

Spork Kitchens

A Commercial Rental Kitchens

1758 Industrial Way #106/107, Napa CA 94558 | (707) 210-7610 | info@sporkkitchens.com

How To Make Spork Kitchens Your Commissary

In order to make Spork Kitchens your commissary you will need to follow these steps...

Contact Spork Kitchens at (707) 210-7624 and arrange a kitchen tour to discuss your needs and determine if the Kitchen can accommodate your business. We can schedule tours at your convenience. We aren't at the kitchen all the time so please contact us before stopping by so we can meet you.

The following are required in order to begin renting space at Spork Kitchens.

- Create your free Food Business account at [The Food Corridor](#). This is the cloud software we use for kitchen scheduling and payment processing. Select 'Spork Kitchens' as your home kitchen when setting up your profile.
- Completed Spork Kitchens Commercial Kitchen Rental Application. A link to the application will be sent to you after you have had your tour.
- A copy of the current Food Safety Manager Certificate for an employee or owner of the business (ServSafe). Napa County maintains a list of [approved and accredited food safety certification examinations](#).
- A General Liability insurance policy with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate with the following named as additional insured. If you don't have a policy and are looking for a provider we recommend the [Food Liability Insurance Program \(FLIP\)](#). You can use SPORK10 for \$10 off your policy if the link doesn't already include the discount. The completed certificates should be emailed to info@sporkkitchens.com.
 - Spork Kitchens
1758 Industrial Way, #106 & 107
Napa, CA 94558
 - Pahlmeyer-Ozawa Properties II, LLC
PO Box 223
Napa, CA 94559
- Payment of your \$125 annual membership fee.
- Sign the Spork Kitchens Policies and Procedures and Commercial Kitchen Rental Agreement. A signing link will be sent to you once the insurance and food handlers information has been submitted.

- One of the following permits or registrations (depending on your business)
 - a. [Napa County Environmental Health Department Permit](#)*

Obtained from Napa County Environmental Health Department at the below address
 1195 3rd Street, Room 201
 Napa, California 94559
 Monday through Friday 8:00AM to 5:00PM
 (707) 253-4471

You must contact the Napa County Environmental Management department to obtain an application and pay your [permit fees](#).

- b. [California Department of Public Health Processed Food Registration](#) (for packaged food only)

*In order to obtain your Napa County Health Permit / Catering License you will need to have a letter from Spork Kitchens allowing for the use of our commissary kitchen. To obtain this letter please complete and submit the Commercial Kitchen Rental Application and pay the \$100 membership fee.

Helpful Links

Source	Description / Link	Notes
The Food Corridor	Signup Web Page	We use The Food Corridor for kitchen scheduling and payment processing. Food producers can create a free account. When setting up your profile be sure to select 'Spork Kitchens' as your home kitchen. This is required to rent kitchen space at Spork Kitchens
General Business Liability Insurance	Food Liability Insurance Program (FLIP)	Provider of general liability insurance that specializes in food businesses.
Facebook	Napa Food Business Group	Facebook group for local food business or those looking to start a food business. This is a closed group and anyone serious about the food business in Northern California.
City of Napa	Food Vendor/Ice Cream Vendor Permit	If you're going to be selling food within the City of Napa you need to have a food vendor permit. This is not required to rent kitchen space at Spork Kitchens.
Napa County	Caterer Requirements	Caterers (fixed or mobile) need to understand the requirements to obtain a Napa County Health Permit. All caterers will need to have this type of permit in order to rent kitchen space at Spork Kitchens.
Napa County	Current Record Update Form	Catering permit application. It has a strange name but this is the document that is provided by Napa County.
Napa County	Cottage Food Operations	Information regarding Napa County's cottage food operations including links to forms and requirements. This type of license is not acceptable to rent kitchen space at Spork Kitchens

Napa County	Environmental Health Fee Schedule	Napa County's schedule of fees
Napa County	Food safety certification examinations	Napa County's list of approved and accredited food safety certification examiners. A food handler's manager certification is required to rent kitchen space at Spork Kitchens.
Napa County	Mobile Food Facility Information	A good reference if you're starting a food truck.
Napa County	Napa County Retail Food Program Information	Information regarding Napa County's Retail Food Program. This site has links to information on specific licenses and checklists.
Napa County	Retail Food Plan Check Guide	Spork Kitchens is complying with these guidelines.
ServSafe	ServSafe Food Handler Information	Information on ServSafe food handler certificates. Spork Kitchens requires that the owner or an employee have a Food Manager certificate.
Solano County	Solano County Food Program	Permit information for Solano County.
Sonoma County	Food Truck or Cart Permit	Permit information for Sonoma County.
State of California	Procedure for Obtaining a Processed Food Registration	If you're making packaged food for retail or wholesale you will need a processed food registration from the State of California. All packaged food processors will need to have this type of permit in order to rent kitchen space at Spork Kitchens.
State of California	California LLC Registration Page	Link to register a limited liability corporate with the California Secretary of State.
State of California	Processed Food Registration	The State of California's information for processed food registration license information.
State of California	Processed Food Registration application	This is the State of California's application.
State of California	Text of AB-624 Bill Text - AB-626 California Retail Food Code: microenterprise home ...California Retail Food Code: Home Kitchen Ops	AB-626 California Retail Food Code: microenterprise home kitchen operations.
University of California Agriculture and Natural Resources	About Cottage Food Laws	A resource that outlines California's cottage food laws including what foods can be made, types of cottage food operations, cottage food operator training, sale of cottage foods, and labeling.
University of California Agriculture and Natural Resources	Making & Selling Value Add Food Products	A resource that describes the licensing steps required for making and selling value add food products.