

APPLICATION FOR COTTAGE FOOD OPERATOR PERMIT

- See the following web page for application instructions and submission options: nj.gov/health/cottagefood
- Complete all information. The Department will not process incomplete applications.
- Application fees are non-refundable.

IMPORTANT: This application is subject to public access and disclosure pursuant to N.J.S.A. 47:1A-1 et seq., and other laws. If privacy or confidentiality concerns exist with respect to information the applicant must supply in support of this application, please email the Cottage Food Project at cfo@doh.nj.gov before submitting application.

SECTION I – APPLICATION INFORMATION

Application Date 02/20/2025	Check or Money Order/Payment Confirmation Number	Payment Date 02/20/2025
Type of Request ☒ A new permit. ☐ Renewal of an existing permit. License number: _____		

SECTION II – APPLICANT INFORMATION

Applicant Name First Name Middle Initial Last Name					
Michelle		B`		Padover	
Business trade name or “doing business as” (DBA) name (if applicable) Coluna Coffee & Cookies					
Applicant Residential Street Address (this must be the same as the location of the kitchen at which applicant will prepare cottage food products)					
Street Address 1 79 Lessing Rd.		Street Address 2		City West Orange	State Zip Code NJ 07052
Mailing Address (if different than applicant residential address)					
Street Address 1		Street Address 2		City	State Zip Code
Telephone Number (201) 739-6871		Email Address (at which applicant will receive official Department communications) michelle@colunacoffeecookies.com			

SECTION III – COTTAGE FOOD PRODUCT INFORMATION

Indicate the information below for the non-TCS food that the applicant will produce as a cottage food operator. Applicant should indicate each major food allergen that a product type is likely to contain, click all that apply. Enter more products on page 3. *Note: Requests for approval of other non-TCS food products not listed may be submitted to the Department in writing pursuant to N.J.A.C. 8:24-11.					
Product Type	Baked goods (including bread, rolls, biscuits, cakes, cupcakes, ☒)	Major Food Allergens	☒ Milk ☒ Tree Nuts ☒ Eggs	☐ Peanuts ☐ Fish ☐ Wheat	☐ Shellfish ☒ Soybean ☐ Sesame
Product Name	Gluten Free Chocolate Chip Cookies				
Product Type	Baked goods (including bread, rolls, biscuits, cakes, cupcakes, ☒)	Major Food Allergens	☐ Milk ☒ Tree Nuts ☐ Eggs	☐ Peanuts ☐ Fish ☐ Wheat	☐ Shellfish ☐ Soybean ☐ Sesame
Product Name	Gluten Free Vegan Banana Bread (walnut or plain)				
Product Type	Popcorn and caramel corn ☒	Major Food Allergens	☒ Milk ☐ Tree Nuts ☐ Eggs	☐ Peanuts ☐ Fish ☐ Wheat	☐ Shellfish ☒ Soybean ☐ Sesame
Product Name	Chocolate Drizzle, Sea Salt & Pepper, Chili Lime, Cheddar				
Product Type	Roasted coffee and dried tea ☒	Major Food Allergens	☐ Milk ☐ Tree Nuts ☐ Eggs	☐ Peanuts ☐ Fish ☐ Wheat	☐ Shellfish ☐ Soybean ☐ Sesame
Product Name	Miles Above, Wild Horses, Toddler Energy, El Indio Decaf				

SECTION IV – APPLICANT REPRESENTATIONS AND CERTIFICATION

Facility Requirements

- Yes ☒ The cottage food operation is in a private dwelling where I reside.
- Yes ☒ All cottage food products are prepared in the private kitchen within my home.
- Yes ☒ Sleeping quarters are excluded from areas used for cottage food preparation and storage.

Sanitation Requirements

- Yes ☒ Handwashing facilities are conveniently located, accessible, and supplied with warm running water, soap, and clean paper towels
- Yes ☒ Kitchen equipment and utensils used for cottage food preparation are clean and in good repair.
- Yes ☒ Food contact surfaces are cleaned and sanitized before each use.
- Yes ☒ The premises are maintained free of rodents and insects.

Cottage Food Preparation and Packaging Requirements

- Yes ☒ Food workers wash their hands before working with food, and after any activity that contaminates the hands such as after using the restroom, eating, smoking, or touching pets.
- Yes ☒ Food workers do not handle ready-to-eat food with their bare hands. Single-use gloves, tongs, or other effective means are used.
- Yes ☒ If used, single-use gloves are changed or replaced as often as handwashing is necessary.

Limitations/Exclusions During Cottage Food Preparation and Packaging

- Yes ☒ Domestic activities such as family meal preparation, dishwashing, clothes washing, and kitchen cleaning are not conducted.
- Yes ☒ Infants, children and pets are excluded from the kitchen.
- Yes ☒ Potable drinking water is used for handwashing and warewashing, and as a cottage food product ingredient.
- Yes ☒ Smoking is prohibited.
- Yes ☒ Ill food workers are excluded from the kitchen.

Prerequisite Information

- Yes ☒ I have checked with my local municipal government and there are no local ordinances or zoning requirements that would prevent me from operating a home-based food business.
- No ☒ Does the cottage food kitchen use private well water?

-If Yes, submit a copy of microbiological (total coliform) analysis of the private well water that is conducted using samples collected no earlier than 60 days prior to the filing date of this application.

-If No, submit a copy of most recent water bill for the location of the cottage food kitchen.

- Yes ☒ I am a certified food protection manager in good standing with the accredited program. I attach a true copy of my food protection manager certificate or other proof of my credential.
- Yes ☒ I am aware that my gross annual sales from cottage food products cannot exceed \$50,000. If this is an application to renew my existing cottage food operator permit, I represent that in the past year, gross sales receipts from cottage food products did not exceed \$50,000.
- Yes ☒ Photocopies of original records that I am submitting with this application are true, complete, and correct copies of the original records.

I certify that the statements I make in this application are true. I am aware that if any statement I make in in this application is willfully false, I am subject to civil administrative penalties under N.J.A.C. 8:24-8.9, denial of my application and/or revocation of my permit. By typing my name below, I intend to sign this Application for Cottage Food Operator Permit.

Name of Applicant: Michelle B. Padover

Date: 02/20/2025

**New Jersey Department of Health
Consumer, Environmental and Occupational Health Service**

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Product Type	Roasted coffee and dried tea v	Major Food Allergens	☐ Milk	☐ Peanuts	☐ Shellfish
Product Name	Luna Negra Espresso, Kilimanjaro Espresso Reserve		☐ Tree Nuts	☐ Fish	☐ Soybean
			☐ Eggs	☐ Wheat	☐ Sesame
Product Type	Roasted coffee and dried tea v	Major Food Allergens	☐ Milk	☐ Peanuts	☐ Shellfish
Product Name	Chocolate Lovers Blend, La Laja Honey		☐ Tree Nuts	☐ Fish	☐ Soybean
			☐ Eggs	☐ Wheat	☐ Sesame
Product Type	(Select Item)	Major Food Allergens	☐ Milk	☐ Peanuts	☐ Shellfish
Product Name			☐ Tree Nuts	☐ Fish	☐ Soybean
			☐ Eggs	☐ Wheat	☐ Sesame
Product Type	(Select Item)	Major Food Allergens	☐ Milk	☐ Peanuts	☐ Shellfish
Product Name			☐ Tree Nuts	☐ Fish	☐ Soybean
			☐ Eggs	☐ Wheat	☐ Sesame
Product Type	(Select Item)	Major Food Allergens	☐ Milk	☐ Peanuts	☐ Shellfish
Product Name			☐ Tree Nuts	☐ Fish	☐ Soybean
			☐ Eggs	☐ Wheat	☐ Sesame
Product Type	(Select Item)	Major Food Allergens	☐ Milk	☐ Peanuts	☐ Shellfish
Product Name			☐ Tree Nuts	☐ Fish	☐ Soybean
			☐ Eggs	☐ Wheat	☐ Sesame
Product Type	(Select Item)	Major Food Allergens	☐ Milk	☐ Peanuts	☐ Shellfish
Product Name			☐ Tree Nuts	☐ Fish	☐ Soybean
			☐ Eggs	☐ Wheat	☐ Sesame
Product Type	(Select Item)	Major Food Allergens	☐ Milk	☐ Peanuts	☐ Shellfish
Product Name			☐ Tree Nuts	☐ Fish	☐ Soybean
			☐ Eggs	☐ Wheat	☐ Sesame
Product Type	(Select Item)	Major Food Allergens	☐ Milk	☐ Peanuts	☐ Shellfish
Product Name			☐ Tree Nuts	☐ Fish	☐ Soybean
			☐ Eggs	☐ Wheat	☐ Sesame
Product Type	(Select Item)	Major Food Allergens	☐ Milk	☐ Peanuts	☐ Shellfish
Product Name			☐ Tree Nuts	☐ Fish	☐ Soybean
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Product Type	(Select Item)	Major Food Allergens	☐ Milk	☐ Peanuts	☐ Shellfish
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