



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. 2431
www.losbanos.org

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.