

Submitting a Request for Change

A Request for Change is **ONLY** for cottage food operation permits. This online form is for the following changes: adding to your food list, updating business name, updating contact information, and/or uploading food handler card or business license.

1. Log into the MyHD portal.

[Home](#)[Features](#)[How It Works](#)[Log In](#)[Sign Up](#)

Sacramento County Environmental Management Department

11080 White Rock Road, STE 200, Rancho Cordova, California 95670 | [Visit Official Website](#)

You can utilize this online service to access all things related to the Department, including applications, payments, and other services. In order to do so you must create an account. You can do so by [SIGNING UP](#) or accessing an existing by [LOGGING IN HERE](#)

Click [HERE](#) to view your local Inspections

2. Under “How can we help you?”, locate and click on “Apply for a Permit”.

How can we help you?

[Apply for a Permit](#) | [View Current Applications](#)

[Access Cross Connection/Backflow Prevention Portal](#) | [View Current Applications](#)

[Request Other Services](#)

[Make a Payment](#) | [View Payment History](#)

3. Click on “Cottage Food”.

Please select which action you would like to take

Cottage Food

4. Then click on “[Request for Change](#)” again.

Cottage Food Applications



5. Fill out the application information. **Be sure to enter your existing permit number.**

Required fields are marked with an asterisk *

This form is for EXISTING permits/registrations only.

Permit Number Search

Begin typing to search...

Email Address Search

Begin typing to search...

6. Once the request for change is filled out, upload the required documents. Click on “Choose File” to select your documents, enter a description in the box below, and then click on “[Upload File](#)”.

File Uploads

file

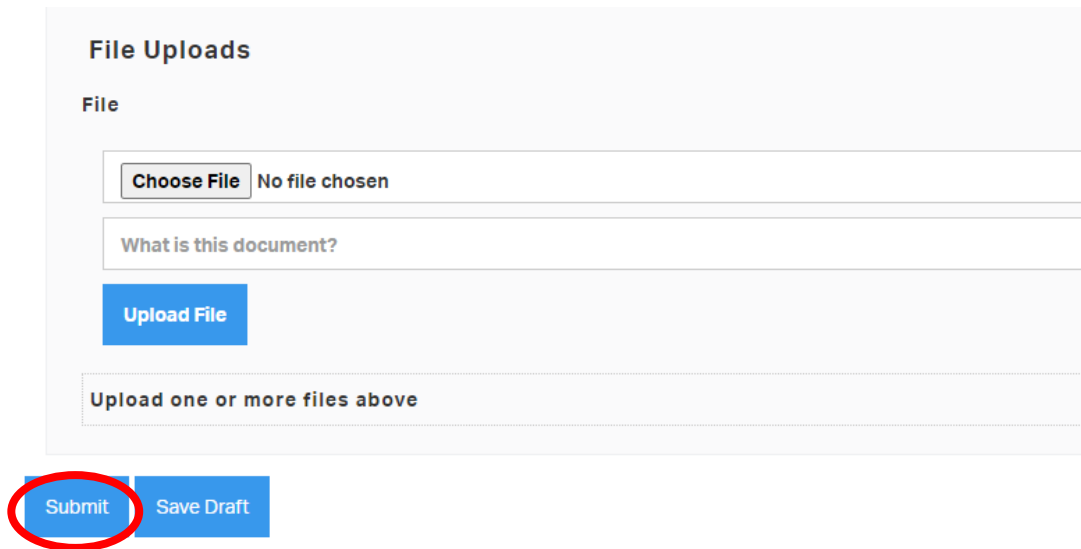
Choose File No file chosen

What is this document?

Upload File

Upload one or more files above

7. Click “[Submit](#)”, or “[Save Draft](#)” if you need to return to your request for change later.



The screenshot shows a 'File Uploads' section. It includes a 'File' label, a 'Choose File' button, and the text 'No file chosen'. Below this is a text input field labeled 'What is this document?'. A blue 'Upload File' button is positioned below the input field. At the bottom of the section is a dashed box containing the text 'Upload one or more files above'. Below the 'File Uploads' section, there are two blue buttons: 'Submit' and 'Save Draft'. The 'Submit' button is circled in red.

8. To locate any drafts, click on “[Saved Drafts](#)” in the top right corner.

