

DATE RECEIVED



DATE APPROVED  
  
APPROVED BY

333 N RANCHO DR, STE 450, LAS VEGAS, NV 89106  
(702) 759-1258 | WWW.SNHD.INFO | [FoodRev@snhd.org](mailto:FoodRev@snhd.org)

**COTTAGE FOOD REGISTRATION APPLICATION**

Business Name:			
Business Address:			
Phone Number:		Business License Jurisdiction:	<input type="checkbox"/> CLV <input type="checkbox"/> CC <input type="checkbox"/> NLV <input type="checkbox"/> HEND <input type="checkbox"/> OTHER
Contact Name:		Email Address:	
<b>OFFICE USE:</b>	PR	SR	Payment Received <input type="checkbox"/>

I \_\_\_\_\_ (Print Name), am registering as a Cottage Food Operation which is exempt from the requirement for a health permit per NRS 446.866. I affirm and attest the following are true and correct to the best of my knowledge:

PLEASE READ AND INITIAL THE FOLLOWING	INITIAL
I understand that inspections will not be conducted and that I will be solely and fully responsible for the safety of the food product sold from this cottage food operation	
I understand that I will be financially liable for any fees and/or costs incurred by the Health Authority in regard to any investigation of foodborne illness complaints filed against my Cottage Food Operation which are found to be valid.	
I understand that Cottage Food Operations found to be in violation of NRS 446.866 will be issued an order to “cease and desist” food sales.	
I understand that Cottage Food Operations may only sell direct to consumers, may not wholesale, and may only sell packaged foods from approved public locations (no sampling or internet/phone sales).	
I understand that Foods packaged for sale off premises must be labeled in compliance with applicable requirements of 21 §343(W) , 9 C.F.R. part 317 and 21 C.F.R Part 101. All labels must bear the statement: <b>“MADE IN A COTTAGE FOOD OPERATION THAT IS NOT SUBJECT TO GOVERNMENT FOOD SAFETY INSPECTION.”</b>	
I have read the <i>Registration and Label Review Process for Cottage Food Operations and Kitchen Sanitation &amp; Food Safety Guidelines</i> ( <a href="https://www.southernnevadahealthdistrict.org/permits-and-regulations/cottage-food-operations/registration-process">https://www.southernnevadahealthdistrict.org/permits-and-regulations/cottage-food-operations/registration-process</a> )	

**COTTAGE FOOD OPERATION QUESTIONNAIRE**

What type of food do you intend to sell?: (Check all that apply)	<input type="checkbox"/> Nuts and Nut Mixes <input type="checkbox"/> Dry Herbs/Seasoning Mix <input type="checkbox"/> Jam/Jelly/Preserves	<input type="checkbox"/> Vinegar/Flavored Vinegar <input type="checkbox"/> Candy <input type="checkbox"/> Baked Goods (Shelf-Stable only) <input type="checkbox"/> Other:	<input type="checkbox"/> Cereal/Trail Mix/Granola
Do any products require refrigeration?	<input type="checkbox"/> Yes (list): <input type="checkbox"/> No	Will any products be cooked, baked, boiled, or fried?	<input type="checkbox"/> Yes (list): <input type="checkbox"/> No
Will products be packaged?	<input type="checkbox"/> Yes (How): <input type="checkbox"/> No	Do any ingredients have medicinal properties?	<input type="checkbox"/> Yes (list): <input type="checkbox"/> No
Where will products be sold?	<input type="checkbox"/> From home and/or delivered to customer <input type="checkbox"/> Farmer’s Market <input type="checkbox"/> Garage Sale <input type="checkbox"/> Swap Meet/Flea Market <input type="checkbox"/> Events/Craft Fairs <input type="checkbox"/> Other:		

I acknowledge that I have answered all questions honestly, accurately, and completely and that I have read and understand the General Information listed above. I will comply with SNHD regulations and allow the health authority unimpeded access to the establishment and to records as required.

Owner/Applicant → <b>Signature:</b>		Owner/Applicant → <b>Print Name:</b>	
Owner/Applicant → <b>Title:</b>		→ <b>Date:</b>	



## Registration and Label Review Process for Cottage Food Operations

In order to operate a cottage food operation, Nevada Revised Statutes (NRS) [Chapter 446](#) requires that the cottage food operation register with the health authority. The health authority in Clark County is the Southern Nevada Health District. The health district may require any information deemed necessary and appropriate for the registration process.

### 1. Complete your registration package:

- a. [Cottage Food Operation Registration Application](#) which must be signed by the owner of the business.
- b. Include sample labels for each product you wish to sell. Samples should reflect the final version of the labels which will be attached to the product. Refer to the [Label Review Process for Cottage Food Operations](#) for specific instructions regarding labels.

### 2. Submit your registration package

- a. E-mail to [foodrev@snhd.org](mailto:foodrev@snhd.org) OR
- b. Hand deliver it to 333 N Rancho, Ste 450, Las Vegas NV. Please call (702) 759-1258 to schedule an appointment if you wish to hand deliver your package.

### 3. Pay fees:

- a. A one-time fee of \$160 will be charged for the review and approval of the registration application & questionnaire.
- b. A \$64 label review fee will be charged as well. If additional submissions are required for corrections, or if labels for additional products are required, there is an additional \$64.00 fee per submission.
- c. If submitting online, an invoice will be forwarded to you. Your package will not be reviewed until all applicable fees are paid.

### 4. Wait for approval:

- a. No food sales are permitted without an approved application.
- b. Cottage registration applications are typically reviewed within 2 business days of receipt. We will send you a letter once your application is approved, which you can take to Business Licensing.

**Common mistakes:** This list is not all-inclusive, but covers some of the most common issues:

- The typeface is unreadable by either size or design:  
For the critical information required by law, use easily readable, common typefaces versus elaborately designed typefaces. Some good typeface choices are: Arial, Calibri, Times New Roman, and Cambria.
- Ensure that all fonts are at least 1/16<sup>th</sup> of an inch in height based on the lower case “o”. For many (but not all) fonts, this equates to an 8-point font or larger. However, for some typefaces 8 point is still not big enough to meet the 1/16 of an inch requirement.

Avoid using ALL CAPS for large bodies of text, like the ingredient listings. ALL CAPS are good for titles and distance snippets of information, but reduce readability of bodies of text.

- Ensure that the allergen “Contains” statement directly follows the ingredient list.  
If a product DOES NOT specifically contain an allergen, then DO NOT use the Contains statement. An OPTIONAL Facility allergens warning may be used if the facility or equipment used in the production of a food also produces a food that contains one of the “Big 8” allergens. It would look something like this:  
“This product is made in a facility that also processes: peanuts, tree nuts, and crustacean shellfish”

Sometimes allergens are hidden within the ingredients of ingredients, which is why it is so important to ensure nothing is left off the label. For more information, visit the website ABOUT FOOD ALLERGIES at <http://www.foodallergy.org/allergens> . This website provides a good idea of where some of the unknown allergens are found.

- The listing of ingredients is not in order and/or does not list all of the “ingredients of ingredients” properly: Ensure that all ingredients are listed in the ingredient list. For example, chocolate covered strawberries with peanut sprinkles should have peanuts listed as an ingredient. Listing all ingredients is CRITICAL because there are hidden allergens that may have not been detected without the full listing of ingredients within ingredients.

Ensure that all ingredients are listed in descending order by weight or volume. If you have a product that has distinct components such as a cake with frosting, the cake ingredients and the frosting ingredients can be listed separately to avoid confusion. In addition, include ingredients (in parentheses) of any ingredient which itself contains two or more ingredients. For example, if butter was an ingredient it may read the following: “butter (pasteurized cream derived from milk, salt)”.

The following common ingredients may require “ingredients of ingredient” lists. Note this list is not all inclusive, so you will need to check your ingredients’ packaging.

INGREDIENTS THAT MAY CONTAIN TWO OR MORE INGREDIENTS- “INGREDIENTS OF					
Basic Baking	Extracts	Milk Products	Fruit Jams, Jellies,	Candies	Prepared foods used as
Brown sugar	Vanilla extract	Butter Buttermilk	Almond Butter	Andes Candies	Breads
Cake flour	Artificial Vanilla	Natural Cheese (all	Cashew Butter	Caramel Dark	Breadc r u m b s
Confectioner’s	Clear Imitation	kinds) Imitation	Applesauce	Chocolate	Graham crackers
sugar Corn	Vanilla Extract	Cheese Cream	Coconut milk	Dark/Mint	Oreo cookies
syrup Flour	Cinnamon Extract	cheese Evaporated	Jams and Jellies	Chocolate Chips	Pasta and
Margarine	Pure Almond	Milk Heavy cream	Nutella(Hazelnut	Lemon	Noodles Pretzels
Powdered	Extract Imitation	Powdered Milk	spread)	Chocolate	Soy
sugar	Almond Extract	Sour cream	JIF (Hazelnut	M&M’s Milk	sauce
Shortening	Imitation Banana	Sweetened	spread) Orange	Chocolate	Ketchup
Vegetable oil	Extract	condensed milk	juice Peanut	Candies	Prepared
	Imitation Butter		Butter, Candy, Gel	Marshmallow	mustard

Although [food safety information](#) will be provided to cottage food operation applicants, it is highly recommended that applicants educate themselves about safe food handling principles and practices. A cottage food operation can be held financially responsible for the cost of the complaint and/or foodborne illness investigation, if found to be valid. Visit the [Food Safety Training](#) webpage to complete the optional food safety training. A fee of \$20 applies.

The health district will evaluate the registration application package submitted for compliance with the following items as required by NRS 446.866:

1. The food is to be sold on the private property of the natural person who manufactures or prepares the food item or at a location where the natural person who manufactures or prepares the food item sells the food item directly to a consumer by means of an in-person transaction that does not involve selling the food item by telephone or via the Internet:
  - This means that the food may be sold directly to the consumer from your home or from a licensed farmers’ market, licensed flea market or swap meet, church bazaar, garage sale or craft fair, provided it is done in person.
  - This does not allow for selling food items via the Internet or over the phone (this does not preclude taking phone or internet orders which involve a face-to-face sale at delivery or pick-up).
2. The food is to be sold to a natural person for his or her consumption and not for resale:
  - This prohibits any kind of wholesale manufacturing or secondary sale of cottage food products; for example, making cookies for retail sale at a market or grocery store is prohibited.
3. The food to be sold is affixed with a label which complies with the federal labeling requirements:

- This requires that food packaged for sale by the operator to the consumer must meet the same requirements as commercially-packaged foods. Visit the [Cottage Food Operation Labeling Guide](#) webpage for more information.
  - Labels for foods packaged by a cottage food operation for sale at a public location under inspection by the health district, such as a farmer's market or swap meet, must have their labels reviewed and approved by the health district at registration and before sale.
4. The food to be sold is labeled with "MADE IN A COTTAGE FOOD OPERATION THAT IS NOT SUBJECT TO GOVERNMENT FOOD SAFETY INSPECTION" printed prominently on the label for the food item:
- This requires an additional consumer warning that the cottage food operation and the food prepared by the cottage food operation, is not subject to government inspection or oversight.
5. The food to be sold is prepackaged in a manner that protects the food item from contamination during transport, display, sale, and acquisition by consumers:
- This section requires the foods to be protected by some type of packaging, particularly when the food will be transported to a location other than the home for sale. The type of packaging will vary depending on the product and location of sale, for instance:
    - Wedding cakes sold from the cottage food operation for home pick-up or delivery to the home of the consumer may be protected by a disposable cardboard cake box, affixed with the appropriate label.
    - Packages of cookies or candy being transported for sale at a farmer's market must be durably packaged and labeled for individual sale.
  - Foods once packaged for sale to the consumer may not be repackaged at the point of sale, and packages may not be opened for sampling. However, food samples may be pre-portioned in closed disposable containers at the cottage food operation for free distribution at the sale site.
6. The food to be sold is prepared and processed in the kitchen of the private home of the natural person who manufactures or prepares the food item or, if allowed by the health district, in the kitchen of a fraternal or social clubhouse, a school or a religious, charitable or other nonprofit organization:
- This section defines where a cottage food operation may be allowed to operate – although SB206 allows for operation at a school, the Southern Nevada Health District will not allow any permitted food establishment to be used for a cottage food operation, and a permitted kitchen or warehouse will not be allowed to store or use foods produced by a cottage food operation.
7. The food to be sold must be limited to:
- a. Nuts and nut mixes;
  - b. Candies;
  - c. Jams, jellies, and preserves;
  - d. Vinegar and flavored vinegar;
  - e. Dry herbs and seasoning mixes;
  - f. Dried fruits;
  - g. Cereals, trail mixes, and granola;
  - h. Popcorn and popcorn balls; or
  - i. Baked goods that:
    - Are not potentially hazardous foods;
    - Do not contain cream, uncooked egg, custard, meringue or cream cheese frosting or garnishes, fillings or frostings with low sugar content; and
    - Do not require time or temperature controls for food safety.
8. Once approved, the registration will be finalized and entered into the database. A formal letter will be sent advising the applicant that the cottage food operation is registered. No further correspondence will be sent and no additional fees will be due unless a complaint regarding illness, injury or adulterated food is received.
- If a complaint regarding illness, injury or adulterated food is received, an investigation will be conducted and a determination made as to the validity of the complaint. If a complaint is confirmed, a confirmed complaint fee will be charged. In addition, if a full epidemiological investigation is conducted due to a foodborne illness complaint, the actual cost to the public for the investigation will be calculated and charged to the cottage food operation.



## EXAMPLES OF COTTAGE FOOD LABELS

### ORANGE CREAM CUPCAKES

**Ingredients:** **Cupcake** [Flour (wheat flour, malted barley, niacin, iron, and folic acid), sugar, eggs, baking powder, butter (cream, salt), vanilla (vanilla bean extractives in water and alcohol (35%)), baking soda, salt, orange juice, orange zest]. **Frosting** [powdered sugar (sugar, cornstarch), butter (cream, salt), vanilla (vanilla bean extractives in water and alcohol (35%)), orange juice, and milk]. **Rainbow Sprinkles** [Icing Sugar, Hydrogenated Palm Kernel Oil, Corn Starch, Glucose, Soya Lecithin, FD&C Artificial Colors (Red 40, Yellow 5, Red 3, Yellow 6, Blue 1), Gum Arabic, Confectioner's Glaze].

*Contains: wheat, milk, eggs, soy*

SNHD BAKERY 330 S. Valley View Blvd. Las Vegas, NV 89106 702-759-0654

Net Contents: 1 Cupcake (OR) Net Wt: 12 oz

**MADE IN A COTTAGE FOOD OPERATION THAT IS NOT SUBJECT TO GOVERNMENT FOOD SAFETY INSPECTION**

### GRANDMA'S STRAWBERRY JAM

**Ingredients:** Strawberries, pure cane sugar, fruit pectin

SNHD BAKERY 330 S. Valley View Blvd. Las Vegas, NV 89106 702-759-0654

Net Wt: 12 oz

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### GRAND NUT MIX

Peanuts, whole cashews, pecan halves, sea salt,  
rice krispies (rice, sugar, salt, malt flavor, BHT added for freshness).

*Contains: Peanuts, Tree nuts*

SNHD BAKERY 330 S. Valley View Blvd. Las Vegas, NV 89106 702-759-0654

Net Wt: 4 oz

**MADE IN A COTTAGE FOOD OPERATION THAT IS  
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## KITCHEN SANITATION & FOOD SAFETY GUIDELINES

1. The preparation, packaging and handling of cottage foods should take place separately from other domestic activities, such as family meal preparation, dishwashing, clothes washing, kitchen cleaning or guest entertainment. No infants, small children or pets should be present in the kitchen during cottage food preparation.
  - Do not allow smoking during a cottage food operation.
  - Do not allow anyone with a contagious illness to work in the cottage food operation while ill.
  - Wash hands and exposed portions of arms before any food preparation or packaging.
  - Minimize bare hand by using utensils, single-use gloves, bakery papers or tongs, especially when preparing/packaging ready-to-eat foods.
  
2. Keep all kitchen equipment and utensils used to produce cottage food products clean and in a good condition.
  - Wash, rinse and sanitize all food contact surfaces, equipment and utensils before each use.
  - Ensure water used during the preparation of cottage food products meets potable drinking water standards.
  - Keep all food preparation and food and equipment storage areas free of rodents and insects.
  
3. Keep all food that is manufactured, produced, prepared, packed, stored, transported, and kept for sale free from adulteration and spoilage.
  - Get ingredients from approved sources.
  - Protect food from dirt, vermin, unnecessary handling, droplet contamination, overhead leakage, or other environmental sources of contamination.
  - Prevent cross contamination of foods and ingredients with raw animal products and chemicals.
  - Prepackage all food to protect is from contamination during transport, display, sale and purchase by consumers.