



**City of Camarillo**  
 Department of Community Development  
**COTTAGE FOOD PERMIT**  
 Application

<b>SUBMITTAL</b>	City of Camarillo Department of Community Development 601 Carmen Drive P.O. Box 248 Camarillo, CA 93011-0248 Phone: 805.388.5360; Fax: 805.388.5388 Email: <a href="mailto:comdevemail@cityofcamarillo.org">comdevemail@cityofcamarillo.org</a>	<b>APPLICATION</b> Staff Use	<u>Application</u> <b>Permit</b> <u>CF -</u> Fee \$ <u>                    </u> Received by <u>                    </u> Date Filed <u>                    </u> <b>Transcode #P2</b>
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**NOTE** Prior to submittal of the application, it is advised that the applicant review the requested proposal with the ordinance requirements with the Department of Community Development. In completing the application form, please be accurate and complete. If you have any questions or require assistance, contact the Department of Community Development, Code Compliance Division 805.383.5660.

**APPLICANT**

APPLICANT \_\_\_\_\_

Contact Person (s) \_\_\_\_\_

Email (required) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (8 am – 5 pm) \_\_\_\_\_ Cell \_\_\_\_\_ Fax \_\_\_\_\_

Proposed business name \_\_\_\_\_

County Environmental Health Permit Information:  Class A or  Class B **(Must include copy with application)**

Type of Food \_\_\_\_\_

Will there be an employee (other than a resident):  Yes /  No

Will there be direct sales from the subject property:  Yes /  No

Hours of sales \_\_\_\_\_ Website \_\_\_\_\_

Hours of operation \_\_\_\_\_ Days of operation \_\_\_\_\_

Applicant is  Owner /  Renter of the residence

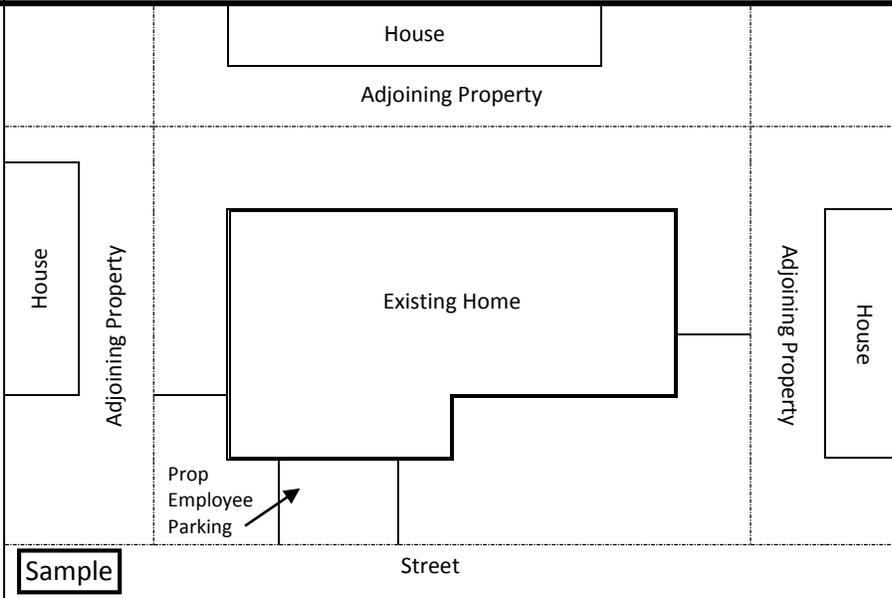
**PURPOSE** Cottage Food Operations may be conducted in the residential unit, provided that they are incidental and secondary to the use of the unit and its residential purposes, and that they type of cottage food has been approved by the Director of Community Development. The Director of Community Development, in approving the Cottage Food Certification, shall not authorize any use that would change the residential character of the residence or would be detrimental to the surrounding community and the public health, safety, and welfare.

**SITE PLAN**

Please include location of the following:

existing home;  available employee parking area; and  approximate location of home on adjoining properties.

**NOTE**



There shall be a minimum separation of 300 feet between properties upon which a cottage food use is located and parking shall be provided in accordance with Section 19.44.050.H.

The following operational requirements apply to cottage food operations:

- A. All cottage food operations must comply with the requirements of the Ventura County Environmental Health Division and the California Department of Public Health. Applicants must first obtain a Cottage Food Operation Class A or Class B Permit from the county prior to submitting an application for a cottage food operation permit under this chapter. A copy of a valid county Class A or Class B permit must be furnished with the application to the department.
- B. Permitted cottage food products that may be produced at the residential dwelling as part of the cottage food operation are limited to those cottage food products listed by the California Department of Public Health.
- C. Cottage food functions including storage, preparation, mixing, assembling, packaging, labeling, or direct sales must occur only within the permitted area.
- D. Residents of the dwelling unit and a maximum of one cottage food employee, not including a family or household member, are permitted in a cottage food operation at any one time.
- E. Only cottage food products produced at the cottage food operation may be sold or sampled at the dwelling unit.
- F. No sit down dining or meal service other than the brief sampling of the cottage food products produced on the premise is permitted.
- G. The establishment of the cottage food operation may not change the principal residential character or use of the dwelling unit involved.
- H. No exterior alteration may be made to the dwelling unit for the purposes of use by the cottage food operation that would change the residential character of the dwelling.
- I. No signs identifying or advertising the cottage food operation are permitted on the premises, except those required by government agencies.
- J. Cottage food operations may not be:
  - 1. Located within 300 feet of the property line of any single family home where another cottage food operation is located; or
  - 2. Located within the same building of an apartment complex or other multi-family housing development (i.e. condominiums or townhomes) where another cottage food operation exists.
- K. Visitation and deliveries incidental to the cottage food operation are limited to the hours of seven a.m. to seven p.m., Monday through Saturday, and are not permitted on Sundays or holidays. This subsection applies to deliveries made by commercial vehicles, as defined in Chapter 11.44 of this code, as well as deliveries made by non-commercial vehicles.
- L. The cottage food operation must comply with all applicable inspection requirements.
- M. Cottage food operations may not create noise levels in excess of those allowed by this code in the applicable zone in which the dwelling unit is located.
- N. Cottage food operations are subject to all residential zoning requirements set forth in this code, so long as such zoning requirements are not in conflict with the provisions of this chapter. Cottage food operations may not engage in any activity that would result in a violation of this code or any local, state or federal law or regulation.
- O. In addition to a cottage food operation permit, cottage food operations must obtain all applicable permits, licenses, and certificates required for the operation of a business under this code.
- P. Cottage food operations must at all times comply with the restrictions on gross annual sales as set forth in California Health and Safety Code Section 113758. Cottage food operators must at all times maintain applicable tax returns or other proof of gross annual sales for the cottage food operation, and must promptly provide such documentation to city officials upon request.
- Q. Additional conditions relating to concentration, traffic control, parking and noise control may be imposed as deemed necessary by the director.

# COTTAGE FOOD PERMIT

<b>PARKING</b>	<p>A. No. vehicles, trailers (including pick-up trucks and vans) or other equipment, except those normally incident to the residential use, may be kept on the site or in the near vicinity in a manner that obstructs the free flow of traffic, or violates the provisions of this code applicable to parking in residential zones, including but not limited to the provisions of Chapter 11.20 and Chapter 19.44 of this code.</p> <p>B. Commercial vehicles, as defined in Chapter 11.44, may not be kept permanently on the site or in the near vicinity to the cottage food operation unless engaged in the delivery of goods or services to the cottage food operation.</p> <p>C. For single family homes, parking spaces in the property's garage or carport (if present) and driveway must be available for the actual parking demand created by the use, including parking spaces for the applicant's and applicant's family members' vehicles, and a parking space for an employee if an employee is present. Parking spaces must comply with the size requirements listed in Chapter 19.44 of this code.</p> <p>D. For multi-family developments, the cottage food operator's designated space(s) must be available for the actual parking demand created by the use, including parking spaces for the applicant's and applicant's family members' vehicles, and a parking space for an employee if an employee is present. On-site parking in an apartment complex or other multi-family residence requires written consent from the property owner, landlord, homeowners association or property manager.</p> <p>E. All applicants must demonstrate reasonable on-street parking within a 300 foot radius of the residential dwelling. On-street parking spaces may be used for persons picking-up and/or delivering materials for the operation, third party retailers, and customers if direct sales on the property are proposed. On-street parking must comply with the applicable provisions of Chapter 11.20 of this code.</p> <p>F. Deliveries and customer visitations to the cottage food operation may not unreasonably interfere with the free flow of traffic in the residential zone.</p>
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<b>SIGNATURE</b>	<p>A Cottage Food permit issued in accordance with the provisions of Section 19.65.050 shall not be transferred, assigned, or used by any person other than the permitted, nor shall said use be at any location other than the one for which the permit is granted.</p> <p>➤ <b>APPLICANT:</b></p> <p>I, the undersigned, agree to abide by, and adhere to, the above conditions for Cottage Foods. Furthermore, I understand that the Cottage Food Permit may be revoked if the conditions are not complied with at all times. <i>I hereby apply for the subject Cottage Food Permit and certify that the information presented is accurate and complete.</i></p> <p><b>APPLICANT SIGNATURE</b> _____ <b>DATE</b> _____</p> <p>➤ <b>PROPERTY OWNER/MANAGER (if other than applicant):</b></p> <p><i>I hereby consent to the filing of the Cottage Food Permit application and that I am the legal owner/manager of the subject property.</i></p> <p><b>Signature</b> _____ <b>Date</b> _____</p>
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<b>CITY REVIEW</b>	<p style="text-align: center;"><input type="checkbox"/> Reviewed County Health Department Permit // Employee parking: <input type="checkbox"/> Approved / <input type="checkbox"/> Denied</p> <p style="text-align: center;"><b>AUTHORIZATION: <input type="checkbox"/> APPROVED / <input type="checkbox"/> DENIED</b></p> <p>Comments _____</p> <p>Signed _____ Date _____</p> <p><b>*Note:</b> This approval is subject to applicant obtaining a City Business License from the Business Tax Division, located at 601 Carmen Drive, Camarillo (Telephone 805.388.5330).</p>
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