

XX/XX/XXXX

FIRM CONTACT
FIRM NAME
FIRM ADDRESS

License:
Expiration:

Facility Location:

Dear XX,

Thank you for submitting your application to the California Department of Public Health – Food and Drug Branch (CDPH-FDB). You are being notified that:

1. The application for your business has been received and forwarded to the local District office for a new license inspection.
2. Registration application fees are non-returnable per California Health and Safety Code, Section 110470.
3. Submission of an application **does not** guarantee the registration or license will be granted. Your operation at the facility location specified on the application **must** meet and be compliant with all applicable laws and regulations before a disposition for licensure is granted.
4. Our inspectors are currently experiencing delays due to the volume of work however, they continue to process applications and respond to inquiries.

A Food Safety Inspector will contact you regarding your inspection. Inspections are scheduled in the order applications are received, and according to the preparedness of the applicant.

If your firm is not ready when contacted by the inspector, this may result in:

1. Delays in processing your application, **and**
2. FDB will not be able to hold your place in the queue; to avoid delays to other stakeholders.

To facilitate a streamlined registration and licensing process, you are responsible to ensure the following **before** the inspection:

1. Your facility is ready for inspection, **and**
2. You are in-compliance with applicable laws and regulations.

The Food Safety Inspector may request the following items (if applicable to your operations) for review to aid in the licensing determination:

- Food Safety Plan/Process Flow Diagram
- Production Records/Logs
- Sanitation Plan (including but not limited to Pest Control measures)
- Allergen Control Plan
- Product Lists and associated ingredient Suppliers
- Product Labels and advertising
- Photos of facility production areas
- Additional documentation pertaining to your specific products or process

We appreciate your cooperation and patience with this process. It is our mission to protect and enhance the public health and well-being of all. We accomplish this for California through sound science and evidence-based enforcement of food laws and regulations.

The CDPH-FDB Food Safety Program website provides you guidance and information on regulations information. It is accessible via the following link or QR code:

<https://www.cdph.ca.gov/Programs/CEH/DFDCS/Pages/FDBPrograms/FoodSafetyProgram.aspx>



For additional questions, please e-mail FDBFood@cdph.ca.gov.