

Renewing a Cottage Food Permit

1. Log into the MyHD portal.

*If this is your first time using the portal, follow the instructions in **Creating a MyHD Account & Making a Payment** guide.*



Home Features How It Works Log In Sign Up

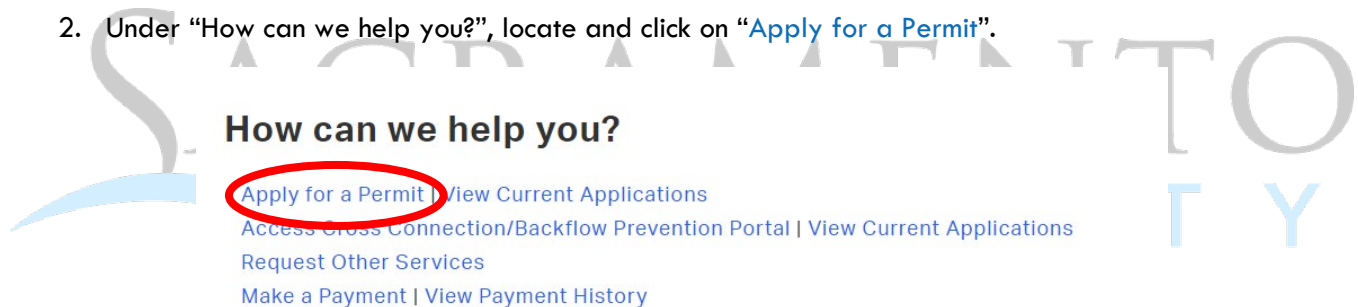
Sacramento County Environmental Management Department

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](#)”.



3. Click on “[Cottage Food](#)”.

Please select which action you would like to take



4. Then click on “[Cottage Food Operation](#)” again. *This screen is where you can upload your food handler card later.*

Cottage Food Applications



5. Select “Renewal” for Application Type. Search using your permit number (PR#) to link your current permit. Click on “Select” once you find the desired permit.

General Application Information

Have you obtained planning approval to operate as a CFO from the City/County Planning Department?

Yes

General Application Information

Application Type

Renewal

Permit Number Search

Begin typing to search...

6. Fill out the application information. *All required fields are in red.*

7. Review the Approved Cottage Foods, Labeling Requirement, and Self-Certification Checklist.

8. Once the application 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”.
The portal will not let you submit your application without uploading the Food Product List, Business License, and Sample of Label.

Please describe documents accurately. Example: Business License, Food Product List, Food Safety Certificate, Sample of Label, Water Well Test Result

File Uploads

File

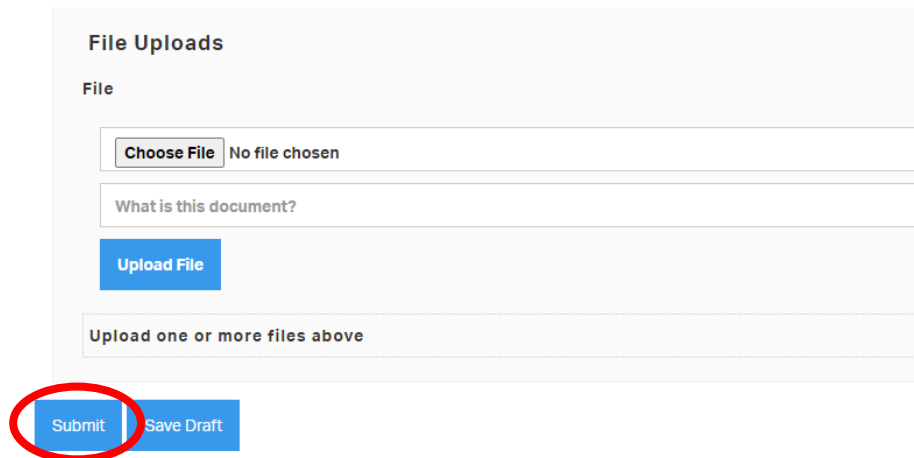
Choose File No file chosen

What is this document?

Upload File

Upload one or more files above

9. Click “[Submit](#)”, or “[Save Draft](#)” if you need to return to your application later.



File Uploads

File

[Choose File](#) No file chosen

What is this document?

[Upload File](#)

Upload one or more files above

[Submit](#) [Save Draft](#)

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

