

City of Evanston Department of Health & Human Service

Please complete this fillable form in its entirety and email to:
egolden@cityofevanston.org

Application for Cottage Food Operations Registration

Section 1: General Information

Personal Contact Information	Business Contact Information
Owner/Operator Name: _____	Name of Cottage Food Operation: _____
Home Address: _____	Cottage Food Operation Address: _____
Home City: _____	City: _____
State: _____ ZIP: _____	State: _____ ZIP: _____
County: _____	County: _____
Home Phone: _____	Business Phone: _____
Personal Email: _____	Business Email: _____
	Business Website: _____

Food Service Protection Manager Certificate ID number: _____ Exp. Date: _____
Previously registered? Yes No If yes, Cottage Food Registration number _____

Section 2: Product Categories

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

Check off all products you intend to produce.

Low-risk shelf stable products

- Jams, jellies, preserves, syrups
- Fruit butters, fruit pies, fruit pastries, empanadas
- Bread, tortillas, cookies, scones, or other baked goods without frostings or cheese.
- Dehydrated or dried fruits, vegetables, and spices (dried spices, herbal teas, fruit leathers, apple chips, etc.)
- Roasted and/or ground coffee or nuts
- Candies and caramels

Items with additional instruction

- Salad dressings, vinegars, infused oils
- Cheesy bread or other baked goods containing cheese
- Fermented foods (kimchi, kraut, etc.)
- Acidified fruits or vegetables (pickles, shrubs, hot sauces, relishes, condiments)
- Cakes, cupcakes, and other baked goods with frostings and icings
- Fresh cut fruit and vegetables (zucchini noodles, pasta salads with vegetables, fruit bowls, etc.)
- Canned tomato products
- Vegan soups, vegan meals, or other heat-treated produce
- Fresh-pressed juices or bottled drinks

Other: _____

Section 3: Sales Avenues

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

Indicate how you will sell your products. Check all that apply.	
<input type="checkbox"/> Pick-up from my home or farm (Note: cottage food businesses selling from their home may be prohibited from some sales activities at home by local laws that apply to all cottage food operations. Check with your unit of local government about requirements on parking, signage, customer counts, etc.).	<input type="checkbox"/> Online sales
<input type="checkbox"/> On-farm store	<input type="checkbox"/> Delivery directly to customer
<input type="checkbox"/> Delivery to or pick-up from a third-party private property with consent of the property holder (i.e., dropoff/pick-up location/pop-up stand).	<input type="checkbox"/> Farmers market/fairs/festivals/pop up stand/public event
	<input type="checkbox"/> Shipping (Each cottage food product that is shipped must be sealed in a manner that reveals tampering, including, but not limited to, a sticker or pop top. Cottage foods may not be shipped across state lines.)
	<input type="checkbox"/> Other: _____

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

Section 4: Signage

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

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

- Prominent placard at my booth/stall (8in x 10in minimum).
- Signage placed prominently at the pick-up location at my home/farm (8in x 10in minimum).
- Language placed prominently at the point of sale on my website or sales platform.
- Other: _____

Section 5: Labeling

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

Special Labeling Opportunity for Local Ingredients

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

Request for a labeling exemption

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

Request for product packaging exemption

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

Section 6: Employees

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

List the persons that prepare or package food:

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

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

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

Section 7: Checklist of Required Information

- A copy of a valid Food Service Protection Manager Certificate.
- A product label for **each product category selected in Section 2**, demonstrating that you are complying correctly with labeling regulations.
- If on a private water supply, a copy of water test results showing satisfactory E. coli/coliform bacteria results.
- If producing acidified or fermented foods (pickles, kraut, kimchi, etc.), one of the following:
 - A. A completed food safety plan and representative pH Test for each product with a different food safety process.

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

Example: Janae makes a pickled cucumber recipe that has five different variations (one with dill, one with jalapenos, one with more sugar, one with stevia, and one with ginger). Although the recipes vary slightly, the pickling process is the same for all five recipes. Janae must submit just one food safety plan and a pH test for at least one pickle recipe as evidence that her process is safe. A pH test and food safety plan are not required for all five recipe variations.
 - B. An approved recipe from the U.S. Department of Agriculture (USDA) National Center for Home Food Preservation or the cooperative extension office of any state.
- If producing canned tomatoes or canned tomato products (i.e., salsa, pasta sauce, etc.), one of the following:
 - A. pH test for each canned tomato recipe
 - B. An approved canning recipe from the USDA National Center for Home Food Preservation or the cooperative extension office of any state.

Section 8: Owner Statement

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

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

Name _____ Date _____

For office use only

_____ Registration Number

Remarks / Notes:

Accepted Denied By: _____ Date: _____

City of Evanston
Department of Health & Human Services
2100 Ridge Avenue
Evanston, IL 60201
847-448-4311

COTTAGE FOOD OPERATION
HOME SELF-CERTIFICATION CHECKLIST

The following requirements are outlined in the Cottage Food Operation (CFO) guidance and regulations and are provided as minimum standards of health and safety for the preparation of approved cottage foods in the home.

Certify that the following statements are true and accurate:

Facility Requirements

1. The CFO shall be located in a private dwelling where the CFO operator currently resides or a farm property.

Yes

2. CFO food preparation will take place in the private kitchen within that home or another appropriately designed and equipped kitchen on a farm property under the control of the cottage food producer.

Yes

3. Sleeping quarters are excluded from areas used for CFO food preparation or storage.

Yes

4. The kitchen sink is not used for handwashing after toilet use; therefore, there must also be a sink in the toilet room.

Yes

Equipment Sanitation Requirements

5. Kitchen equipment and utensils used to produce cottage food products are clean and maintained in a good state of repair before use and during storage.

Yes

6. All food contact surfaces, equipment, and utensils used for the preparation, packaging, or handling of any cottage food products are washed, rinsed, and sanitized before each use.

Yes

7. All food preparation and food and equipment storage areas are maintained free of rodents and insects.

Yes

8. Chemicals, including pesticides, are used according to the label instructions, and stored in a manner to prevent contamination of food contact surfaces, ingredients and finished products, single use articles, and packaging materials.

Yes

Food Preparation Requirements (includes packaging and handling)

9. Proper handwashing is carried out often—after touching bare body parts, such as the face or hair; after using the toilet; after touching animals; after coughing or sneezing, after eating, drinking, or using tobacco; after handling soiled equipment; when changing tasks; before donning gloves; and any other activity that could contaminate the hands.

Yes

10. Employees involved with the preparation and packaging of cottage food products will clean their hands and exposed portions of their arms before starting food processing and after any activity that renders the hands unsanitary.

Yes

11. Liquid soap, paper towels, and water warm to the touch are used for handwashing and are available at the handwashing sink at all times.

Yes

12. Potable water is used for hand washing, ware-washing, and as an

ingredient. Yes

13. All persons involved in the preparation, packaging, or handling of food will not have bare hand contact with ready-to-eat foods through the use of single-service gloves, bakery papers, tongs, or other utensils.

Yes

14. During the preparation, packaging or handling of cottage food products, the following are prohibited where cottage food activities are taking place:

Pets are not allowed.

Yes

Smoking, vaping, and tobacco use are not allowed.

Yes

Eating/drinking/chewing gum are not allowed

.Yes

15. I will make every effort to separate domestic activities, such as family meal preparation, clothes washing, or ironing, or guest entertainment, from cottage food operations, such as preparation, packaging, or handling of cottage food products.

Yes

16. Utensils used for tasting are not used more than once before being washed.

Yes

17. Any person with a contagious illness, diarrhea, temperature with sore throat, vomiting, jaundice, or a lesion containing pus on hands or wrists shall refrain from working in the cottage food operation.

18. Cuts on wrists or hands are covered with a bandage and a disposable glove during food preparation and packaging.

Yes

19. Hair is restrained during food preparation and packaging; tied back or up; covered with a hat, hairnet, or scarf, and clothes are free from soil and debris.

Yes

Transportation

20. When transporting your cottage foods, the vehicle is clean, and your food products are transported in containers that keep dirt, dust, bugs, or other contaminants away from the food products.

Yes

21. When selling your cottage foods at a market or public event, your booth is clean and clutter-free, and your pre-packaged food products are protected from contamination.

Yes

Chilled and Frozen Foods

22. Do you prepare any foods or use any ingredients that require refrigeration or freezing?

Yes No

If you answered yes, answer the following three questions:

23. Chilled foods are stored in a refrigerator in the home kitchen at 41 degrees F or below and are checked frequently to ensure maintenance of this temperature.

Yes

24. Frozen foods are stored in a freezer capable of maintaining a freezing point at 32 degrees F.

Yes

25. During purchase, transport, and sale, chilled foods and ingredients are kept at 41 degrees F or below, and frozen foods are kept solidly frozen at 32 degrees F or below via mechanical refrigeration, a cooler with ice, or other non-mechanical refrigeration. A thermometer is used and checked periodically after transport and during sales to ensure that the temperature is being maintained.

Yes

Signature

Yes I certify that the above information is true and accurate.

Full Name: _____ Date: _____

Email this form completed in its entirety to: egolden@cityofevanston.org.