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### COTTAGE FOOD OPERATION REGISTRATION APPLICATION

<b>Office Use:</b>	<b>OW</b>	<b>FA</b>	<b>PR</b>	<b>SR</b>	<b>IN</b>	<b>DATE RECD</b>
Business Name:						
Business Address:					Phone Number:	
Business License Jurisdiction:    CLV    CC    NLV    HEND    OTHER (list)						
Contact Name:				Email Address:		
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/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 Registration and Label Review Process for Cottage Food Operations and Kitchen Sanitation & Food Safety Guidelines ( <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"/> Baked Goods (shelf-stable only) <input type="checkbox"/> Dry Herbs/Seasoning Mix <input type="checkbox"/> Vinegar/Flavored Vinegar <input type="checkbox"/> Candy <input type="checkbox"/> Jam/Jelly/Preserves <input type="checkbox"/> Other (list): <input type="checkbox"/> Cereal/Trail Mix/Granola <input type="checkbox"/> Nuts/Nut Mixes
Will any products be cooked, baked, boiled, or fried?	<input type="checkbox"/> No <input type="checkbox"/> Yes (list):
Do any products require refrigeration?	<input type="checkbox"/> No <input type="checkbox"/> Yes (list):
Do any ingredients have medicinal properties?	<input type="checkbox"/> No <input type="checkbox"/> Yes (list):
Will products be packaged?	<input type="checkbox"/> No <input type="checkbox"/> Yes (how):
Where will products be sold? (Check all that apply)	<input type="checkbox"/> Events/Craft Fairs <input type="checkbox"/> Garage Sale <input type="checkbox"/> Swap Meet/ Flea Market
	<input type="checkbox"/> Farmer’s Market <input type="checkbox"/> Home and/or delivered to customer <input type="checkbox"/> Other (list):

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 Name:	Title:
Owner/Applicant Signature:	Date:



## 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. Required Documents:

- a. The Cottage Registration application must be signed by the owner of the business.
- b. Labels are required for each product you wish to sell.
  - Refer to the [Label Review Process for Cottage Food Operations](#) for specific instructions regarding labels.

### 2. Submission:

E-mail the completed application packet to [ehtrainingoffice@snhd.org](mailto:ehtrainingoffice@snhd.org)

### 3. Pay fees:

- a. A one-time, non-refundable, registration fee of \$160 will be charged for review of the registration application packet.
- b. A \$64 fee for label review covers up to one hour of review time. If additional time is needed, an additional fee of \$118 per hour will be charged.
- c. If submitting online, an invoice will be emailed to you. Your package will not be reviewed until all applicable fees are paid.

### 4. Who to contact for questions:

For questions about Cottage Food Registration or label review, email [ehtrainingoffice@snhd.org](mailto:ehtrainingoffice@snhd.org) or call (702) 759-0500.

### 5. Approval:

- a. An approval letter will be emailed once the review is complete with the approved labels.
- b. Reviews are completed based on a first come, first served basis.

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

- The font is unreadable by either size or design:  
For the critical information required by law, use easily readable, common typefaces versus elaborately designed fonts. Examples of good font choices are Arial, Calibri, Times New Roman, and Cambria.
- Ensure that all fonts are at least 1/16-inch in height based on the lower case “o”. For many (but not all) typefaces, this equates to an 8-point font or larger. For some font types, 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 distinct snippets of information but reduce readability of bodies of text.
  - NOTE: the Net Quantity statement has its own set of font rules. For most packages the font on the Net Weight or Net Contents statement must be 1/8-inch tall at the lowercase letter “o”.

- 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 and VOLUNTARY 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 9” 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 descending order by weight and/or does not list all of the “ingredients of ingredients” properly: Ensure that all ingredients are listed in the ingredient list. For example, **cakepops 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 must check your ingredients’ packaging to verify the information on your label is correct.

INGREDIENTS THAT MAY CONTAIN TWO OR MORE INGREDIENTS- “INGREDIENTS OF INGREDIENTS”					
Basic Baking	Extracts	Milk Products	Fruit Jams, Jellies & Nut Butter	Candies	Prepared foods
Brown sugar Cake flour Confectioner’s sugar Corn syrup Flour Margarine Powdered sugar Shortening Vegetable oil	Vanilla extract Artificial Vanilla Extract Cinnamon Extract Pure Almond Extract Artificial Almond Extract Banana Extract Cream Cheese Flavored Bakery Emulsion	Butter Buttermilk Natural Cheese (all kinds) Imitation Cream cheese Evaporated Milk Heavy cream Powdered Milk Sour cream Sweetened condensed milk	Peanut Butter Almond Butter Cashew Butter Applesauce Coconut milk Jams and Jellies Hazelnut spread Orange juice	Andes Candies Caramel Dark Chocolate Dark/Mint Chocolate Chips Lemon Chocolate M&M’s Milk Chocolates	Breads Breadcrumbs Graham crackers Oreo cookies Pretzels

Although food safety information is provided in the application packet, 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 Establishment Resource Library](#) for additional educational resources.

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 will 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.
2. No food items will be sold 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).
3. The food will 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.
4. The food to be sold is affixed with a label which complies with the federal labeling requirements:
  - 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.
5. 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:
6. 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.
  - 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.
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; and
    - Do not require time or temperature controls for food safety.

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.

## Food Labeling Guide- Cottage Foods

The purpose of this labeling guide is to help Cottage Food operators develop labels, which conform with NRS 446.866 and the FDA Labeling Requirements adopted by reference (21 CFR 101).

This labeling guide does not apply to permitted Food Establishments.

### Basic Labeling Requirements



All required labeling information shall be printed prominently and conspicuously in ENGLISH. Print size should be no smaller than 1/16 of an inch (approximately an 8-point font) based on the lower-case letter "o" and include:

**1. STATEMENT OF IDENTITY**

The common, usual name or descriptive identity of the packaged food prominently displayed on the Principal Display Panel (PDP).

**2. NET QUANTITY OF CONTENTS**

- Net Weight in ounces (oz), pounds (lb), AND grams (g), or
- Net Contents in fluid ounces (fl oz), pints (pt) AND milliliters (mL) or liters (L) or number of pieces.
  - To use pieces count, the food must be amenable to counting and visible through packaging.
- Must meet additional font size rules as found in the FDA Food Labeling Guide (pages 14-15)

**FDA FOOD LABELING GUIDE LINK:** <https://www.fda.gov/media/81606/download>

**3. INGREDIENT STATEMENT**

A list of ingredients in descending order of predominance by weight, including a declaration of artificial color (by name or FD&C name and number) or flavor and chemical preservatives.

**4. MANUFACTURER, PACKER OR DISTRIBUTOR**

Include name and place of business – Full Street Address, City, State, and ZIP Code required.

**5. ADDITIONAL LABELING INFORMATION**

An allergen statement for the following ingredients: milk, eggs, wheat, soy, peanuts, **sesame (recently added)**, tree nuts (by species. EX: almond, pistachio, coconut), fish (by species. EX: salmon, cod, tuna), crustacean shellfish (by species. EX: shrimp, lobster, crab).



## 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.