



Steve Troxler
Commissioner

North Carolina Department of Agriculture
and Consumer Services
Food and Drug Protection Division

Daniel L. Ragan
Director

Application for Home Processor Inspection

Section 1 Business Information

NAME OF APPLICANT: _____

NAME OF BUSINESS: _____

ADDRESS OF PROCESSING FACILITY:

Street address

City

Zip

County

APPLICANT MAILING ADDRESS (if different from above)

Street address

City

Zip

County

ADDITIONAL CONTACT INFORMATION:

Primary phone #

Alternate phone #

Email Address

Section 2 Home Requirements

Have you contacted your local town/city zoning committee to verify you can operate a food business on this property? Yes No

The business will be using:

A public water supply: Attach a current copy of your bill.

A non-public/non-municipal water supply (ex. well water): You must have your water tested for coliforms within one year of your application submission. Include a copy of your test results with your completed application.

Do you have pets that come in your home at any time? * Yes No

* Pets in the home are a violation of Good Manufacturing Practices

Section 3 Production Information

TYPE OF PRODUCTION:*

- | | | |
|--------------------------------------|--|------------------------------------|
| <input type="checkbox"/> Baked Goods | <input type="checkbox"/> Acidified Foods (pickled)** | <input type="checkbox"/> Dry Goods |
| <input type="checkbox"/> Breads | <input type="checkbox"/> Jams or Jellies | <input type="checkbox"/> Peanuts |
| <input type="checkbox"/> Cakes | <input type="checkbox"/> Honey | <input type="checkbox"/> Candy |
| <input type="checkbox"/> Pies | <input type="checkbox"/> Dressings/Sauces | |
| <input type="checkbox"/> Cookies | | |

Other (please list): _____

* Products not processed or manufactured in any way (gift baskets, prepackaged goods) do not require inspection.
**Must provide certification of NCSU Acidified Foods School for Entrepreneurs or an equivalent FDA certified course

Refrigerated or frozen products may not be produced at home.
Low-acid canned foods may not be produced at home.

DESCRIBE YOUR PRODUCT (types, styles, packaging, etc.) _____

HOW OFTEN WILL YOU OPERATE/PRODUCE YOUR PRODUCT?
(ex. days/week): _____

NUMBER OF EMPLOYEES ANTICIPATED: _____

ATTACH A BRIEF WRITTEN BUSINESS PLAN TO INCLUDE:

1. Ingredients used and the suppliers
2. A plan for storage for supplies, equipment, and finished product
3. A general production flow- including procedures and equipment used
4. How you will transportation of products
5. List potential locations where you plan to sell your product (ex. farmers market, retail from home, local fairs, local businesses)

Section 4 Product Labeling

Any self-serve products to be sold must be adequately packaged to protect them from contamination. A label must be affixed to the package bearing the common or usual name of the product, a declaration of ingredients in descending order of predominance, the name and complete address of the firm or party responsible for the manufacture or distribution of the product, and a declaration of net contents.

Nutrition labeling may not be required. More information at:

<http://www.fda.gov/Food/GuidanceComplianceRegulatoryInformation/GuidanceDocuments/FoodLabelingNutrition/FoodLabelingGuide/default.htm>

A copy of my product label is attached.

A food item made and sold directly to a consumer does not require any labeling information on the products or any form of display, but must be available upon request.

My product will not require a product label.

Section 5 Applicant Signature

This application and all requested materials, as listed below, should be submitted to:

homeprocessing@ncagr.gov

or

Martha Osborne
PMB #180
13000 S. Tryon St, Ste. F
Charlotte, NC 28278-7602

By signing this application, you are confirming that all information is accurate and true. Failure to supply all requested information may result in a delay in processing your application.

Please allow two weeks for processing of your application from the date of post marking. Once your application is approved, a Food Regulatory Specialist will contact you to arrange an on site inspection.

Inspectors may require that your product be tested for pH and/or water activity prior to the inspection to ensure it is safe for home production.

Following a compliant inspection, you will be permitted to produce and sell your product.

Applicant Signature

Date

Printed Name

Section 6 Attachment Checklist

Ensure the following are included with your application:

- Water bill or water coliforms test results (required per Section 2)
- Business plan (required per Section 3)
- Product label (if required per Section 4)
- Acidified Foods Course Certificate (if required per Section 3)