

**NAPA COUNTY
PLANNING, BUILDING AND ENVIRONMENTAL SERVICES**

COTTAGE FOOD PERMIT

APPLICATION PACKET

1. Application Completeness Checklist
2. Application Form
3. Statement of Request
4. Plan Requirements
5. Sample Graphics
6. County Code Section

COTTAGE FOOD PERMIT

APPLICATION COMPLETENESS CHECKLIST

1. ___ Completed application **signed** by owner and applicant.
 2. ___ Detailed narrative describing type of business, product or service provided, and any associated use or on-site activities.
 3. ___ Completed Permit Application Supplemental Information Sheet.
 4. ___ To-Scale Site Plan (including one black-line 8½" by 11" reduction)
 5. ___ To-Scale Floor Plan (including one black-line 8½" by 11" reduction) with office space marked on plans.
 6. ___ Check for \$_____made out to County of Napa.
 7. ___ Additional Information Required by Planning Division
- ___ _____
- ___ _____



A Tradition of Stewardship
A Commitment to Service

NAPA COUNTY PLANNING, BUILDING, AND ENVIRONMENTAL SERVICES

COTTAGE FOOD PERMIT APPLICATION

FOR OFFICE USE ONLY

ZONING DISTRICT: _____	Date Submitted: _____
REQUEST: _____	Date Complete: _____
_____	_____
_____	_____

TO BE COMPLETED BY APPLICANT
(Please type or print legibly)

PROJECT NAME: _____

Assessor's Parcel #: _____

Site Address/Location: _____
No. Street City State Zip

Property Owner's Name: _____
No. Street City State Zip

Mailing Address: _____
No. Street City State Zip

Telephone #: (____) _____ - _____ Fax #: (____) _____ - _____ E-Mail: _____

Applicant's Name: _____

Mailing Address: _____
No. Street City State Zip

Telephone #: (____) _____ - _____ Fax #: (____) _____ - _____ E-Mail: _____

Status of Applicant's Interest in Property: _____

Representative Name: _____

Telephone # (____) _____ Fax #: (____) _____ E-Mail: _____

I certify that all the information contained in this application, including but not limited to the information sheet, water supply/waste disposal information sheet, site plan, floor plan, building elevations, water supply/waste disposal system site plan and toxic materials list, is complete and accurate to the best of my knowledge. I hereby authorize such investigations including access to County Assessor's Records as are deemed necessary by the County Planning Division for preparation of reports related to this application, including the right of access to the property involved.

Signature of Property Owner Date

Print Name

Signature of Applicant Date

Print Name

TO BE COMPLETED BY PLANNING, BUILDING, AND ENVIRONMENTAL SERVICES

Application Fee \$ _____ Receipt No. _____ Received by: _____ Date: _____

COTTAGE FOOD PERMIT APPLICATION
SUPPLEMENTAL INFORMATION

I. USE

A. Description of Proposed Use (including where appropriate product or service provided, and any associated use or on-site activities): _____

B. Additional Licenses/Approval Required:

District: _____ Regional: _____

State: _____ Federal: _____

II. BUILDINGS

A. Floor Area of residence (excluding any attached garage or workshop) in square feet): _____

B. Floor area of portions of existing residence to be utilized as kitchen: _____

III. TYPICAL OPERATION

Proposed

A. Days of Operation: _____

B. Expected Hours of Operation: _____

C. Number of Employees: _____

D. Anticipated Number of Business-Related Visitors

 •busiest day: _____

 •average/week: _____

E. Anticipated Number of Business-Related Deliveries/Pickups

 •busiest day: _____

 •average/week: _____

SITE PLAN REQUIREMENTS

One (1) copy of a site plan drawn to scale showing the following information:

- a) Property lines of the subject parcel;
- b) Location and names of all streets, rights-of-way, and driveways serving the parcel(s);
- c) Location and setbacks of existing and proposed property improvements (structures, waste disposal systems, wells, access roads and parking, etc.) from the property line(s) of the subject parcel;
- d) North arrow, graphic map scale, date plan prepared, and the applicant's name;

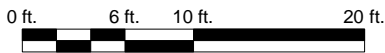
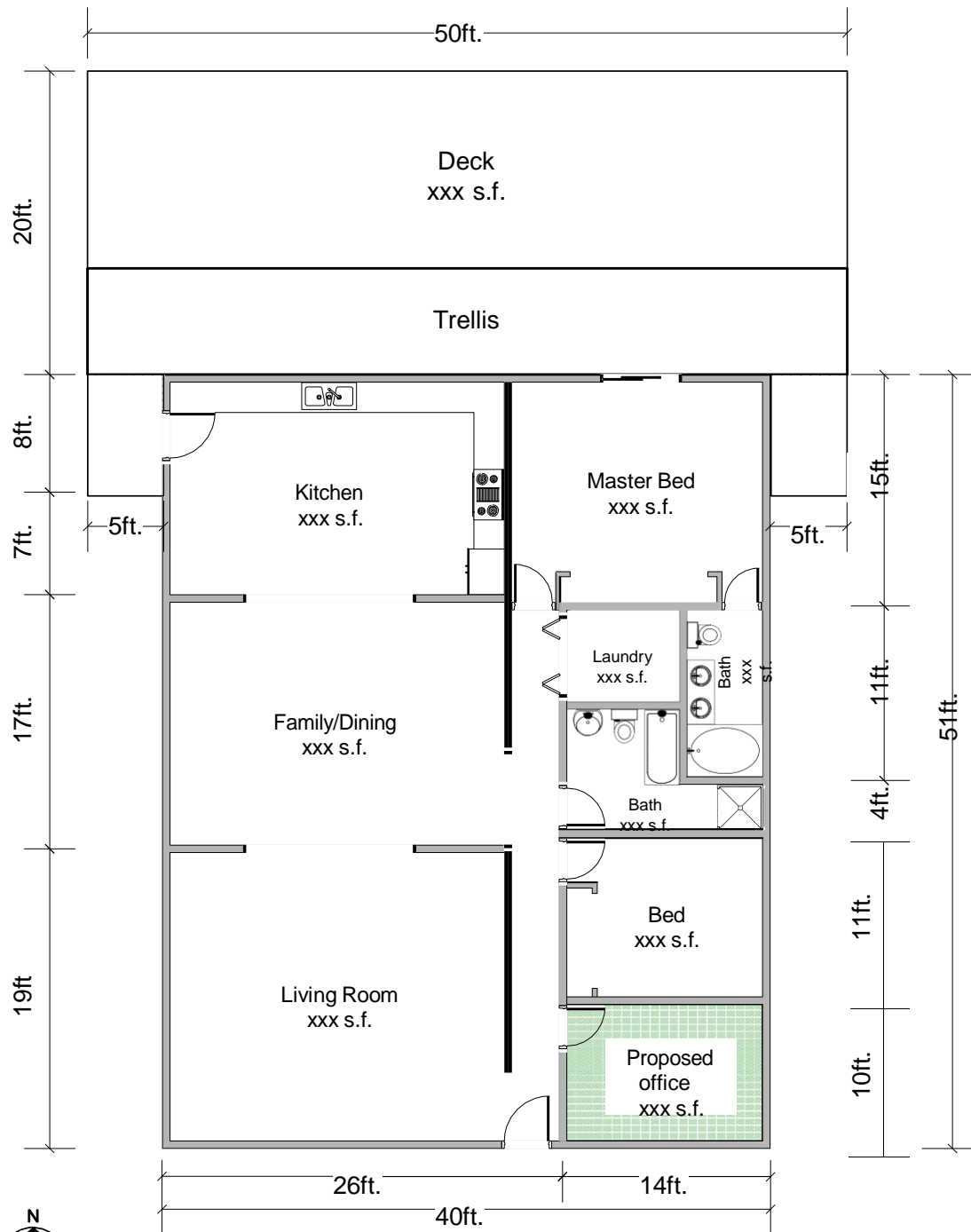
Plans on sheets larger than 8 ½" by 11" shall be accompanied by one (1) clear, clean, readable, black-line reduction on 8 ½" by 11" paper. A graphic scale of the reduced plan shall be indicated.

FLOOR PLAN REQUIREMENTS

One (1) copy of a floor plan of the entire dwelling in which a home occupation is proposed, drawn to a scale showing the following information:

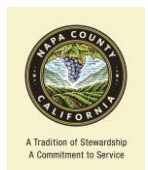
- a) Name of property owner and assessor's parcel numbers;
- b) Dimensions, area and use of all rooms, including the area to be used as the home office;
- c) Graphic map scale, date of plan preparation, and applicant's name;

Plans on sheets larger than 8 ½" by 11" shall be accompanied by one (1) clear, clean, readable, black-line reduction on 8 ½" by 11" paper. A graphic scale of the reduced plan shall be indicated.

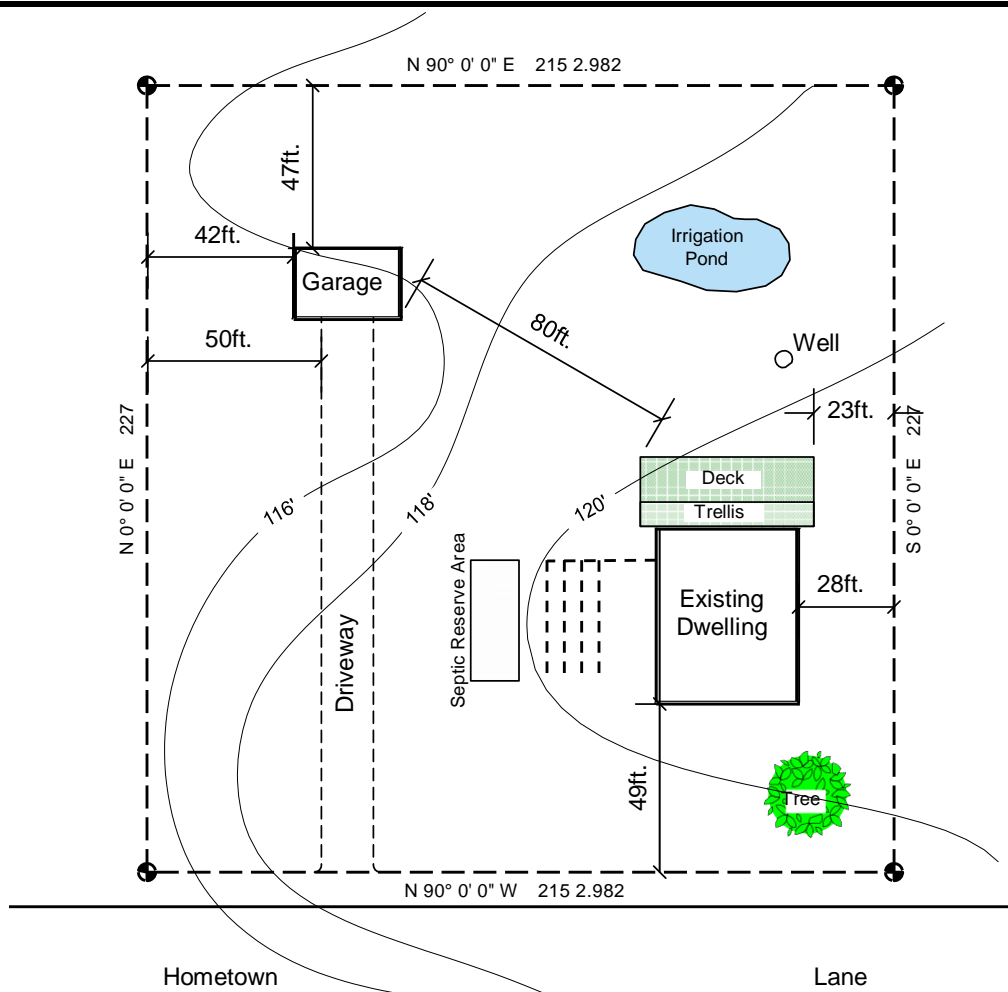


Floor Plan

APN:
Name:
Address:
Phone:



COUNTY OF NAPA
 OFFICE OF PLANNING, BUILDING & ENVIRONMENTAL SERVICES
Sample Floor Plan for Permit Submission



Each different plan shall fill a minimum 11" x 17" sheet of paper. Plans and notes shall be legible.

Provide all of the information requested in the title blocks. Indicate the scale and show a North Arrow on each site plan.

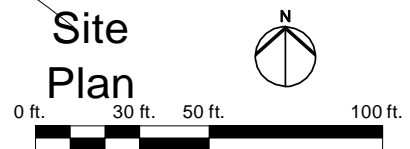
Did you remember to:

- Show access to property.
- Show all property lines and the distances of all structures to those property lines.
- Show all roads, streets, driveways, rivers, reservoirs, dams, creeks, streams, paths and the distance from centerline of roads, streets and highways.
- Show all buildings and/or structures on the property, existing and proposed and the distances between those buildings and/or structures.
- Show all easements.
- Show all water wells, fire hydrants, water storage tank(s), LP gas tank(s).
- Show all septic system(s) and required 100% expansion area (reserve area). *
- Show stock pile(s) of dirt, soil, rocks and/or earth.

Five copies of the site plan are required for all building permits.

* Reserve area is a County code requirement. You must identify an adequate reserved area on your site plan.

This reserve area will be reviewed on a case by case basis. If you have a very small parcel or a parcel with unusual site constraints you may be required to prove reserve area before a clearance on your building permit may be issued.



Site Plan

APN:	
Name:	
Address:	
Phone:	



COUNTY of NAPA

OFFICE OF PLANNING, BUILDING & ENVIRONMENTAL SERVICES
Sample Site Plan for Permit Submission

18.08.195– Food Cottage Operation.

Cottage food operation means an enterprise within the registered or permitted area of a dwelling unit where the cottage food operator, as defined by California Health and Safety Code 113758, resides and where cottage food products pursuant to California Health and Safety Code 113758 are prepared or packaged for direct, indirect, or direct and indirect sale to consumers.

The following rules and standards shall apply to each cottage food operation:

- A. The applicant for the cottage food operation permit shall be the individual who conducts the cottage food operation from his or her private dwelling unit and is the owner of the cottage food operation. The permit shall not be transferable to another operator, nor transferable to another site.
- B. No greater than one cottage food employee, as defined by California Health and Safety Code Section 113758(b)(1), and not including a family member or household member of the cottage food operator shall be permitted on the premises of the cottage food operation.
- C. The cottage food operation shall be registered or permitted by the County Environmental Health Officer in accordance with Section 114365 of the California Health and Safety Code. Cottage food operations shall comply with all California Health and Safety Code requirements.
- D. The use shall be conducted within the kitchen of the subject dwelling unit except for attached rooms within the dwelling that are used exclusively for storage or bookkeeping. No greater than 25 percentage of the dwelling may be used for the cottage food operations, and it shall not be conducted within an accessory building, excepting that the Zoning Administrator may grant approval of storage of minor processing operations within a garage or accessory building if the applicant demonstrates that the kitchen within the residence is not suitable for the type of food to be produced; the activity complies with Health and Safety Code requirements; and no greater than 150 square feet of the garage or accessory building is utilized for the operation..
- E. No signage or advertisement identifying the cottage food operation shall be permitted on the premises.
- F. There shall be no change in the outside appearance of the dwelling unit or premises, or other visible evidence of the conduct of such cottage food operation.
- G. Except for vehicle parking, no outdoor portions of the premises shall be utilized for cottage food operation including outdoor sales and visitation.
- H. Direct sales of products from the site of the cottage food operation shall be conducted by prior appointment-only, and shall not exceed an average of 3 visitors per day or greater than 10 visitors in a single day. NO customers of the cottage food operation shall be permitted to dine at the premises.
- I. No greater than one visitor’s vehicle and one non-resident employee’s vehicle shall be parked on site at any time. All on site vehicle parking shall be conducted in a manner consistent with County Code.

- J. Direct sales and cottage food operation related deliveries shall not occur between the hours of 8 p.m. and 7a.m.
- K. The use shall conform to the noise standards prescribed in County Code Section 8.16.
- L. Gross annual sales shall not exceed the amount specified in California Health and Safety Code Section 113758.
- M. No cottage food operation shall be allowed unless an administrative permit has first been issued for such use pursuant to Chapter 18.126.