

Cottage Food Business Checklist

- Obtain Home Occupancy Permit from the D.C. Department of Consumer and Regulatory Affairs (DCRA) Office of Zoning (202) 727-6311 dcoz@dc.gov
- Read and understand Subtitle K of Title 25 of the District of Columbia Municipal Regulations (DCMR)
- Have scales calibrated and approved by DCRA Office of Weights and Measures (for foods sold by weight) Maintain documentation of this for your inspection (202) 698-2130 dcra-oiwm@dc.gov
- Pass a nationally accredited Certified Food Protection Manager Course approved by the D.C. Department of Health. Contact food.safety@dc.gov for a list of approved course providers.
- Obtain a District-issued Certified Food Protection Manager Certificate, which can be obtained by bringing your CFPM Certification to DC Health with a processing fee of \$35.00
- Make a list of the food products you intend to produce, package, and sell
- Develop labels. Labels must include:
 - o Cottage Food Registry Identification Number (to be issued by DC Health)
 - o A list of ingredients, in descending order by weight, including sub ingredients (for example: "butter (milk, salt)")
 - o A "Contains" statement for allergens (for example: "Contains: eggs, peanuts, and wheat")
 - o A net quantity statement (net weight or net volume-for example: "NET WT. 3oz (85.05g)")
 - o The following required statement: **"Made by a cottage food business that is not subject to the District of Columbia's Food Safety Regulations"**
- Submit Application along with application fee of \$50.00 for one (1) Cottage Food Business Registration Certificate (Re-prints will cost \$5.00 each)
- Obtain Cottage Food Registry Identification Number (Provided to you by DC Health after passing your initial inspection)
- Post the Cottage Food Registration Certificate with the Cottage Food Registry Identification Number at any public event of Farmers' Market where you will be selling your cottage food products

Reminders

- Only the cottage foods listed on your registry application are authorized by DC Health to be produced, packaged, stored, or sold by your cottage food business. A cottage food business is not allowed to sell foods which require temperature control for safety (foods that require refrigeration in their finished state).
- Cottage foods may only be sold at farmers' markets and public events. Cottage foods may NOT be sold wholesale to restaurants or other establishments for them to sell on your behalf.
- Once your application is approved, DC Health will contact you to schedule a pre-opening inspection at your residential kitchen during regular business hours.
- Once obtained, your Cottage Food Business Registration Certificate is valid for a two (2) year period.
- All cottage foods produced by your cottage food operation are required to be labeled.
- If you would like to produce a cottage food that is not on the approved product list in the regulations, you will be required to submit confirmation of the product's pH and water activity from any state accredited laboratory to DC Health for review prior to making that food product. Any food product that is not on the list will need to be approved by DC Health.
- Take extra care to ensure you are processing foods safely. Wash your hands often, wear clean clothing, do not contact the food products with your bare hands, monitor temperature control for your ingredients, and keep children and pets out of the kitchen while you are preparing cottage food products. Please see Title 25-K of the District of Columbia Municipal Regulations (DCMR) for more detailed requirements/helpful information.