



Winnebago County

# Health Department

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FOR OFFICE USE ONLY	
Date:	_____
Amt. Rec'd:	_____
Check/Cash/Credit/Epay:	_____
Receipt No.:	_____
Registration No.:	_____

## Cottage Food Operation/Home-To-Market Registration

Business Name: \_\_\_\_\_ Business Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_ Website: \_\_\_\_\_

Owner: \_\_\_\_\_ Owner Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Certified Food Protection Manager ID: \_\_\_\_\_ (Attach copy of certificate) Expiration Date: \_\_\_\_\_  
 Food Allergen Training Provider: \_\_\_\_\_ (Attach copy of certificate)  
 If previously registered, current registration number: \_\_\_\_\_

A cottage food operation may produce a wide variety of food and drink in their home kitchen.  
**Check all products you intend to produce.**

### Low-risk shelf stable products:

- Jams, Jellies, Preserves, Syrups
- Fruit Butters, Fruit Pies, Fruit Pastries, Empanadas
- Bread, Tortillas, Cookies, Scones or Other Baked Goods **without frostings or cheese.**
- Dehydrated or Dried Fruits, Vegetables, and Spices (dried spices, herbal teas, fruit leathers, apple chips, etc.)
- Roasted and/or Ground Coffee or Nuts
- Candies and Caramels

### Items requiring additional information (food safety plan, standardized recipe, lab test results; must be attached to application):

- Salad Dressings, Vinegars, Infused Oils
- Cheesy Bread or other Baked Goods Containing Cheese
- Fermented Foods (kimchi, kraut, etc.)
- Acidified Fruits or Vegetables (pickles, shrubs, hot sauces, relishes, condiments, etc.)
- Cakes, Cupcakes, and Other Baked Goods **with frostings and icings**
- Fresh Cut Fruit & Vegetables (zucchini noodles, pasta salads with veg, fruit bowls, etc.)
- Canned Tomato Products
- Vegan Soups, Vegan Meals, or other Heat-Treated Produce
- Fresh-Pressed Juices or Bottled Drinks
- Other: \_\_\_\_\_

## Sales Avenues

Food and drink produced by a cottage food operation shall be sold directly to consumers for their own consumption and not for resale. Sales to retail stores such as restaurants, grocery stores, or bakeries are prohibited. Sales to third party distributors for resale are prohibited. Sales to third party distributors that deliver products on your behalf are prohibited. All sales of cottage foods are limited to within the State of Illinois. A cottage food operation may sell products outside of the municipality or county where the

cottage food operation is located. A copy of your Certificate of Registration must be available upon request by any local health department.

**Please indicate how you will sell your products. Check all that apply.**

Pick-up from my home or farm (Note: cottage food businesses selling from their home may be prohibited from some sales activities at home by local laws that apply to all cottage food operations. Please check with your unit of local government about requirements on parking, signage, customer counts, etc.)

On-farm store

Delivery to or pick-up from a third party private property with consent of the property holder (i.e. drop off/pick-up location/pop-up stand)

Online sales

Delivery directly to customer

Farmers Market/Fairs/Festivals/Pop up stand/Public event

Shipping (Each cottage food product that is shipped must be sealed in a manner that reveals tampering, including, but not limited to, a sticker or pop top. **Cottage foods may NOT be shipped across state lines.**)

Other: \_\_\_\_\_

If you selected "Shipping" from above, please describe how you will seal your product in a manner that reveals tampering:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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### Signage

At the point of sale, notice must be provided in a prominent location that states the following: **"This product was produced in a home kitchen not inspected by a health department that may also process common food allergens. If you have safety concerns, contact your local health department."** At a physical display, notice shall be a placard. Online, notice shall be a message on the cottage food operation's online sales interface at the point of sale.

**Indicate all the ways in which you will notify customers at point of sale:**

Prominent placard at my booth/stall (8in x 10in minimum)

Signage placed prominently at the pick-up location at my home/farm (8in x 10in minimum)

Language placed prominently at the point of sale on my website or sales platform

Other: \_\_\_\_\_

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### Labeling

All cottage food products must be pre-packaged in the home kitchen. The food packaging must conform to the labeling requirements of the Illinois Food, Drug and Cosmetic Act, and must contain the following phrase in prominent lettering: **"This product was produced in a home kitchen not inspected by a health department that may also process common food allergens. If you have safety concerns, contact your local health department."**

#### Special Labeling Opportunity for Local Ingredients

If you are using any ingredients grown or raised on an Illinois farm and purchased directly from the farmer, you are entitled and encouraged to use the following terminology on your label: **Illinois Grown, Illinois-Sourced, Illinois Farm Product**

#### Request for a labeling exemption:

Cottage food operators may request an exemption from product packaging for foods that are not easily packaged (ie. wedding cakes), for foods that are more suited to bulk containers or display cases (ie. donuts or scones), or for other reasons. If the exemption is granted, the cottage food producer must include all labeling requirements on a receipt or similar document that is delivered to that consumer with the product, and the cottage food warning sign must still be present at point of sale. The local health department has the authority to accept or deny the exemption request.

Request for product packaging exemption

Please list the products for which you are requesting an exemption and provide a rationale:

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### Employees

Employees are allowed under cottage food law. All persons that prepare or package food must have their Certified Food Protection Manager Certificate. The CFPM is not required for employees that handle sales, marketing, admin or other facets of the business.

List all persons that prepare or package food:

Name: \_\_\_\_\_ CFPM number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_  
Name: \_\_\_\_\_ CFPM number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_  
Name: \_\_\_\_\_ CFPM number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

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### Checklist of Required Information

A copy of a valid Food Service Protection Manager Certificate (CFPM)

A product label and/or laboratory testing results as required for **each product category selected in Section 2.**

If on a private water supply, a copy of water test results showing satisfactory E. coli/Coliform bacteria results

If producing acidified or fermented foods (pickles, kraut, kimchi, etc.), one of the following:

- A. A completed food safety plan and representative pH Test from an approved lab for each product with a different food safety process.

Example: Delia makes pickled cucumbers, pickled beets, kimchi, and hot sauces. Each of these four products requires a different process to make. She will need to submit a food safety plan and pH test for all four products.

Example: Janae makes a pickled cucumber recipe that has 5 different variations (one with dill, one with jalapenos, one with more sugar, one with stevia, and one with ginger). Although the recipes vary slightly, the pickling process is the same for all five recipes. Janae must submit just one food safety plan and a pH test for at least one pickle recipe as evidence that her process is safe. A pH test and food safety plan is not required for all five recipe variations.

- B. An approved recipe that has been tested by the United States Department of Agriculture (USDA) National Center for Home Food Preservation or the cooperative extension office of any state.

If producing canned tomatoes or canned tomato products (ie. salsa, pasta sauce, etc.), one of the following is required.

- A. pH test from an approved lab for each canned tomato recipe
- B. An approved canning recipe that has been tested by the United States Department of Agriculture or a cooperative extension system located in this State or any other State in the United States.

\$ 50.00 Registration Fee in cash, check, card, or via epay.

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### Owner Statement

The information provided in this application accurately represents my operation; and I understand that I must grant the local health official access to my residence for the purpose of inspection in the event of complaint related to my product(s) as outlined in the legislation.

I understand that if an inspection is warranted, I may be charged a fee by the health department.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Completed registration form, all supporting documentation, and registration fee must be submitted to WCHD by one of the following methods:

**In Person:** 555 N. Court St., Rockford IL · **Mail:** P.O. Box 4009, Rockford, IL 61110-0509 · **E-mail:** [environmental@wchd.org](mailto:environmental@wchd.org)

Fee may be paid with cash, check, card, or on epay at: <https://www.wchd.org/environmental-health/environmental-health-forms>