

# PASO ROBLES CA

Guide for Starting Cottage Food Operations

## QUICK START PERMIT GUIDE



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## COTTAGE FOOD OPERATIONS

### QUICK START STEPS

#### 1. Visit the Paso Robles Chamber of Commerce (PRCC) Website

- a. The PRCC website has a number of resources available to help you plan, launch, manage and grow your business
- b. For further inquiries, the PRCC can be contacted at (805) 238-0506

#### 2. Acquire a Home Occupation Permit

- a. Steps 3-4 are not required by the city to acquire a business license or home occupation permit but are required by the county
- b. The City of Paso Robles requires cottage food production to have a Home Occupation Permit
- c. This permit application can be found at the city's Community Development Department web page <http://www.prcity.com/government/departments/commdev/planning/forms-applications/index.asp>
- d. For more information on home occupation regulations visit [http://library.municode.com/ca/el\\_paso\\_de\\_robles/codes/code\\_of\\_ordinances?nodeId=TIT21ZO\\_ARTIIIDEST\\_CH21.23ZOADERVAAPAP\\_21.23.070HOOC](http://library.municode.com/ca/el_paso_de_robles/codes/code_of_ordinances?nodeId=TIT21ZO_ARTIIIDEST_CH21.23ZOADERVAAPAP_21.23.070HOOC)

#### 3. Determine Operation Class

- a. "Class A" CFOs must annually register with San Luis Obispo County public health agency
- b. "Class B" CFOs must receive an initial inspection and then register and obtain an annual permit from the San Luis Obispo County public health agency
- c. For information on class operation type, visit <http://www.cdph.ca.gov/Programs/CEH/DFDCS/CDPH%20Document%20Library/FDB/FoodSafetyProgram/CottageFood/RegistrationPermitRequirements.pdf>

#### 4. Receive County Permit

- a. It is recommended that prior to applying for a business license the operation is inspected by San Luis Obispo's County Public Health Department
- b. To apply for an inspection and permit, visit <http://www.slocounty.ca.gov/Departments/Health-Agency/Public-Health/eh.aspx>

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### 5. Apply for Business License

- a. Apply online at <http://businesslicense.prcity.com/PrimeWeb/Apply/GettingStarted/BusinessLicense>
- b. Your business license may remain in a pending status until you are issued a building permit if your selected commercial location requires tenant improvements

### 6. Set-up a Meeting With the BEST

- a. The Business and Entrepreneurial Success Team (BEST) was created for you!
- b. This resource, offered by the Paso Robles Chamber of Commerce, includes a diversified team of Paso Robles professionals and business owners who are passionate about supporting business and entrepreneurs interested in starting, expanding, or relocating in/to Paso Robles

Here is how it works:

1. Give us a call at (805) 238-0506 and answer a few questions about your proposed or existing business
2. We will take your information, set-up a meeting, and put together a customized team of local professionals eager to assist you
3. Meet our team. Ask questions, get advice, build a network of contacts to assist you moving forward
4. Continue to work with your BEST contacts as new questions/issues arise



### IMPORTANT NOTE

This quick start guide is specific to acquiring a permit and license in the City of Paso Robles. This does not cover information regarding state licensing as the applicant is responsible for acquiring the proper licensing and certifications from the state in their respective industry.