



City of Santa Clarita
Community Development
Planning Division
23920 Valencia Boulevard, Suite 140
Santa Clarita, CA 91355

Official Use Only

CF # _____

Cottage Food Operation

Administrative Permit

A. PROPERTY AND APPLICANT INFORMATION

Property Address: _____

Assessor's Parcel Number (APN): _____ Zoning: _____

Applicant Information

Applicant Name: _____ Business Name: _____

Address: _____ Phone: _____

City: _____ State: _____ Zip Code: _____ Email: _____

B. PROPERTY OWNER(S) STATEMENT (all Property Owners sign below)

I declare that I/we are the owner(s) of the property described herein and hereby give authorization for the filing of this application. I/we do, by my/our signature(s) on this agreement, absolve the City of Santa Clarita of all liabilities regarding any deed restrictions that may be applicable to the property described herein. I/we hereby grant the City admittance to the subject property as necessary for processing of the project application. I/we declare under penalty of perjury that the foregoing statements and answers herein contained, and the information herewith submitted, are in all respect true and correct to the best of my knowledge and belief.

Property Owner Information

Name(s): _____

Address: _____ Phone: _____

City: _____ State: _____ Zip Code: _____ Email: _____

Property Owner Signature

Date

Property Owner Signature

Date

C. APPLICABILITY

As stated Section 17.42.010(6), a Home-Based Cottage Food Operation include an enterprise which produces and sells cottage food products in the home kitchen of a primary residential dwelling unit. A cottage food operation shall be considered an accessory use and shall not operate as a food facility or wholesale food manufacturer. Home-based cottage food operations shall be in accordance with Section 17.66.025 (Cottage Food Operations).

D. PROJECT DESCRIPTION AND JUSTIFICATION STATEMENT

Describe the type of business and the work to be done on the premises. Use additional pages if necessary.

F. CONDITIONS OF APPROVAL

- a. All cottage food operations shall comply with the requirements of the [Los Angeles County Department of Public Health](#) and the [California Department of Public Health](#).
- b. Permitted food products that can be produced at the dwelling unit as part of the cottage food operation shall be limited to those cottage food products listed by the California Department of Public Health.
- c. Only cottage food products produced at the cottage food operation may be sold at the dwelling unit involved.
- d. Any and all equipment, utensils, food, drinks, ingredients, and items used for the cottage food operation shall be stored and used within the dwelling unit involved. No cottage food functions including storage, preparation, mixing, assembling, packaging, and/or labeling may occur in any location outside the registered/permitted area. Examples of areas that may not be used include but are not limited to yards, accessory structures of any kind, vehicles, or any other location that is not inside the living space of the home or otherwise permitted for use or storage by the Los Angeles County Department of Public Health or the California Department of Public Health.
- e. Residents of the dwelling unit and a maximum of one (1) full-time equivalent cottage food employee, not including a family or household member, may be permitted in a cottage food operation.
- f. The establishment of the cottage food operation shall not change the principal character or use of the dwelling unit involved.
- g. No exterior alterations of the dwelling unit involved shall be made which would change the residential character of the home to accommodate the cottage food operation.
- h. No signs shall be permitted for cottage food operations, except those required by government agencies.
- i. No vehicles, trailers (including pick-up trucks and vans) or other equipment, except those normally incidental to the residential use, shall be kept on the site.
- j. Visitation and deliveries incidental to the cottage food operation shall be limited to the hours of seven a.m. to seven p.m., Monday through Friday, eight a.m. to six p.m. Saturdays and Sundays, and shall not be permitted on holidays.
- k. The cottage food operation shall comply with all applicable inspection requirements.
- l. The cottage food operation shall cease, and the permit for the cottage food operation shall become null and void, when the use becomes detrimental to the public health, safety and welfare, or constitutes a nuisance, or when the use is in violation of any statute, law, or regulation.
- m. Additional conditions may be applied as deemed necessary by the Director.

G. ACCEPTANCE OF CONDITIONS

I declare under penalty of perjury that I am aware of and accept all the Conditions of Approval for the above referenced Cottage Food Permit.

I understand that the approval of the City shall not supersede any other required approvals by affected entities including but not limited to, the homeowner, homeowners' association (HOAs), mobilehome or manufactured home park owner.

Property Owner/Applicant Signature

Date

For Official Use Only

Planning approval as marked, subject to all applicable Sections of the Unified Development Code, City of Santa Clarita Community Development Division:

Approved By: _____

Date: _____

Notes: _____