



City of  
**Los Banos**  
*At the Crossroads of California*

Community & Economic  
Development Department  
520 J St.  
Los Banos, CA 93635  
Phone: (209) 827-7000 ext. 2432  
[www.losbanos.org](http://www.losbanos.org)

## **COTTAGE FOOD OPERATION (CFO) PERMIT PROCESS SHEET**

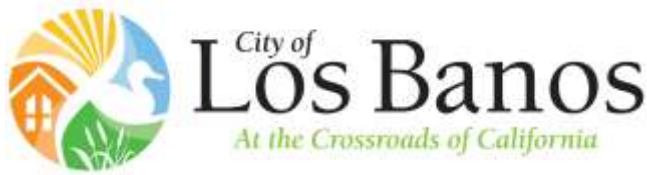
### **I. What is the purpose of a CFO Permit?**

- a. It's an enterprise at a private home where specific low-risk food products that do not require refrigeration are prepared or packaged for sale to consumers, subject to the requirements of the State of California with criteria and conditions related to spacing/concentration, parking, traffic and noise control to maintain the residential nature of the neighborhoods.

### **II. Review Process**

- a. A complete application is submitted to the Community & Economic Development Department.
- b. Community & Economic Development Department determines completeness of application within ten (10) business days.
- c. If there are no outstanding issues, the public hearing is scheduled for next available Planning Commission meeting.
- d. Public hearing noticed ten (10) days prior to the meeting
  - i. Newspaper
  - ii. Mailed to property owner's within 300' radius of subject property
- e. Planning Commission, by resolution, may grant approval of the CFO Permit subject to conditions or can deny the CFO Permit.
- f. If denied, the applicant may file a written notice with the Community & Economic Development Department or with the City Clerk no later than 5:00 p.m. ten (10) days after the decision was made (Los Banos Municipal Code Section 9-3.2330).





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## COTTAGE FOOD OPERATION (CFO) PERMIT SUBMITTAL REQUIREMENTS

- Completed Application
  - If the applicant is not the property owner(s), the property owner(s) shall designate the applicant as the authorized agent to act on his or her behalf by way of a signed, dated, and notarized statement and both (or all) shall sign the application.
- Application fee
- Project description fully explaining intended use
- Floor Plan, labeled clearly and identifying areas to be utilized for the cottage food operation
- Site Plan, including sufficient parking for the employee and customers
- Site photos showing site and surrounding properties (labeled clearly)
- Two (2) pictures of the front exterior of the home, showing the driveway and off street parking locations
- Two (2) pictures of the home kitchen, preparation and storage area for the cottage food operation
- All person who prepare or package cottage food products shall provide a copy of the Merced County Environmental Health Permit upon receipt
- All persons who prepare or package cottage food products shall complete a food processor course instructed by the California Department of Public Health within three (3) months of receipt of CFO Permit.
- Electronic copy of full submittal on USB drive

**Note:** Staff may deem additional submittal information necessary such as a noise study, biological assessment, parking study, drainage report, arborist report, sight line analysis, infrastructure calculations, or master plans to adequately analyze the project, complete environmental review, or make recommendations to Elected or Appointed Officials.





## Uniform Application

**In order for Applications to be deemed complete under California Government Code Section 65943, the following items must be provided:**

1. Completed Uniform Application
2. Development Plans as required by Submittal Requirements
3. Appropriate Filing Fee

<b>GENERAL REQUIREMENTS (Print Clearly or Type)</b>		
<b>Property Owner's Name:</b>		<b>(staff use only)</b>
Address:		<b>File No.:</b>
Home/Cell No.:	Work No.:	<b>Related Files:</b>
E-mail Address:	Fax No.:	
<b>Applicant's Name:</b>		<b>Date Rec'd:</b>
Address:		<b>Rec'd by:</b>
Home/Cell No.:	Work No.:	<b>Fees Paid:</b>
E-mail Address:	Fax No.:	<b>Receipt No.:</b>
<b>Representative's Name:</b>		<b>Approved by:</b>
Address:		<b>Date Approved:</b>
Home/Cell No.:	Work No.:	<b>Resolution No(s).:</b>
E-mail Address:	Fax No.:	

**Please Note: If the applicant is not the property owner, the property owner shall designate the applicant as the authorized agent to act on his or her behalf and both shall sign this application.**

<b>TYPE OF APPLICATION (check all that apply)</b>	
<input type="checkbox"/> Administrative Permit (AP)	<input type="checkbox"/> Mobile Food Vendor Permit (MFVP)
<input type="checkbox"/> Annexation (ANX)	<input type="checkbox"/> Planned Development Reclassification (PDR)
<input type="checkbox"/> Appeal	<input type="checkbox"/> Pre-zone
<input type="checkbox"/> Area Plan	<input type="checkbox"/> Rezone (ZC)
<input type="checkbox"/> Block Party Permit	<input type="checkbox"/> Sign Review (SR)
<input type="checkbox"/> Conditional Use Permit (CUP)	<input type="checkbox"/> Site Plan Review (SPR)
<input type="checkbox"/> Cottage Food Operations (CFO) Permit	<input type="checkbox"/> Special Events Permit (SEP)
<input type="checkbox"/> Donation/Collection Bins Permit	<input type="checkbox"/> Temporary Uses Permit (TUP)
<input type="checkbox"/> Farmers' Market Permit	<input type="checkbox"/> Tentative Parcel Map (TPM)
<input type="checkbox"/> Final Development Plan (FDP)	<input type="checkbox"/> Tentative Tract/Subdivision Map (TTM)
<input type="checkbox"/> General Plan Amendment (GPA)	<input type="checkbox"/> Vesting Tentative Tract/Subdivision Map (VTTM)
<input type="checkbox"/> Initial Environmental Assessment	<input type="checkbox"/> Variance
<input type="checkbox"/> Master Development Plan	<input type="checkbox"/> Other: _____



## PROJECT LOCATION LETTER OF AUTHORIZATION

### PROJECT LOCATION

General Location/Address of Project:

Assessor's Parcel No(s):

Precise Legal Description (Attach. Required for the following : Rezoning, Annexation, Street or Alley Abandonment):

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### AFFIDAVIT

If property owner is a trust, partnership, LLC, then the signature shall be a corporate officer. Attach additional sheets if necessary.

I, \_\_\_\_\_, hereby certify that I am the applicant in the foregoing application, that I have read the foregoing application and know the content thereof and state that the same is true and correct to the best of my knowledge.

\_\_\_\_\_  
Applicant (signature)

\_\_\_\_\_  
Applicant (print name)

I, \_\_\_\_\_, hereby certify that I am the owner (if other than the applicant) of real property involved in this application, do hereby consent to the filing of this application. Attach separate sheets if multiple property owners.

\_\_\_\_\_  
Owner (signature)

\_\_\_\_\_  
Owner (print name)





**City of Los Banos  
Community and Economic Development  
Planning Entitlements/Projects Fee Schedule**

License/Permit/Entitlement Type	Basic Fee	State Fee	Additional Fee	Notes	Total Fee
<b>Mobile/Sidewalk Vendor Permits</b>					
Mobile Vendor Permit Initial	\$ 625.83				\$ 625.83
Mobile Vendor Permit Renewal	\$ 97.62				\$ 97.62
Sidewalk Vendor Permit Initial	\$ 450.00				\$ 450.00
Sidewalk Vendor Permit Renewal	\$ 450.00				\$ 450.00
<b>Cottage Food Operator Permit</b>					
Cottage Food Operator Permit (one time)	\$ 455.43				\$ 455.43
<b>Planning Permits</b>					
Administrative Permit - other	\$ 720.98			Deposit/ Cost Recovery Contract Required	\$ 720.98
Special Events Permit - minor event	\$ 109.33				\$ 109.33
Special Events Permit - major event	\$ 311.14				\$ 311.14
Special Events Permit - major event: Religious Processions (1.25 miles one way max)	\$ 311.14		\$ 444.22		\$ 755.36
Special Events Permit - major event: Street Closures (3 blocks or less)	\$ 311.14		\$ 229.60		\$ 540.74
Special Events Permit - major event: Parades (standard May Day Parade route)	\$ 311.14		\$ 1,517.64		\$ 1,828.78
Residential Neighborhood Block Party Permit	\$ 203.90				\$ 203.90
Farmers' Market Permit	\$ 230.42				\$ 230.42
Temporary Use Permit - minor use	\$ 230.42				\$ 230.42
Temporary Use Permit - major use	\$ 311.14				\$ 311.14
<b>Miscellaneous</b>					
Donation Collection Bin Initial	\$ 432.81			Non-refundable	\$ 432.81
Donation Collection Bin Renewal	\$ 163.24			Non-refundable	\$ 163.24
<b>Signage</b>					
Master Sign Plan	\$ 1,681.41				\$ 1,681.41
Sign Review	\$ 82.00				\$ 82.00
Temporary Sign Review	\$ 82.00			Per occurrence	\$ 82.00
<b>Planning Project Entitlements</b>					
Annexation	\$ 23,731.72			Deposit/ Cost Recovery Contract Required	\$ 23,731.72
General Plan Amendment	\$ 8,034.82			Deposit/ Cost Recovery Contract Required	\$ 8,034.82
Zone Change/Pre-Zone	\$ 7,489.10			Deposit/ Cost Recovery Contract Required	\$ 7,489.10
Conditional Use Permit	\$ 1,940.24			Deposit/ Cost Recovery Contract Required	\$ 1,940.24
Site Plan Review	\$ 3,133.79			Deposit/ Cost Recovery Contract Required	\$ 3,133.79
Variance	\$ 1,594.30			Deposit/ Cost Recovery Contract Required	\$ 1,594.30
Tentative Subdivision Map - up to 100 lots	\$ 9,259.06			Deposit/ Cost Recovery Contract Required	\$ 9,259.06
Tentative Subdivision Map - 101+ lots	\$ 12,101.86			Deposit/ Cost Recovery Contract Required	\$ 12,101.86
Revised Tentative Map	\$ 4,575.05			Deposit/ Cost Recovery Contract Required	\$ 4,575.05
Planned Development	\$ 4,554.77			Deposit/ Cost Recovery Contract Required	\$ 4,554.77
Development Agreement	\$ 3,500.00			Deposit/ Cost Recovery Contract Required	\$ 3,500.00
Final Development Plan	\$ 2,000.00			Deposit/ Cost Recovery Contract Required	\$ 2,000.00
Environmental Review/Categorical Exemption	\$ 197.75			Deposit/ Cost Recovery Contract Required	\$ 197.75
Negative Declaration/Initial Study	See Notes			Actual Cost + 20%/Deposit/Cost Recovery Contract	\$ -
Environmental Impact Report	See Notes			Actual Cost	\$ -
Minor Subdivision/Parcel Map	\$ 1,024.15			Deposit/ Cost Recovery Contract Required	\$ 1,024.15
Lot Line Adjustment/Parcel Merger	\$ 415.16				\$ 415.16
Reimbursement Agreement	\$ 3,500.00			Deposit/ Cost Recovery Contract Required	\$ 3,500.00
Appeal	\$ 2,587.84				\$ 2,587.84
Time Extension	\$ 2,404.91				\$ 2,404.91

**Notes:**  
State established \$1.00 fee for Business Licenses as mandated by Senate Bill 1186 effective January 1, 2013. State Fee increased to \$4.00 as mandated by Assembly Bill 1379 effective January 1, 2018 thru December 31, 2023.

Fees adopted by City Council Resolution No. 6131 on 9/18/19; fees effective 12/1/19  
Commercial Business License renewal basic fee subsidized/reduced by City Council Resolution No. 6158; adopted 11/20/19; fee effective 12/1/19