



CHECKLIST TO APPLY FOR A MICROENTERPRISE HOME KITCHEN OPERATION (MEHKO)

MEHKO Business Name:	
MEHKO Owner Name:	Owner Phone:
Email Address:	

<u>Attached</u>	<u>Required Document</u>
	MEHKO PERMIT APPLICATION
	MEHKO STANDARD OPERATING PROCEDURES
	SELF-CERTIFICATION CHECKLIST
	WASTEWATER DISPOSAL (choose one): Sanitary sewer: submit proof of sanitary sewer connection (sewer bill, sewer connection permit, property tax bill (is sewer company is listed) Septic system: Submit a copy of a recent septic pumper's report including a 30-minute water test
	WATER SOURCE (choose one): Public Water System or Community Services District: submit proof of potable water source, such as a water bill. Private Water Supply (identify the source-well, spring, surface, etc.)- Submit water quality lab test results for E. coli, total coliform, and nitrates- from a State Certified Laboratory.

Once the application packet and applicable fee are received, the Department will review and respond within 20 business days, typically via email. Food products not allowed per California Retail Food Code and special food processes requiring a Hazard Analysis Critical Control Point Plan will be denied. The application process may be delayed if required documents and information are not received. The MEHKO permit application packet will expire 90 calendar days from the date the packet and applicable fee are received. Fees are not refundable.

Office Use Only	<i>Application SR#</i>	<i>Application AR#</i>
	<i>Support:</i>	<i>Date:</i>



PERMIT APPLICATION & CERTIFICATION STATEMENT

DEPARTMENT OF ENVIRONMENTAL HEALTH
CONSUMER PROTECTION DIVISION
1555 Berger Dr., Suite 300
San Jose, CA 95112-2716
Phone (408) 918-3400
Website: www.ehinfo.org
Email: dehweb@deh.sccgov.org

Owner Information:

Owner Name: _____
(First and Last Name of MEHKO Owner, no Inc., LLC, or partnership)

Phone: _____ Ext: _____ Email: _____

Has/Does the owner had/have a permit to operate a Facility in Santa Clara County? No Yes (If Yes, please answer the following):

Facility ID#: FA0 _____ Facility Name: _____

MEHKO Information:

MEHKO Name (DBA- may not have Inc. or LLC in name): _____

Address: _____ Unit #: _____ City: _____ ST: _____ Zip: _____

Website (if applicable): _____

Social Media Apps (if applicable): _____ Internet Intermediary (if applicable): _____

Emergency/Alternate Contact: _____ Phone: _____

Please send Official/Billing Correspondence to:

Owner Other (Please specify below):
OR Name: _____ Care of: _____
Address: _____ Unit #: _____ City: _____ ST: _____ Zip: _____

This permit is renewable annually. A permit will not be issued or renewed until the application is complete, all fees have been paid in full, and/or all applicable inspections have been passed. The undersigned certifies, under penalty of perjury, that to the best of his/her knowledge and belief, the statements made herein are complete, correct, and true.

The undersigned hereby applies for a **Permit to Operate and agrees to operate in accordance with all applicable state and local regulations, laws, ordinances, and codes.** Payment of the required fee(s) and late penalties, if any, to secure a valid permit, is required before commencing or continuing operation. Failure to do so may result in a misdemeanor citation, fines, and permit suspension/revocation proceedings. **NOTIFY** the Department of Environmental Health **of any change** in the type of business activity, name, billing address, or ownership by calling the number above within 14 calendar days of a change. **PERMITS AND FEES ARE NOT TRANSFERABLE**

NOTE: Any information contained in this application is a matter of public record and is available to the public under the California Public Records Act.

Signature: _____ Date: _____

Print Name: _____ Phone: _____

FOR OFFICE USE ONLY:

Facility ID# FA0 _____ (Add New) New Owner ID# OW0 _____ (Add New)

City Code: Stanford (19) Unincorporated Area (16)

Business Code: 02

General Program ID# PR0 _____ (Add New) Designated Employee ID: _____

P/E: FP45 Status: 01 (Active Billable) Current Permit Valid from: _____ / _____ / _____ to _____ / _____ / _____

General Permit ID# PT0 _____ (Add New) Permit Status: 21 Permit Type: P

Permit Conditions and Descriptions: [Supervisor Initials _____] Add Modify Delete Conditions:

Approved by: _____ Date: _____ Bill customer Payment Rcv'd Ck#: _____
(Specialist)

Supervisor: _____ Date: _____ Date e/Mailed: _____ \$: _____

Support Staff: _____ Entered Date: _____ New AR#: _____ Invoice #: _____



MICROENTERPRISE HOME KITCHEN OPERATION (MEHKO) SELF-CERTIFICATION CHECKLIST

MEHKO Business Name:	Date:
MEHKO Owner Name:	

I self-certify that my MEHKO food operation will conform to the following requirements:

Facility Requirements: INITIAL HERE: _____
The MEHKO is in the private primary home where I reside.
Permission has been given by the property owner to operate a MEHKO from this residence.
The MEHKO will not exceed verifiable gross annual sales limitations based on California Consumer Price Index.
All preparation, packaging, storage, or handling of MEHKO food products will take place in the private kitchen within my home (products may be stored in attached rooms within the home that are used exclusively for storage).
Sleeping quarters are excluded from areas used for MEHKO food preparation or storage.
A bathroom with a sink that has warm water at a minimum of 100°F, liquid hand soap and paper towels are available for handwashing.
Sanitation Requirements: INITIAL HERE: _____
Kitchen equipment and utensils used to produce MEHKO products will be clean, maintained in good repair, and protected from contamination.
A sink is available with hot and cold water. Hot water is available at a minimum of 120°F.
All food contact surfaces, equipment, and utensils used for the preparation, packaging, or handling of any cottage food products will be washed, rinsed, and sanitized before each use. A sanitizer solution of 100ppm chlorine may be used (may use plain bleach.)
All food preparation and food/equipment storage areas will be maintained free of rodents and insects.
Food Preparation Requirements: INITIAL HERE: _____
MEHKO operator must obtain a Food Safety Certificate. <i>The Food Safety Certificate must be available for review during routine inspections.</i>
MEHKO employee (if applicable) and all persons that prepare or package MEHKO products must obtain a Food Handler Card. <i>The Food Handler Card must be available for review during routine inspections.</i>
Hands will be washed immediately before handling foods and after any activity that contaminates the hands such as after using the toilet, coughing, or sneezing, changing a diaper, touching pets, cleaning house, handling chemicals, eating or smoking.

Food, food-contact surfaces, and utensils will be protected from contamination.

Food will be free from adulteration and spoilage.

Single-use gloves will be worn if the food handler has any cuts, sores, rashes, artificial nails, nail polish, rings (other than a plain ring, such as a wedding band), uncleanable wrist brace, or fingernails that are not clean, smooth, or neatly trimmed.

- Hands will be washed before putting on gloves.
- Gloves will be changed as often as handwashing is required.

All food ingredients used in the MEHKO products will be from an approved source.

During MEHKO operations, domestic activities such as family meal preparation, dishwashing, clothes washing or ironing, kitchen cleaning or guest entertainment will be excluded from the kitchen.

Infants, small children (younger than 12 yr. old), and pets will be excluded from the kitchen.

Smoking will be prohibited in the area(s) of the home used for the MEHKO.

Any person with a contagious illness or is ill with vomiting and diarrhea will not work or enter the permitted area of the MEHKO.

Advertisement & Residential Requirements:

INITIAL HERE: _____

The MEHKO residence will not post signage or other displays advertising the MEHKO.

If the MEHKO business is advertised (i.e., website, social media, print ads, etc.), it will indicate the name of the enforcement agency that issued the permit, permit number, and a statement that the food prepared is "Made in a Home Kitchen".

The MEHKO will not use the word "catering" or any variation of the word in any advertisement related to the MEHKO.

The MEHKO will comply with local noise and nuisance ordinances.

Obligation to Discontinue Operation:

INITIAL HERE: _____

The MEHKO must discontinue operating if certain problems arise. These include, but are not limited to the following:

- Cockroach, rodent, or fly infestation.
- No electricity
- Fire
- Lack of or broken refrigeration
- No available sanitizer to wash dishes.
- Ill food handler/employee
- Any other condition that poses an imminent health hazard to the public



MICROENTERPRISE HOME KITCHEN OPERATION (MEHKO) STANDARD OPERATING PROCEDURES

PLEASE PRINT OR TYPE ALL INFORMATION.

HOME KITCHEN OPERATOR INFORMATION			
Name of Operation:		Operator's Phone Number:	
MEHKO Owner's Name:		MEHKO Employee's Name (if applicable):	
MEHKO's Address:		City:	State: ZIP:
Email:		Website (if applicable):	

PROPOSED HOURS OF OPERATION						
Please describe a typical schedule of your operation including day(s)/time(s) when food is prepared and served.						
Sun:	Mon:	Tue:	Wed:	Thurs:	Fri:	Sat:
_____	_____	_____	_____	_____	_____	_____
Estimated number of meals to be prepared each day. <u>Cannot exceed 30 meals per day, and no more than 90 meals per week.</u>						
Sun:	Mon:	Tue:	Wed:	Thurs:	Fri:	Sat:
_____	_____	_____	_____	_____	_____	_____

GENERAL REQUIREMENTS	
Please read each statement carefully and initial to confirm your understanding. Contact Santa Clara County Department of Environmental Health with questions.	
I understand that no more than one full-time employee, not including family members or household members, is allowed.	_____ Initials
I understand that all food must be served, or delivered to the customer, on the same day as it is prepared or cooked. Leftovers will not be used, sold, or given away.	_____ Initials
I understand that food processes that require a Hazard Analysis Critical Control Point Plan, as specified, including but not limited to smoking, curing, reduced oxygen packaging, and sous vide are not allowed.	_____ Initials
I understand that the production, manufacturing, processing, freezing, or packaging of milk or milk products such as cheese, ice cream, yogurt, sour cream, butter, and the service and sale of raw oysters and raw milk is not allowed.	_____ Initials
The areas used for my MEHKO must always be clean, sanitary, in good repair, and free of vermin (i.e., cockroaches, rodents, flies).	_____ Initials
I understand that my MEHKO is subject to an annual inspection by Santa Clara County Department of Environmental Health and if a complaint is received or a food-illness investigation is needed. <i>The Department of Environmental Health may seek reimbursement of inspection costs if the MEHKO is found to be in violation.</i>	_____ Initials

FOOD PROTECTION & STORAGE

I will use a calibrated probe thermometer to confirm that the temperature of all potentially hazardous food is held at, or above, 135°F or at, or below, 41°F.

Initials

I will verify, with a calibrated probe thermometer, that food of raw animal origin or containing food of raw animal origin will be cooked to meet minimum internal temperature requirements as follows:

- poultry, ground poultry, stuffed meat/fish/poultry, pasta stuffed with meat to 165°F for 15 secs.
- ground meat to 155°F for 15 secs
- pork, fish, eggs to 145°F for 15 secs

Initials

I understand that all food must be obtained from an approved source. An approved source means a place that has an operating permit with the Department of Environmental Health (i.e., grocery store, Farmer's Market, convenient store).

Initials

1. List and describe all areas where food and utensils used for the MEHKO will be stored.

WARE WASHING

1. Multi-use utensils and equipment will be cleaned and sanitized using the following method(s): *(check all that apply)*

- Utensil washing sink Dishwasher

2. Type of sanitizer that will be used:

- Chlorine (100 ppm – 1 tablespoon of unscented chlorine bleach per gallon of water)
- Another approved sanitizer: _____

Describe your cleaning and sanitizing process. **State law requires that kitchen utensils use the three-step cleaning process: 1) wash with soapy water, 2) rinse with just water, 3) sanitize with a sanitizing agent such as bleach.*

FOOD SERVICE/DELIVERY

I understand food orders and payments may be accepted via internet, mail, or phone. All food must be delivered directly (in person) to the customer. No food can be delivered via third-party delivery service (non-employee, non-household, and non-family members), unless the customer has a physical or mental condition that is a disability which limits their ability to access the food without the assistance of a third-party delivery service. Records must be maintained on the number and dates of food deliveries.

Initials

1. Will you be allowing on-site dining in your home? If so, please describe all areas where the food will be served in your residence.

2. Will food be delivered to customers? No Yes *(If yes, please answer the following):*

Will the food be delivered within 30 minutes of packaging? No Yes
If delivery, exceeds 30 minutes, how will food temperatures be maintained hot/cold?

3. Will food be available for pick up by customers? No Yes *(If yes, please answer the following):*

Will the food be picked up within 30 minutes of packaging? No Yes
If pickup, exceeds 30 minutes, how will food temperatures be maintained hot/cold?

LIQUID WASTE/ REFUSE

I understand that in the event of septic failure or plumbing issues the MEHKO must immediately contact the Department of Environmental Health and cease all MEHKO preparation until repairs are completed and all affected areas are cleaned and sanitized.

Initials

I understand, grease and oil waste cannot be disposed down any sinks in the MEHKO residence.

Initials

1. Where and how will garbage be discarded on your property?

2. How often is garbage picked up from your property?

FOODS TO BE PREPARED

- . List all cooking equipment, such as ovens, stoves, etc. and food equipment, such as blenders, food processors, cutting boards, etc. used for the MEHKO. *Please note that food contact surfaces must be easily cleanable and non-absorbent.*
2. What constitutes a meal for your MEHKO? List all "meals" proposed. Example: 12" pizza = 1 meal, tamale plate combination = 1 meal.

