

## CFO APPLICATION CHECKLIST

The items listed below are required documents for a Cottage Food Operations application to be considered **completed**:

- A copy of the Fictitious Business Name Statement **OR** a copy of an LLC **OR** Articles of Organization
- A copy of the Seller's Permit **OR** a copy of the Business Tax Certificate issued by local jurisdiction.
- A copy of the Home Occupation Permit issued by the local zoning department
- A copy of Food Handler Certificates for all persons preparing or packaging CFO products [Food Handlers List](#) **OR** from any other "ANSI" accredited provider
- Sample labels for CFO foods as per attached labeling guidelines: [CDPH Labeling Requirements](#)
- Submit CFO Application through the portal: [Cottage Food Application Portal](#)

If you have any questions, please contact Kern County Environmental Health at:  
2700 M Street, Ste 300, Bakersfield CA 93301  
(661) 862-8740  
[ehcottagefood@kerncounty.com](mailto:ehcottagefood@kerncounty.com)

***An application fee will be collected prior to review by the Cottage Food Specialist for paper applications.***

Document	Contact	Phone	Address
Fictitious Names	Kern County Clerk	661-868-3588	1115 Truxtun Ave, Bakersfield CA 93301
Seller's Permit	California Department of Tax and Fee Administration	661-395-2880	1800 30th Street, Suite 380 Bakersfield, CA 93301
Business License	Kern County Sheriff's Office	661-391-7690	1350 Norris Road, Licensing Unit, Bakersfield, CA 93308
Home Occupancy Permit (Unincorporated Areas)	Kern County Planning Department	661-862-8600	2700 M Street, Suite 100 Bakersfield, CA 93301
Home Occupancy Permit (Incorporated Areas)	Delano Community Development Department	661-721-3340	1015 11th Avenue, Delano, CA 93215
	Bakersfield Planning Department	661-326-3733	1715 Chester Avenue, Bakersfield, CA 93301
	McFarland Planning Department	661-792-3091	401 West Kern Avenue, McFarland, CA 93250
	Ridgecrest Planning & Zoning	760-499-5060	100 West California Avenue, Ridgecrest, CA 93555
	Tehachapi Planning Department	661-822-2200 x 114	117 South Robinson Street, Tehachapi, CA 93561
	Taft Planning and Development	661-763-1222	209 East Kern Street, Taft, CA 93268
	Shafter Planning Department	661-746-5002	336 Pacific Avenue, Shafter CA 93263
	Wasco Planning Division	661-758-7200	764 East Street, Wasco, CA 93280
	California City Planning Department	760-373-8661	21000 Hacienda Boulevard, California City, CA 93505

*Grounded in Health*