

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 http://dcra-oiwm@dc.gov
- Pass a nationally accredited Certified Food Protection Manager (CFPM) Course approved by DC 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. The application and instruction to obtain a DC Health-Issued ID Card can be found at <https://dchealth.dc.gov/node/1405511>
- Complete a DC Health Cottage Food Registry Application and include a list of the cottage food products you would like to produce, package, and sell.
- Develop labels in accordance with 25-K DCMR 104. Labels must include:
 - o Cottage Food Registry Identification Number (to be issued by DC Health)
 - o The name of the cottage food product
 - o The ingredients of each cottage food product, in descending order by weight, including sub ingredients (for example: "butter (milk, salt)")
 - o Allergen information as specified by federal labeling requirements
 - o Nutritional claims, if any as specified by federal labeling requirements
 - o A statement printed in ten (10)-point or larger type letters in a color that provides a clear contrast to the background of the label that reads:

**Made by a cottage food business that is not subject to
the District of Columbia's Food Safety Regulations**

(Sample Label is provided in 25-K DCMR 104.3 of the Cottage Food Regulations)

- Submit all documents along with Registration Fee of \$50.00 for one (1) Cottage Food Business Registration Certificate (Re-prints will cost \$5.00 each)
- DC Health will issue a Cottage Food Registration Certificate to you after your registry application and preoperational inspection (if required) are approved by DC Health.

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 NOT be sold wholesale to restaurants or other establishments for them to sell on your behalf.
- 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 as required in the Cottage Food Regulations (25-K DCMR 104).
- 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 and approval prior to making that food product.
- 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, and keep children and pets out of the kitchen while you are preparing cottage food products.

- For more detailed requirements and helpful information, please review “Safe Food Practices” in Title 25-K DCMR 109 of the Cottage Food Regulations.