Environmental Health Program
1240 N. Highland Avenue, Suite 5, Aurora, IL 60506
Phone (630) 444-3040 Fax (630) 897-8123

2170 Point Blvd., Elgin, IL 60123
Phone (630) 444-3040 Fax (847) 888-6458

Health Department Application

Application for Cottage Food Operations Registration

Section 1: General info:

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: _____

Please provide the Food Service Protection Manager Certificate ID number and expiration date for all persons preparing food:

ID Number _____Exp. Date: _____ ID Number _____ Exp. Date: _____
ID Number _____Exp. Date: _____ ID Number _____Exp. Date: _____

Have you previously registered as a Cottage Food Operation? ☐ Yes ☐ No
If yes, Cottage Food Registration number _____
If yes, has anything changed? ☐ Yes ☐ No
Are you on a private well? ☐ Yes ☐ No If no, what is your water District name: _____

Section 2: Product Categories & Menu

A cottage food operation may produce a wide variety of food and drink in their home kitchen. For more details on allowable and unallowable foods and drink, please refer to the most recent IDPH Cottage Food Guide.

Please 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: Some items will require temperature control if lab testing is not provided.

☐ Salad dressings, Vinegars, Infused Oils: (See pg. 16 of the IDPH Cottage Food Guide)

☐ Cheesy Bread or other Baked Goods Containing Cheese: (See pg. 18 of the IDPH Cottage Food Guide. A lab test may be required)

☐ Fermented Foods (kimchi, kraut, etc): See pg. 12 on the IDPH Cottage Food Guide. A food safety plan and lab test may be required.

☐ Acidified Fruits or Vegetables (pickles, shrubs, hot sauces, relishes, condiments): See pg. 12 of the IDPH Cottage Food Guide. A food safety plan and lab test may be required.

☐ Cakes, Cupcakes, and Other Baked Goods with Frostings and Icings: See pg. 17 of the IDPH Cottage Food Guide. A lab test may be required.

☐ Fresh Cut Fruit & Vegetables (zucchini noodles, pasta salads with veg, fruit bowls, etc.): See pg. 20 of the IDPH Cottage Food Guide

☐ Canned Tomato Products: See pg 15 of the IDPH Cottage Food Guide. A food safety plan and lab test may be required.

☐ Vegan soups, Vegan Meals, or other Heat-Treated Produce: See pg. 17 of the IDPH Cottage Food Guide

☐ Fresh-Pressed Juices or Bottled Drinks: See pg 20 of the IDPH Cottage Food Guide

Other: _____

Please provide a list/menu of all the products you intend to offer throughout the year. See page 30 in the Cottage Food Guide for sample list/menu.

Note: If you are using foraged ingredients, seasonal ingredients, seasonal products, or producing an extensive variety of products, which may make it difficult to list all of your products in advance, contact your health department to discuss your menu and work through any food safety concerns.

Note: If you add a new product to your menu that has not been listed above or discussed with your health department, contact your health department. You will NOT need to go through the registration process again, you just need approval for the new product. For example, if you are making cookies and decide to add pickles to your line-up, contact your health department.

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 are prohibited. Sales to third party distributors for resale are prohibited. Sales to third party distributors that deliver products on your behalf are prohibited. All 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 the Department and any local health department.

Please indicate how you will sell your products. Check all that apply.	
☐ 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. Please check with your unit of local government about requirements on parking, signage, customer counts, etc.) ☐ On-farm store ☐ Delivery to or pick-up from a third-party private property with consent of the property holder (i.e., drop off/pick-up location/pop-up stand)	☐ Online sales ☐ Delivery directly to customer ☐ Farmers Market/Fairs/Festivals/Pop up stand/Public event ☐ 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.) ☐ Other: _____

If you selected "Shipping" from above, please 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.

Please indicate all 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.**" See page 30 on the Cottage Food Guide Document for details, including on allergen labeling requirements.

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** **Illinois Products Logo Program**

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

Please 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, admin. or other facets of the business.

Please 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

☐ Copies of all valid Food Service Protection Manager Certificates

☐ If on a private water supply, a copy of water test results showing satisfactory E. coli/Coliform bacteria results

☐ A product label for **each product category selected in Section 2**, demonstrating that you are complying correctly with labeling regulations

☐ Laboratory testing for other products that may otherwise require time/temperature control for safety.

☐ 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 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.

☐ $ ___ Registration Fee in cash or check

Section 8: Owner Statement

☐ The information provided in this application accurately represents my operation; and I understand that I must grant the 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 the Department 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 this

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

Signature _____ Date _____

For office use only

$____ Registration Fee: ☐ Cash ☐ Check #_____ Registration Number _____

Remarks / Notes:

_____

□ Accepted □ Denied By: _____ Date: _____

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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.

Please 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 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 cannot be 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 shall be washed, rinsed, and sanitized before each use.
   Yes ☐

7. All food preparation and food and equipment storage areas shall be maintained free of rodents and insects.
   Yes ☐

8. Chemicals, including pesticides, should be 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 contaminates 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 avoid 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 is 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.
    Yes ☐

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 ☐

20. I certify that no prohibited ingredients are used in my cottage food products (For more details on allowable and unallowable foods and drinks, please refer to the 2023 IDPH Cottage Food Guide.)
    Yes ☐

Transportation

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

22. When selling your cottage foods at a market or public event, keep your booth clean and clutter-free, and protect your pre-packaged food products from contamination.
    Yes ☐

Chilled and Frozen Foods

23. Do you prepare any foods or use any ingredients that require refrigeration or freezing? (see IL Cottage Food Guidelines for a list of foods)
    Yes ☐ No ☐

If you answered yes to the above:

24. Chilled foods are stored in a refrigerator in the home kitchen that is kept at 41 degrees F or below and is checked frequently to ensure maintenance of this temperature
    Yes ☐

25. Frozen foods are stored in a freezer that is capable of maintaining freezing point at 32 degrees F
    Yes ☐

26. 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

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

Signature: _____Date: _____