the weight of apple is not more than one-half of the weight of the combination; except that the weight of pineapple may be not less than one-tenth of the weight of the combination.

In any combination of two, three, four, or five fruits, each such fruit is an optional ingredient. For the purposes of this section the word "fruit" includes the vegetables specified in this paragraph.

- (c) The following safe and suitable optional ingredients may be used:

- (1) Nutritive carbohydrate sweeteners.
- (2) Spice.
- (3) Acidifying agents.
- (4) Pectin, in a quantity which reasonably compensates for deficiency, if any, of the natural pectin content of the fruit ingredient.
- (5) Buffering agents.
- (6) Preservatives.
- (7) Antifoaming agents, except those derived from animal fat.

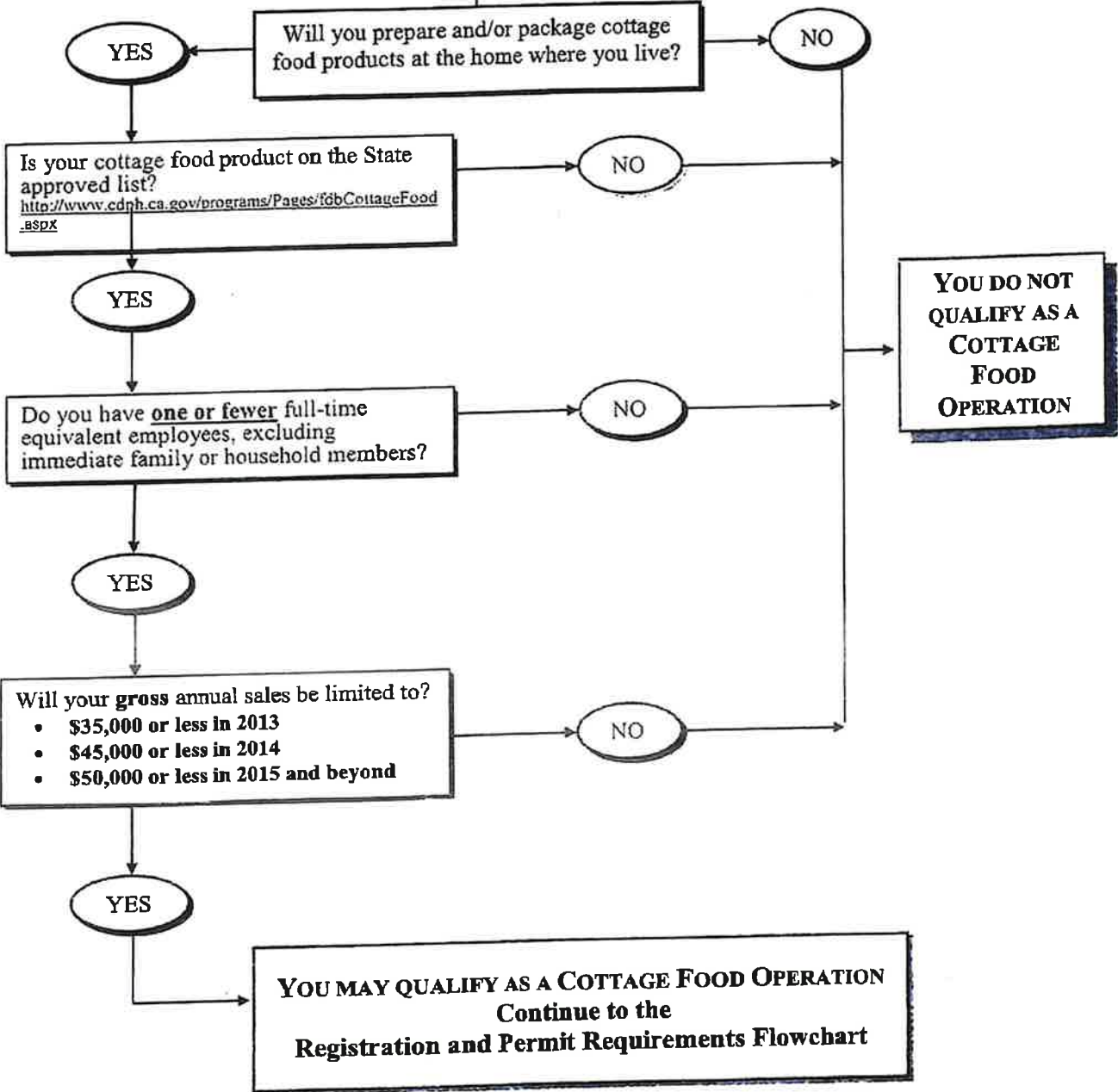
- (d) For the purposes of this section:

- (1) The mixture referred to in paragraph (a) of this section shall be composed of not less than:
 - (i) In the case of a fruit ingredient consisting of a Group I fruit or a permitted combination exclusively of Group I fruits, 47 parts by weight of the fruit ingredient to each 55 parts by weight of the saccharine ingredient; and
 - (ii) in all other cases, 45 parts by weight of the fruit ingredient to each 55 parts by weight of the saccharine ingredient. The weight of the fruit ingredient shall be determined in accordance with paragraph (d)(2) of this section, and the weight of the saccharine ingredient shall be determined in accordance with paragraph (d)(5) of this section.
- (2) Any requirement with respect to the weight of any fruit, combination of fruits, or fruit ingredient means:
 - (i) The weight of fruit exclusive of the weight of any sugar, water, or other substance added for any processing or packing or canning, or otherwise added to such fruit.
 - (ii) In the case of fruit prepared by the removal, in whole or in part, of pits, seeds, skins, cores, or other parts; the weight of such fruit, exclusive of the weight of all such substances removed therefrom.
 - (iii) In the cases of apricots, cherries, grapes, nectarines, peaches, and all varieties of plums, whether or not pits and seeds are removed therefrom; the weight of such fruit, exclusive of the weight of such pits and seeds.
 - (iv) In the case of concentrated fruit, the weight of the properly prepared fresh fruit used to produce such concentrated fruit.

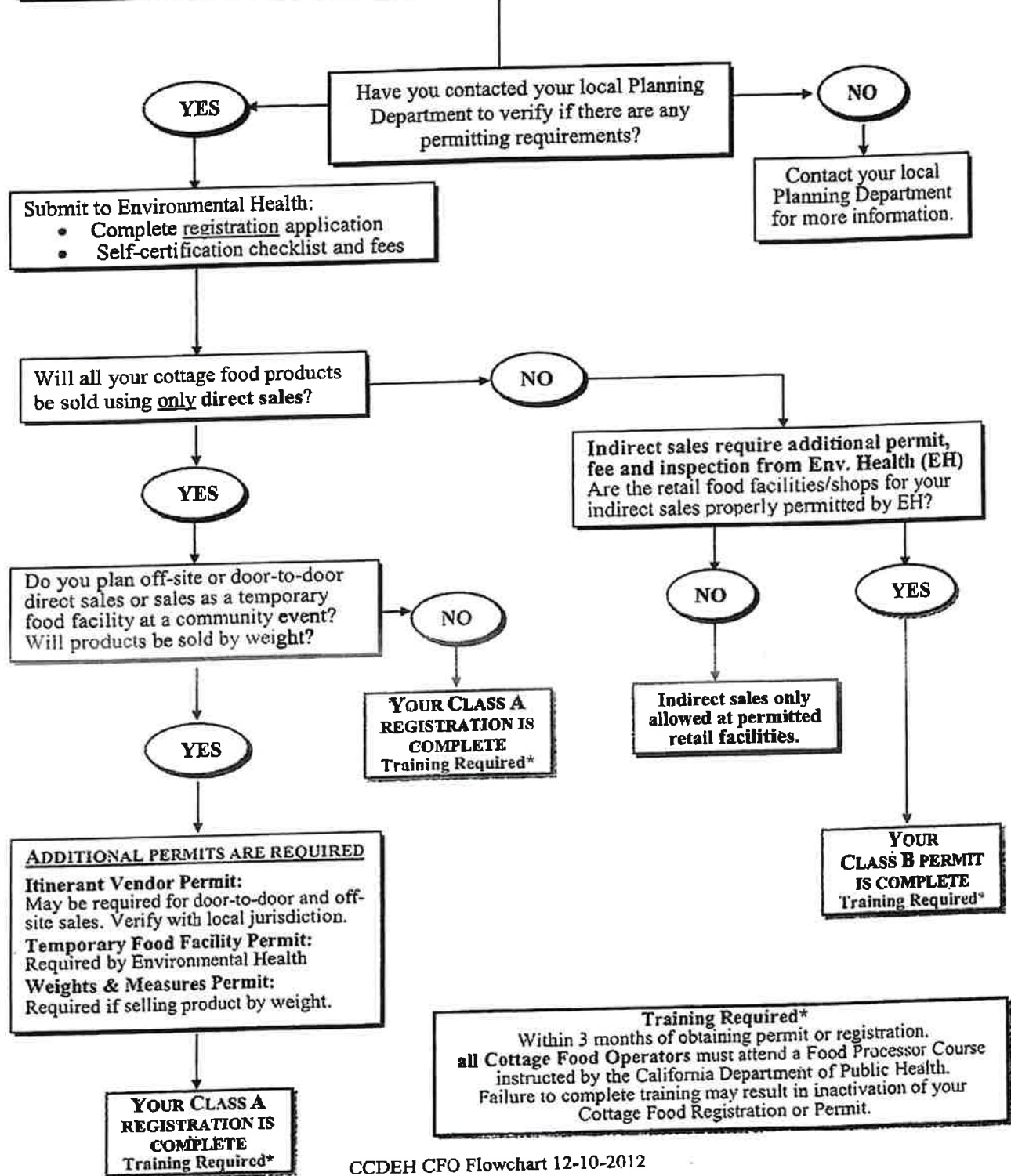
- (3) The term *concentrated fruit* means a concentrate made from the properly prepared edible portion of mature fresh or frozen fruits by removal of moisture with or without the use of heat or vacuum, but not to the point of drying. Such concentrate is canned or frozen without the addition of sugar or other sweetening agents and is identified to show or permit the calculation of the weight of the properly prepared fresh fruit used to produce any given quantity of such concentrate. The volatile flavoring material or essence from such fruits may be captured during concentration and separately concentrated for subsequent addition to the concentrated fruit either directly or during manufacture of the preserve or jam, in the original proportions present in the fruit.
 - (4) The weight of any optional saccharine ingredient means the weight of the solids of such ingredient.
 - (5) The soluble-solids content of the finished jam or preserve is not less than 65 percent, as determined by the method prescribed in "Official Methods of Analysis of the Association of Official Analytical Chemists," 13th Ed. (1980), section 22.024, under "Soluble Solids by Refractometer in Fresh and Canned Fruits, Jellies, Marmalades, and Preserves—Official Final Action," which is incorporated by reference, except that no correction is made for water-insoluble solids. Copies may be obtained from the AOAC INTERNATIONAL, 481 North Frederick Ave., suite 500, Gaithersburg, MD 20877, or may be examined at the National Archives and Records Administration (NARA). For information on the availability of this material at NARA, call 202-741-6030, or go to: http://www.archives.gov/federal_register/code_of_federal_regulations/ibr_locations.html.
- (e)
- (1) The name of each preserve or jam for which a definition and standard of identity is prescribed by this section is as follows:
 - (i) If the fruit ingredient is a single fruit, the name is "Preserve" or "Jam", preceded or followed by the name or synonym whereby such fruit is designated in paragraph (b) of this section.
 - (ii) If the fruit ingredient is a combination of two, three, four, or five fruits, the name is "Preserve" or "Jam", preceded or followed by the words "Mixed fruit" or by the names or synonyms whereby such fruits are designated in paragraph (b) of this section, in the order of predominance, if any, of the weights of such fruits in the combination.
 - (2) **Label declaration.** Each of the ingredients used in the food shall be declared on the label as required by the applicable sections of parts 101 and 130 of this chapter, except that:
 - (i) The name(s) of the fruit or fruits used may be declared without specifying the particular form of the fruit or fruits used.
 - (ii) When the optional ingredients listed in paragraphs (c) (3), (4), and (5) of this section are declared on the label, the declaration may be followed by the statement "used as needed" on all preserves or jams to which they are customarily, but not always, added to compensate for natural variations in the fruit ingredients used.

[42 FR 14445, Mar. 15, 1977, as amended at 47 FR 11831, Mar. 19, 1982; 49 FR 10101, Mar. 19, 1984; 54 FR 24895, June 12, 1989; 58 FR 2882, Jan. 6, 1993; 63 FR 14035, Mar. 24, 1998]

DO YOU QUALIFY AS A COTTAGE FOOD OPERATION?



REGISTRATION AND PERMIT REQUIREMENTS



Training Required*
Within 3 months of obtaining permit or registration, **all Cottage Food Operators** must attend a Food Processor Course instructed by the California Department of Public Health. Failure to complete training may result in inactivation of your Cottage Food Registration or Permit.

COTTAGE FOOD OPERATION (CFO) HANDWASHING

HANDWASHING PREVENTS FOOD CONTAMINATION

Keeping hands clean is easy to do and is one of the best ways to prevent the spread of illness and infection in all settings. Clean hands can stop germs from spreading from one person to another and throughout an entire community. Food handlers may contaminate food by touching a source of bacteria with their hands and then touching food that they prepare or serve. The Center for Disease Control estimates that poor personal hygiene accounts for the contamination in 25% of all documented food illness outbreaks.

WHERE CAN BACTERIA BE FOUND?

- On several food products including fruits and vegetables.
- In feces from humans, insects, and rodents.
- On contaminated equipment, food contact surfaces such as cutting boards and countertops, and filthy cloths.
- In infected cuts on the worker's hands. (Workers with cuts should always use clean bandages and sterile gloves or finger covers. Note: Gloves only protect food from bacteria located on the hands. Gloves can also become contaminated. Change gloves often and between tasks.)
- In the pus of pimples.
- In the mucus of the nose.

HANDWASHING STEPS

- Wet your hands with warm, clean, running water and apply soap.
- Rub your hands together to make a lather and scrub them well; be sure to scrub the backs of your hands, between your fingers, and under your nails.
- Continue rubbing your hands for at least 20 seconds. **Need a timer? Hum the "Happy Birthday" song from beginning to end twice.**
- Rinse your hands well under running water.
- Dry your hands using a clean towel or air dry.
- Turn of the taps with a towel.

WHEN IS IT IMPORTANT FOR FOODHANDLERS TO WASH THEIR HANDS?

- Before beginning work
- Before and after smoking or eating
- Before and after preparing food
- Before and after caring for someone who is sick
- Before and after treating a cut or wound
- After using the toilet
- After blowing your nose, coughing, or sneezing
- After touching an animal, animal feed, or animal waste
- After touching garbage
- After touching one's face, nose, and/or hair
- After cleaning
- After handling money
- After changing diapers or cleaning up a child who has used the toilet



Hand sanitizers can quickly reduce the number of germs on hands in some situations, but sanitizers do **not** eliminate all types of germs.

Hand sanitizers are **not** effective when hands are visibly greasy.



DEPARTMENT OF ENVIRONMENTAL RESOURCES

3800 Cornucopia Way, Suite C
 Modesto, CA 95358-9494
 Phone: 209.525.6700
 Fax: 209.525.6774
www.stancounty.com

**COTTAGE FOOD OPERATION (CFO)
 FOOD HANDLER CARD PROGRAM PROVIDERS**

All persons preparing or packaging CFO products are required to successfully complete an approved food handler course within 3 months of registration (California Retail Food Code §114365.2 (d)). Below is a list of approved course providers.

Course Providers	
AboveTraining/StateFoodSafety.com 801-494-1879 Bryan Chapman - bchapman@abovetraining.com 507 East Technology Avenue, Building C, Orem, UT 84097, USA http://www.statefoodsafety.com	National Restaurant Association Solutions, LLC 312-715-1010, 312-261-5348 Kathleen Piche - kpiche@restaurant.org 175 W Jackson Blvd, Suite 1500, Chicago, IL 60604, USA http://www.foodhandlerusa.com/
Environmental Health Testing, LLC 407-352-3830 Jeff Belmont - jbelmont@envhealthtesting.com Lawrence Lynch - llynch@nrfsp.com 7680 Universal Blvd., Suite 550, Orlando, FL 32819, USA http://www.envhealthtesting.com/foodhandler.aspx	Premier Food Safety 714-451-0075 x 203 Korey Chong - korey@premierfoodsafety.com 1532 W. Commonwealth Ave, Suite A , Fullerton, CA 92833, USA http://www.premierfoodsafety.com/
MindLeaders, Inc. Janiece Attal - janiece.attal@360training.com Bill Vear - bvear@mindleaders.com 5500 Glendon Court, Suite 200, Dublin , OH 43016, USA http://www.mindleaders.com/ca-food-card/	Safeway Certifications, LLC Jeffry Lambert - jeff@safewayclasses.com 8411 Cambria Dr Austin, TX 78717, USA http://www.safewayclasses.com/
National Environmental Health Association 303-756-9090 Rance Baker - rbaker@neha.org Christine Hollenbeck - CHollenbeck@neha.org 720 S Colorado Blvd, Suite 1000N, CO, Denver 80246, USA http://www.neha.org	TAP Series George Rougham - gr@tapseries.com 5655 Lindero Canyon Rd. Suite 501, Westlake Village, CA 91362, USA http://www.tapseries.com



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NOTE: The information in this FAQ is intended to provide a response to questions posed and will be updated as needed. This information should not be construed as a legal interpretation.

AB 1616 Chaptered Law:

http://www.leginfo.ca.gov/pub/11-12/bill/asm/ab_1601-1650/ab_1616_bill_20120921_chaptered.pdf

California Homemade Food Act Cottage Food Operations (CFO) Frequently Asked Questions

1. What is a Cottage Food Operation (CFO)?

A CFO is an enterprise operating from a private home where low-risk food products are prepared or packaged for sale to consumers.

2. When does the new law go into effect?

The new law becomes effective January 1, 2013 and imposes certain responsibilities on local planning and environmental health jurisdictions. The California Department of Public Health (CDPH) has been tasked with providing food processor training and posting an approved list of foods allowed to be prepared by a CFO on their website. The CDPH is also responsible for establishing a process to update the list of approved cottage foods. To obtain the most current information concerning cottage food products, go to the CDPH cottage food webpage at:

<http://www.cdph.ca.gov/programs/Pages/fdbCottageFood.aspx>

3. What is meant by "private home"?

"Private home" means a dwelling, including an apartment or other leased space, where individuals reside. The CFO must be conducted from the primary residence and is not allowed to be conducted from other dwellings such as a second home, vacation home, motor home, etc.

4. Are there limitations on the size of a CFO's sales?

Yes. The dollar amount a CFO is limited to in a calendar year is as follows:

- \$35,000 or less in gross sales in 2013
- \$45,000 or less in gross sales in 2014
- \$50,000 or less in gross sales in 2015 and beyond

5. Can a CFO have employees?

Yes. A CFO can have one full-time equivalent employee (not counting family members or household members).

6. What are the two classifications of CFOs?

There are two classifications or types of Cottage Food Operations:

- a) Class A CFO – An enterprise that only engages in the direct sale of cottage food products.
- b) Class B CFO – An enterprise that engages in both direct and indirect sales of cottage food products.

7. What is meant by “direct sale” of cottage food?

“Direct sale” means a transaction between a CFO operator and a consumer, where the consumer purchases the cottage food product directly from the CFO. Direct sales include, but are not limited to, transactions at holiday bazaars or other temporary events, such as bake sales or food swaps, transactions at farm stands, certified farmers markets, or through community-supported agriculture subscriptions, and transactions occurring in person in the CFO.

NOTE – The information in this FAQ is intended to provide a response to questions posed and will be updated as needed. This information should not be construed as a legal interpretation. AB 1616 Chaptered Law:
http://www.leginfo.ca.gov/pub/11-12/bill/asm/ab_1601-1650/ab_1616_bill_20120921_chaptered.pdf

NOTE -- A CFO operator may sell cottage food products at a permitted community event provided the CFO operator has a valid temporary food facility permit. Cottage food products offered by a registered or permitted CFO are classified as being from an approved source.

8. What is meant by “indirect sale” of cottage food?

“Indirect sale” means an interaction between a CFO, a third-party retailer, and a consumer, where the consumer purchases cottage food products made by the CFO from a third-party retailer that holds a valid retail food facility permit issued by the Stanislaus County Department Environmental Resources. Indirect sales include, but are not limited to, sales made to retail shops or to retail food facilities where food may be immediately consumed on the premises.

9. What types of cottage food can be prepared by a CFO?

Only foods that are defined as “non-potentially hazardous” are approved for preparation by a CFO. These are foods that do not require refrigeration to keep them safe from bacterial growth that could make people sick. The CDPH will establish and maintain a list of approved cottage foods on their website and will establish a process by which new foods can be added to the list and other foods can be Challenged and removed. The current list of approved cottage foods includes:

- Baked goods without cream, custard, or meat fillings (i.e., breads, biscuits, churros, cookies, pastries, and tortillas)
- Candy (i.e., brittle and toffee)
- Chocolate-covered non-perishable foods (i.e., nuts and dried fruit)
- Dried fruit
- Dried pasta
- Dry baking mixes
- Fruit pies, fruit empanadas, and fruit tamales
- Granola, cereals, and trail mixes
- Herb blends and dried mole paste
- Honey and sweet sorghum syrup
- Jams, jellies, preserves, and fruit butter that comply with the standard described in Part 150 of Title 21 of the Code of Federal Regulations (these must be fruit products to assure that they are not potentially hazardous)
- Nut mixes and nut butters
- Popcorn
- Vinegar and mustard
- Roasted coffee and dried tea
- Waffle cones and pizzelles

10. Do I need any special training or certification to prepare cottage foods?

Yes. A person who prepares or packages cottage food products must complete a food handler course instructed available on-line from accredited food handler course providers within three months of being registered or permitted.

11. Where do I go to obtain this special training/certification?

CFOs may obtain their training and certification in food safety knowledge through on-line food-handler courses that are available for California retail food facility employees. For CFOs that have a minimal training in food safety practices, sanitation principles, or basic food microbiology, these courses provide an excellent background of information that will help the operator understand key food safety principles.

You can access a list of available food-handler training courses at the following website:

<http://www.ansica.org/wwwversion2/outside/ALLdirectoryListing.asp?menuD=212&prgID=228&status=4>

For information concerning the food processor course go to the CDPH cottage food webpage at:

<http://www.cdph.ca.gov/programs/Pages/fdbCottageFood.aspx>

12. Does a CFO need a registration or permit to operate?

Yes. A CFO must contact the following agencies to obtain approval for their operation:

- *Department of Environmental Resources*
 - a) Class A CFOs (direct sale only) must submit a completed Application for Registration packet and the Registration fee to this Department for approval **prior** to commencing operations.
 - b) Class B CFOs (direct and indirect sales) must submit a completed Application for Permit packet and the application fee to this Department for approval **prior** to commencing operations.

NOTE – Registrations and permits are non-transferable between persons (owners), locations, type of food sales (i.e., direct sales vs. indirect sales), and type of distribution.

• *Planning/Zoning Agency*

Depending on where the private home is located within Stanislaus County, a CFO must obtain approval from the Stanislaus County Planning Department or their local city planning department. Most planning departments will require a home occupation permit and a business license be obtained for both Class A and Class B CFOs. As planning department requirements may vary between jurisdictions, potential CFO operators should check with the jurisdiction where the CFO will be located for specific requirements.

▪ *Department of Agriculture, Division of Weights and Measures*

The scales used when packaging CFO products may require approval by Stanislaus County Department of Agriculture, Division of Weights and Measures. Check with this agency for specific requirements.

Quick Reference for Associated Agency Contacts	
Stanislaus County Planning Department	(209) 525-6330
City of Ceres Planning Department	(209) 538-5774
City Of Hughson Planning Department	(209) 883-4055
City Of Modesto Planning Department	(209) 577-5267
City Of Newman Planning Department	(209) 862-3725
City Of Oakdale Planning Department	(209) 845-3626
City Of Patterson Planning Department	(209) 895-8020
City Of Riverbank Planning Department	(209) 863-7120
City Of Turlock Planning Department	(209) 668-5640
City Of Waterford Planning Department	(209) 874-2328
Stanislaus County Agriculture Department, Division of Weights and Measures	(209) 525-4730

13. Are there any requirements regarding an on-site water well serving the private home where a CFO will operate?

Yes. Only potable water from a properly constructed on-site water well or approved municipal water system can be used. If a well is used, the well water must be tested for coliform bacteria and nitrate at least annually. The water sample must be absent of Total and Fecal Coliform bacteria. The water sample must have no more than 45 mg/L of Nitrate (as NO₃).

List of Certified Laboratories for Bacteriological and/or Chemical Analysis

<p>A & L Western Agricultural Laboratories, Inc. 1311 Woodland Ave. #1 CA Modesto, CA 95351 PH: (209) 529-4080 FAX: (209) 539-4736 rbutterfield@al-labs-west.com</p>	<p>Geo Analytical Laboratories 2300 Maryann Dr. Turlock, CA 95380 PH: (209) 669-0100 FAX: (209) 668-8516 lab.geo@att.net</p>
<p>Aqua Lab PO Box 1624 Twain Harte, CA 95383 PH: (209) 586-3400 FAX: (209) 869-1492</p>	<p>J & L Analytical Services 217 Primo Way Modesto, CA 95358 PH: (209) 538-8111 FAX: (209) 538-3966 charlene@jlanalytical.com</p>
<p>BSK Associates 1414 Stanislaus Fresno, CA 93706 PH: (800) 877-8310 FAX: (559) 497-6935</p>	<p>Moore Twining Laboratories 5253 Jerusalem Ct., Suite E Modesto, CA 95356 PH: (209) 342-2061</p>
<p>Dellavalle Laboratory, Inc. 1910 W. McKinley Ave., Suite #110 Fresno, CA 93728 PH: (800) 228-9896 www.dellavallelab.com</p>	<p>Stanislaus County Public Health Laboratory (Bacteriological ONLY) 820 Scenic Drive Modesto, CA 95350 PH: (209) 558-7356</p>
<p>FGL Environmental 2500 Stagecoach Rd. Stockton, CA 945215 PH: (209) 942-0181</p>	<p>Argon Laboratories (Inorganics) 2905 Railroad Ave. Ceres, CA 95307 PH: (209) 581-9280 FAX: (209) 581-9282 www.argonlabs.com</p>
<p>Far West Laboratories Inc. P O Box 355 Riverbank, CA 95367 Telephone (800) 750-9260 (209) 869-9260</p>	<p>California Laboratory Services 3249 Fitzgerald Rd. Rancho Cordova, Ca. 95742 800-638-7301 916-638-4510 scottf@californialab.com</p>

Disclaimer: The Stanislaus County Department of Environmental Resources makes no assumption of quality and makes no warranties regarding providers appearing in this resource guide. This resource guide is simply a public listing provided for consumer convenience, and is not a recommendation or endorsement by the Department.

14. If my private home is on a septic system, how do I obtain a clearance for my CFO?

Class A CFOs can certify the septic system is functioning properly, provided the following requirements are met:

- 1) the septic system cannot be a cesspool
- 2) the septic system must be operating effectively
- 3) the septic system must have a reserve area for replacement if the existing septic system fails.

Self-certification can be accomplished by completing Attachment 2 of the application.

NOTE – This Department reserves the right that in the future all Class B CFOs may be required to obtain a septic system clearance from the Stanislaus County Department of Environmental Resources, located at 3800 Cornucopia Way, Suite C in Modesto.

15. Can the liquid waste from my CFO impact the septic system?

Yes. A residential septic system is designed to accept waste flows from occupants conducting normal day-to-day activities. A cottage food operation may increase the volume and/or strength of the waste if higher amounts of sugars, fats, oils or grease wash down the drain as a result of cooking, baking or cleaning associated with the operation. Increased flows and higher strength waste can cause the septic system to perform poorly, or fail, leading to costly repairs.

Minimize the amount of sugars, fats, oils, or grease entering your septic system by scraping and wiping utensils and surfaces prior to washing, and avoid washing food scraps down the drain. Also, have your septic tank pumped at the recommended frequency of once every 3-5 years.

16. Can my wastewater be disposed of in a gray water system?

No. The California Plumbing Code Chapter 16A excludes kitchen wastewater from the definition of gray water. Gray water is defined as “untreated wastewater that has not been contaminated by any toilet discharge. Gray water includes wastewater from bathtubs, showers, bathroom sinks, clothes washing machines and laundry sinks. It does not include wastewater from kitchen sinks, dishwashers, photo lab sinks or laundry water from soiled diapers.” Food processing wastewater, like wastewater from kitchen sinks, is considered “black” water and cannot be routed to a gray water disposal system.

17. How much will the CFO registration or permit cost?

At this time, the annual fees have not been set. The annual fees for the Class A and Class B CFO will be set by the Stanislaus County Board of Supervisors in July 2013.

NOTE – Additional fees may be charged for inspection and/or enforcement activities if the CFO is found to be in violation of California food safety laws.

18. Will my CFO registration/permit allow me to sell at other retail venues?

Class A CFOs are limited to direct sales of cottage food products. In addition to the ‘direct sale’ of cottage food products, Class B CFOs may also engage in ‘indirect sales,’ CFOs may operate at approved venues such as Community Events, provided they obtain a valid Temporary Food Facility Permit from Department of Environmental Resources. Cottage food products sold from Registered Class A and Permitted Class B CFOs are considered to be from an approved source.

19. Do I need a Temporary Food Facility Permit to operate at a Certified Farmers’ Market even though I am a Registered or Permitted CFO?

Yes. Cottage food products offered by Registered Class A and Permitted Class B CFOs may be sold at Certified Farmers’ Markets provided the CFO has a valid Temporary Food Facility Permit.

20. Can a CFO located outside of Stanislaus County sell their cottage food products within Stanislaus County?

No. Only CFOs located within Stanislaus County are permitted to sell cottage food products only within Stanislaus County.

21. How often will a CFO be inspected?

- Class A CFOs are not subject to initial or routine inspections. For purposes of determining compliance, the registered area of the CFO may be inspected under the following conditions: consumer complaint, reason to suspect that adulterated or otherwise unsafe food has been produced or that the CFO has violated Chapter 11.5 of the California Retail Food Code.
- Class B CFOs are required to have an initial inspection to determine compliance with Chapter 11.5 of the California Retail Food Code. Once permitted, Class B CFOs will be inspected no more than once per year. For purposes of determining compliance, the registered area of the CFO may be inspected under the following conditions: consumer complaint, reason to suspect that adulterated or otherwise unsafe food has been produced or that the CFO has violated Chapter 11.5 of the California Retail Food Code.
- Class A and Class B CFOs (Other Inspections): Environmental Resources may access, for inspection purposes, the registered or permitted area where a CFO is located if, on the basis of a consumer complaint, Environmental Resources has reason to suspect that adulterated or otherwise unsafe food has been produced by the CFO or that the CFO is found to be in violation of California food safety laws.

NOTE – A CFO found to be in violation will be subject to fees for the inspection and any enforcement activities.

22. What are the operational requirements for a CFO?

All CFOs must comply with the following:

- No domestic activity in kitchen during cottage food preparation
- No infants, small children, or pets in kitchen during cottage food preparation
- Kitchen equipment and utensils kept clean and in good repair
- All food contact surfaces and utensils washed, rinsed, and sanitized before each use
- All food preparation and storage areas free of rodents and insects
- No smoking in kitchen area during preparation or processing of cottage food
- A person with a contagious illness shall refrain from working
- Proper handwashing shall be completed prior to any food preparation or packaging
- Water used in the preparation of cottage food products must be potable. Cottage food preparation activities include:
 - Washing, rinsing, and sanitizing of any equipment used in food preparation
 - Washing and sanitizing hands and arms
 - Water used as an ingredient in a cottage food product

23. Where can I file a complaint about a cottage food operation or cottage food product?

You can file a complaint by contacting Department of Environmental Resources at (209) 525-6700 or by filing a complaint online at <http://www.stancounty.com/customercenter/index.shtm>.

24. Are “Internet” sales and “Mail-Order” sales permitted?

A Cottage Food Operator may accept orders and payments via the internet, mail or phone. However, the CFO must deliver their CFO products directly (in person) to the customer. The CFO products may not be delivered via US Mail, UPS, FedEx, or using any other indirect delivery method. This includes both “direct” and “indirect” sales. Sales involving these indirect delivery methods are regulated/subject to CDPH registration and state and federal requirements.

25. What has to be on my cottage food label?

- All cottage food products must be labeled in compliance with the Federal Food, Drug, and Cosmetic Act (21 U.S.C. Sec. 343 et seq.). The label must include the following:
 - The words “Made in a Home Kitchen” in 12-point type

- The name commonly used for the food product
- The name of the CFO and the city, state and zip code of the cottage food operation which produced the cottage food product. If the firm is not listed in the current telephone directory then a street address must also be declared. A contact phone number or email address is optional but may be helpful for consumers to contact your business.
- The registration or permit number of the CFO which produced the cottage food product, and in the case of a Class B CFO, the name of the county where the permit was issued. For example, "Stanislaus County"
- The ingredients of the food product, in descending order of predominance by weight, if the product contains two or more ingredients.
- The net quantity (count, weight, or volume) of the food product. It must be stated in both English (pound) units and metric units (grams).
- A declaration on the label in plain language if the food contains any of the eight major food allergens such as milk, eggs, fish, shellfish, tree nuts, wheat, peanuts, and soybeans.
- There are two approved methods prescribed by federal law for declaring the food sources of allergens in packaged foods: 1) in a separate summary statement immediately following or adjacent to the ingredient list, or 2) within the ingredient list.
- The use of the following eleven terms are considered nutrient content claims (nutritional value of a food): free, low, reduced, fewer, high, less, more, lean, extra lean, good source, and light. Specific requirements have been established for the use of these terms.
- A health claim is a statement or message on the label that describes the relationship between a food component and a disease or health-related condition (e.g., sodium and hypertension, calcium and osteoporosis). Please refer to the Cottage Food Labeling Guideline for more details.
- If the label makes approved nutrient content claims or health claims, the label must contain a "Nutrient Facts" statement on the information panel.
- Labels must be in English (accurately translated information in another language may accompany it).
- Labels, wrappers, inks, adhesives, paper, and packaging materials that come into contact with the cottage food product by touching the product or penetrating the package must be food-grade (safe for food contact) and not contaminate the food.
- In a permitted food facility, cottage food products served without packaging or labeling shall be identified to the consumer as homemade on the menu, menu board or in another easily accessible location that would reasonably inform the consumer that the food has been made in a private home.