

HOME USE PERMIT APPLICATION
General HUP / Cottage Food Operator Permit



APPLICANT INFORMATION:

Name: _____
Address: _____
Telephone: _____ Fax _____
E-mail: _____

PROPERTY OWNER INFORMATION:

Name: _____
Address: _____
Telephone: _____ Fax _____
E-mail: _____

SITE INFORMATION:

Site Address: _____
Assessor's Parcel Number: _____ Zone District _____ General Plan _____
If there is a homeowners association, list the association's business address:

SELECT ONE TYPE:

A. _____ General Home Use Permit

Type of business to be conducted: _____
Will the proposed business involve use of the home other than an office with a telephone and mailing address?
Yes: _____ No: _____ If yes, please describe: _____
Will a vehicle be used for the proposed business? Yes: _____ No: _____
Will the proposed business involve the use of any specialized equipment, which is not commonly found in a household?
Yes: _____ No: _____ If yes, please describe: _____
List the types and quantities of any chemicals or hazardous materials, which will be stored or used on-site in connection with the proposed use. _____

B. _____ Cottage Food Operator Permit

SBCO Permit No. _____

Type of Permit Requested: _____ Class A – Direct Sales _____ Class B – Direct & Indirect Sales

Product Name & Description: _____

The application for a Cottage Food Operator (CFO) Permit shall include a dimensioned site plan and floor plan showing the following:

- Dimensioned Site Plan – showing location of dwelling unit on the property; location of parking for occupant, employee(s) and customers (if applicable). Include adjacent streets and indicate surrounding uses on the plan (size to be no smaller than 8-1/2 x 11 inches nor larger than 11 by 14 inches)
- Dimensioned Floor Plan of Interior of Dwelling Unit – showing entire dwelling unit and identifying spaces within the unit where the Cottage Food Operation will occur, including square footage of the total space and square footage of the Cottage Food Operation.
 - a. Spacing: No Cottage Food Operator shall be approved if: (1) the property line of the site of the proposed use is located within 300 feet on the same street or the corner of a cross-street of the property line of any single family home where another Cottage Food Operation operates under an existing HUP; or (2) if the proposed use is located within the same building of an apartment complex or other multi-family housing (i.e. condominium or townhome) where another Cottage Food Operation operates under an existing HUP (CFO);.

Standard Conditions – General Home Use Permit

Permit No. HUP _____ Address: _____

The following Special Standards shall be conditions of approval for each Home Use Permit. Additional conditions may be imposed by the Planning Manager if required to insure compatibility with existing neighboring residential uses.

1. All applicable provisions of the Lompoc City Code are made a part of these conditions of approval in their entirety, as if fully contained herein.
2. The home use shall be located entirely within a residence in a residentially zoned property.
3. There shall be no employees in connection with the home use, within the home at any time including before or after the workday, other than a member of the resident household.
4. There shall be no use of materials or mechanical equipment not recognized as part of normal household or hobby uses.
5. There shall be no customers of the business or sales of products on the premises.
6. The business shall not involve the use of commercial vehicles for delivery of materials to or from the premises other than a vehicle not to exceed the capacity of one (1) ton, owned by the business owner which shall be stored in an entirely enclosed garage.
7. Storage of materials and/or supplies related to the business, outside the residence, is not permitted.
8. No signs shall be displayed on the site in connection with the home use. There may be advertising on a vehicle, that should not exceed three (3) square feet in total. Magnetic signage is recommended.
9. In no way shall the appearance of the dwelling be altered to identify the business and change the residential character of the existing neighborhood.
10. There shall be no use of utilities or community facilities beyond that normal to the use of the property for residential purposes as defined in the district.

Applicant's Signature

Date

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Standard Conditions – Cottage Food Operation Permit

Permit No. CFO _____ Address: _____

The following Special Standards shall be conditions of approval for each Cottage Food Operator (CFO) Permit. Additional conditions may be imposed by the Planning Division if required to insure compatibility with existing neighboring residential uses. Consistent with the operational requirements set forth in California Health and Safety Code Section 114365 et seq., a Cottage Food Operation shall comply with the following:

1. All applicable provisions of the Lompoc City Code are made a part of these conditions of approval in their entirety, as if fully contained herein.
2. The Cottage Food Operation shall be registered with the Santa Barbara County Office of Environmental Health and conform with all regulations of AB 1616.
3. Food preparation shall take place entirely within the permitted area of the residence which is the private kitchen area with storage located in the same structure in residentially zoned property.
4. Only foods defined as "non-potentially hazardous" are approved for preparation by CFO's. The California Department of Public Health will establish and maintain a list of approved cottage food categories on their website which will be subject to change.
5. There may be one full-time equivalent employee (not counting family members or household members).
6. No signage shall be displayed on the site in connection with the CFO. There may be advertising on a vehicle that should not exceed three (3) square feet in total. Magnetic signage is recommended.
7. Class A CFO's are allowed to engage in "direct sale" (transaction between a CFO and a consumer making a direct purchase from the CFO), including up to two (2) customers on-site at one time.
8. Class B CFO's may engage in both "direct sale" and "indirect sale" of cottage food products (transaction where a consumer purchases products made by the CFO from a third-party retailer and can be immediately consumed on the premises).
9. No Cottage Food Product preparation, packaging, or handling may occur concurrent with any other domestic activities, including, but not limited to, family meal preparation, guest entertaining or dishwashing.
10. No infants, small children, or pets may be in the Registered or Permitted Area during the preparation, packaging, or handling of any Cottage Food Products.
11. Equipment and utensils used to produce Cottage Food Product shall be clean and maintained in a good state of repair.
12. All food contact surfaces, equipment, and utensils, used for the preparation, packaging, or handling of any Cottage Food Products shall be washed, used, and sanitized before each use.
13. All food preparation and food and equipment storage areas shall be maintained free of rodents and insects.
14. No preparation, packaging, storage, or handling of Cottage Food Products and related ingredients and/or equipment shall occur outside of the Registered or Permitted Area.
15. Smoking shall be prohibited in the Registered or Permitted Area during the preparation, packaging, storing, or handling of Cottage Food Products and related ingredients and equipment.
16. A person with a contagious illness shall refrain from work in the Registered or Permitted Area of the Cottage Food Operation.

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17. A person involved in the preparation or packaging of Cottage Food Product shall keep his or her hands clean and exposed portions of his or her arms clean and shall wash his or her hands before any food preparation or packaging activity.
18. Water used during the preparation of Cottage Food Products shall meet potable drinking water standards.
19. A person who prepares or packages Cottage Food Products shall complete a food processor course instructed by the California Department of Public Health within three months of becoming registered or permitted.
20. A Cottage Food Operation shall properly package and label all Cottage Food Products in compliance with the Federal Food, Drug and Cosmetic Act (21 U.S.C. Section 343 et seq.) and the Department's additional labeling requirements.

Applicant's Signature

Date