

COTTAGE FOOD PERMIT APPLICATION PACKET

The City of Ripon



Community Development Department

Cottage Food Permit Application

City of Ripon

259 North Wilma Ave.,
Ripon, CA 95366
FAX 209-599-2685
Phone 209-599-2108

For Official Use Only

CF# _____ Fee _____

Completed App. () Yes () No

Approved: _____

Date: _____

Prior to submittal of the application, it is advised that the applicant review the requested proposal with the ordinance requirements with the Department of Community Development. In completing the application form, please be accurate and complete. If you have any questions or require assistance, contact the Department of Community Development, 209-599-2108. **The fee for the year 2021 is \$162.00**

APPLICANT:

Email (Required): _____

Name: _____ (Print) Contact: _____ (Print)

Address: _____ (Street) _____ (City) _____ (State) _____ (Zip)

Phone (8 am – 5 pm) _____ Cell _____ Fax _____

PROJECT SITE INFORMATION:

Proposed Business Name: _____

County Environmental Health Permit Information () Class A or () Class B **(Must include copy with application)**

Type of Food: _____

Will there be an employee (other than a resident): () Yes () No

Will there be direct sales from the subject property: () Yes () No

Hours of sales: _____ Website: _____

Hours of Operation: _____ Days of Operation: _____

Applicant is () Owner () Renter of the residence

Cottage Food Operations may be conducted in the residential unit, provided that they are incidental and secondary to the use of the unit and its residential purposes, and that the type of cottage food has been approved by the Director of Community Development. The Director of Community Development, in approving the Cottage Food Certification, shall not authorize any use that would change the residential character of the residence or would be detrimental to the surrounding community and the public health, safety, and welfare.

PROVISIONS:

The following operational requirements apply to cottage food operations:

- A. All cottage food operations must comply with the requirements of the San Joaquin County environmental Health Division and the California Department of Public Health. Applicants must first obtain a Cottage Food Operation Class A or Class B Permit from the county prior to submitting an application for a cottage food operation permit under this chapter. A copy of a valid county Class A or Class B permit must be furnished with the application to the department.
- B. Permitted cottage food products that may be produced at the residential dwelling as part of the cottage food operation are limited to those cottage food products listed by the California Department of Public Health.
- C. Cottage food functions including storage, preparation, mixing, assembling, packaging, labeling, or direct sales must occur only within the permitted area.
- D. Residents of the dwelling unit and a maximum of one cottage food employee, not including a family or household member, are permitted in a cottage food operation at any one time.
- E. Only cottage food products produced at the cottage food operation may be sold or sampled at the dwelling unit.
- F. No sit down dining or meal service other than the brief sampling of the cottage food products produced on the premise is permitted.
- G. The establishment of the cottage food operation may not change the principal residential character or use of the dwelling unit involved.
- H. No exterior alteration may be made to the dwelling unit for the purposes of use by the cottage food operation that would change the residential character of the dwelling.
- I. No signs identifying or advertising the cottage food operation are permitted on the premises, except those required by government agencies.
- J. Cottage food operations may not be:
 - a. Located within 300 feet of the property line of any single family home where another cottage food operation is located; or
 - b. Located within the same building of an apartment complex or other multi-family housing development (i.e. condominiums or townhomes) where another cottage food operation exists.
- K. Visitation and deliveries incidental to the cottage food operation are limited to the hours of seven a.m. to seven p.m., Monday through Friday, and are not permitted on Saturdays, Sundays or Holidays. This subsection applies to deliveries made by commercial vehicles, as defined in Chapter 10.44.050 of this code, as well as deliveries made by non-commercial vehicles.
- L. The cottage food operation must comply with all applicable inspection requirements.
- M. Cottage food operations may not create noise levels in excess of those allowed by this code in the applicable zone in which the dwelling unit is located.
- N. Cottage food operations are subject to all residential zoning requirements set forth in this code, so long as such zoning requirements are not in conflict with the provisions of this chapter. Cottage food operations may not engage in any activity that would result in a violation of this code or any local, state or federal law or regulation.
- O. In addition to a cottage food operation permit, cottage food operations must obtain all applicable permits, licenses, and certificates required for the operation of a business under this code.
- P. Cottage food operations must at all times comply with the restrictions on gross annual sales as set forth in California Health and Safety Code Section 113758. Cottage food operators must at all times maintain applicable tax returns or other proof of gross annual sales for the cottage food operations, and must promptly provide such documentation to city officials upon request.
- Q. Additional conditions relating to concentration, traffic control, parking and noise control may be imposed as deemed necessary by the director.

PARKING:

- A. No vehicles, trailers (including pick-up trucks and vans) or other equipment, except those normally incidental to the residential use, may be kept on the site or in the near vicinity in a manner that obstructs the free flow of traffic, or violates the provisions of this code applicable to parking in residential zones, including but not limited to the provisions of Chapter 10.40 and Chapter 16.144 of this code.
- B. Commercial vehicles, as defined in Chapter 10.44.050, may not be kept permanently on the site or in the near vicinity to the cottage food operation unless engaged in the delivery of good or services to the cottage food operation.
- C. For single family homes, parking spaces in the property's garage or carport (if present) and driveway must be available for the actual parking demand created by the use, including parking spaces for the applicant's and applicant's family members' vehicles, and a parking spaces for an employee if an employee is resent. Parking spaces must comply with the requirements listed in Chapter 16.144 of this code.
- D. For multi-family developments, the cottage food operator's designated space(s) must be available for the actual parking demand created by the use, including parking spaces for the applicant's and applicant's family members' vehicles, and a parking space for an employee if an employee is present. On-site parking in an apartment complex or other multi-family
- E. All applicants must demonstrate reasonable on-street parking within a 300 foot radius of the residential dwelling. On-street parking spaces may be used for persons picking-up and/or delivering materials for the operations, third party retailers, and customers if direct sales on the property are proposed. On-street parking must comply with the applicable provisions of Chapter 11.20 of this code.
- F. Deliveries ad customer visitations to the cottage food operation my not unreasonably interfere with the free flow of traffic in the residential zone.

SIGNATURE:

A Cottage Food permit issued in accordance with the provisions of Chapter 16.89 shall not be transferred, assigned, or used by any person other than the permitted, nor shall said use be at any location other than the one for which the permit is granted.

➤ **APPLICANT:**

I, the undersigned, agree to abide by, and adhere to, the above conditions for Cottage Foods, Furthermore, I understand that the Cottage Food Permit may be revoked if the conditions are not complied with at all times. I hereby apply for this subject Cottage Food Permit and certify that the information presented is accurate and complete.

APPLICANT SIGNATURE _____ **DATE** _____

➤ **PROPERTY OWNER/MANAGER (if other than applicant):**

I hereby consent to the filing of the Cottage Food Permit application and that I am the legal owner/manager of the subject property.

Signature _____ **Date** _____

[] Reviewed County Health Department Permit // Employee parking: [] Approved [] Denied
AUTHORIZATION: [] APPROVED [] DENIED

Comments _____

*Note: This approval is subject to applicant obtaining a City Business License.