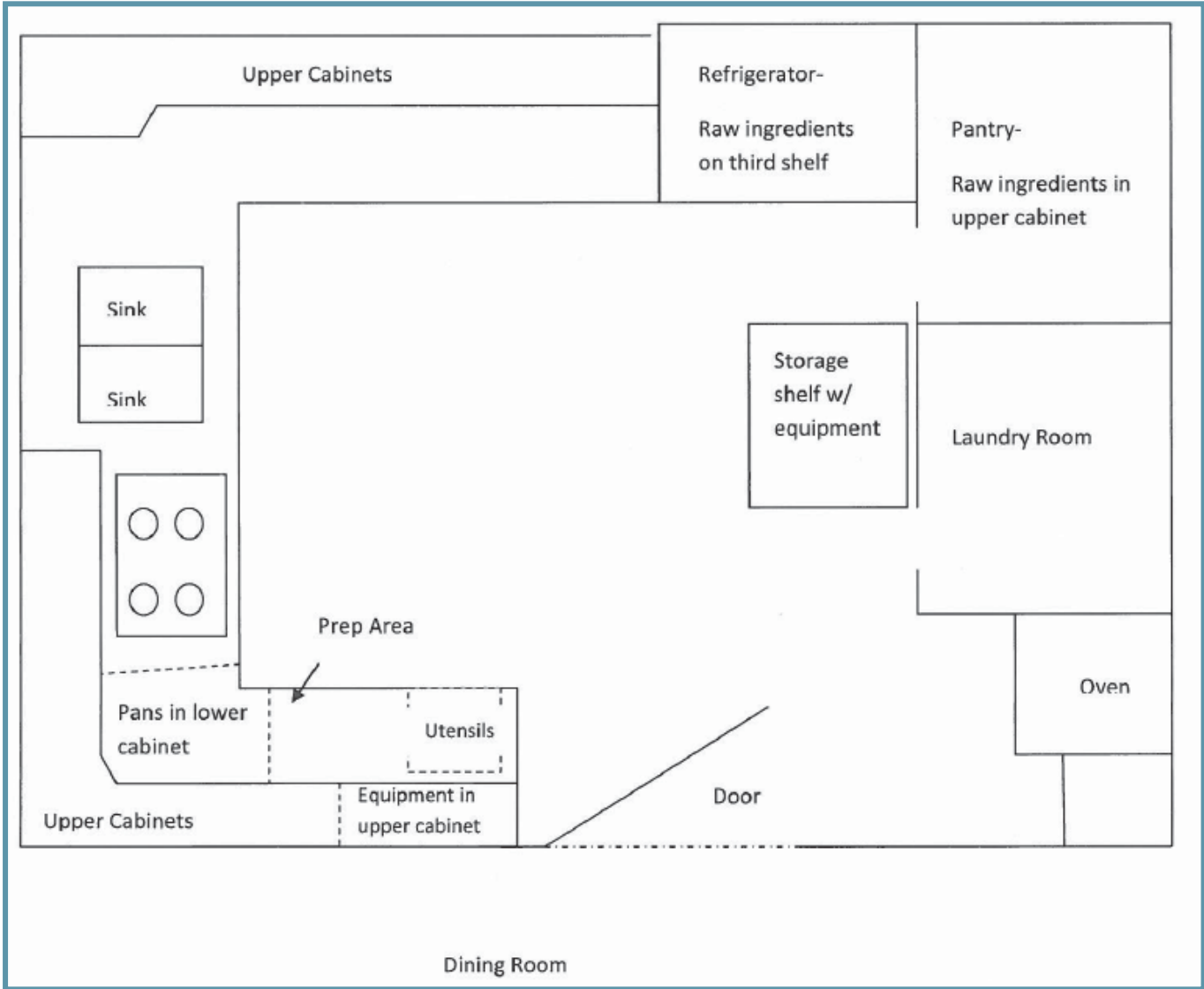


Application for a Home Food Processing Operation

Date of Application: 10-17-2017		County in which business is located: Southumberland	
Business Name:	Grannie's Cookies		
Owner Name:	Katelyn Gunter		
Phone:	804-786-3520		
Email Address:	granniescookie54@xyz.com		
Business Address:	111 Happy Lane, Anytwn, VA 22554		
Mailing Address:	same as above		
Water Supply:	Public <input checked="" type="radio"/>	Private <input type="radio"/>	Type (drilled, bored, etc)
Sewage Disposal:	Public <input checked="" type="radio"/>	Private <input type="radio"/>	
Pets in the home?	Yes <input type="radio"/>	No <input checked="" type="radio"/>	
<p>If "Yes", the food processing area, including any areas where ingredients and finished products are stored, must be completely enclosed/separated from the rest of the home in order to be approved for home based food production. Pets must be excluded from food preparation and storage areas at all times. For example, food processing and storage areas must be fitted with a solid hinged door(s) that can be latched/closed shut. Placing pets in closed rooms in other areas of the home will NOT satisfy this requirement. The presence of caged pets (such as hamsters, guinea pigs, reptiles, fish, and birds) will not require the kitchen to be enclosed/separated from the rest of the home.</p>			

Checklist of Required Information

×	Documentation of zoning approval to operate a food business on the property
×	Diagram of food processing and storage areas
	If private water supply is used, a copy of water test results showing Coliform bacteria are "absent"
×	List of all products submitted for review with planned method and place of distribution
×	List of all ingredients used in your business, with the source of each
×	Product information sheet for each product
×	Copies of labels are included for each product
	If making acidified foods, copy of letter from Process Authority letter
	If making acidified foods, copy of Better Process Control School certificate of completion



Dear Annie McCullough,

This letter serves as written permission to allow Mrs. Katelyn Gunter at 111 Happy Lane, Anytown, VA to use her home to conduct a business. This will not pose issues for the county of Southumberland.

Direct any questions about this determination to my office shown below.

Regards,

Timothy Cane

Director
Southumberland County Zoning and Planning Office
222 Sunnyside Lane,
Anytown, VA 22554

Product List and Planned Distribution

Products submitted for review	Planned distribution
<i>Example:</i> Chocolate Chip Cookies	<i>Example:</i> Farmer's Market, local grocery stores, internet
Chocolate Chip Cookies	Local retail stores and sales through website

Ingredient List and Source

Ingredient Name	Ingredient Source
<i>Example: All-purpose flour</i>	<i>Example: Walmart, Food Lion, Wegmans</i>
Butter	Kroger or other grocery store
Chocolate chips	Amazon vendor
Flour	Kroger or other grocery store
Baking soda	Kroger or other grocery store
Salt	Kroger or other grocery store
Vanilla	Amazon vendor
Eggs	Local farmer
Walnuts	Kroger or other grocery store
Granulated sugar	Kroger or other grocery store
Brown sugar	Kroger or other grocery store

Product Information Sheet

Business Name: Grannie's Cookies, 111 Happy Ln, Anytown, VA 22554

Date: 1-1-2017

Product Name: Chocolate Chip Cookies

Trade Secret:

Recipe

Ingredients:

3 ½ cup all-purpose flour
2 cup semi-sweet chocolate chips
8 tablespoons butter
1 cup chopped walnuts
¾ cup granulated sugar
¾ cup brown sugar
2 whole eggs
½ teaspoon baking soda
½ teaspoon salt
½ teaspoon vanilla

Step-By-Step Instructions:

1. Wash and sanitize utensils and preparation area.
2. Assemble ingredients and equipment.
3. Preheat oven to 375°F.
4. Combine flour, baking soda, and salt in small bowl.
5. Beat butter, granulated sugar, brown sugar, and vanilla in large mixer bowl.
6. Add eggs one at a time to butter/sugar mixture, beating well after each addition.
7. Gradually beat in flour mixture.
8. Stir in chocolate morsels and nuts.
9. Drop by rounded tablespoons onto greased baking sheet.
10. Bake at 375°F for 9-11 minutes or until golden brown.
11. Let cool for 2 minutes, then remove to wire racks to cool completely.
12. After cookies have cooled, place in packages.

Product Label

Attach copies of your labels here or on a separate sheet

CHOCOLATE CHIP COOKIES

Ingredients: all-purpose flour (bleached wheat flour, malted barley flour, niacin, iron, thiamin mononitrate, riboflavin, folic acid), semi-sweet chocolate chips (sugar, chocolate, cocoa butter, soy lecithin, vanillin, natural flavor), butter (cream, salt), walnuts, granulated sugar, brown sugar (molasses), eggs, sodium bicarbonate, vanilla extract (vanilla bean extractives in water, alcohol), salt. Contains: wheat, soy, milk, walnuts, eggs

Grannie's Cookies, 111 Happy Ln, Anytown, VA 22554

Net wt. 10 oz (283 g)