



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

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 30 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	City Code: <input type="checkbox"/> 16 county area	Application SR#	
FA#	P/E: FP	Status: 01 04	FHC: <input type="checkbox"/> No <input type="checkbox"/> Yes – exp: / /
Permit Type: P PE PV	Permit Valid Dates: / / to / /	Sr. Specialist: Date: / /	
Permit Condition:		Supervisor: Date: / /	
Assigned Specialist:		Support: Date: / /	