



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

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## Commercial Kitchen Rental Checklist

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

- Completed Spork Kitchens Commercial Kitchen Rental Application and submit it to the Kitchen Manager
- 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.
- A copy of a current Food Safety Manager Certificate for an employee or owner of the catering business (ServSafe).
- A General Liability insurance policy with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate with Spork Kitchens and Pahlmeyer-Ozawa Properties II, LLC named as an additional insured.
- One of the following permits or registrations (depending on your business)
  - a. [Napa County Health Permit License](#)\*  
Obtained from Napa County Environmental Management at the below address  
1195 3rd Street, Room 101  
Napa, California 94559  
Monday through Friday 8:00AM to 5:00PM  
(707) 253-4471  
You must contact Napa County Environmental Management department to obtain the application and pay your [permit fees](#).
  - b. [Cottage Food Operations Permit](#)  
Obtained from Napa County Environmental Management at the below address  
1195 3rd Street, Room 101  
Napa, California 94559  
Monday through Friday 8:00AM to 5:00PM  
(707) 253-4471
  - c. [California Department of Public Health Processed Food Registration](#) (for packaged food only)
- Signed Membership Agreement & Kitchen Policies and Procedures
- Paid membership fee

\*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	<a href="#">Signup Web Page</a>	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
City of Napa	<a href="#">Food Vendor/Ice Cream Vendor Permit</a>	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	<a href="#">Caterer Requirements</a>	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	<a href="#">Cottage Food Operations</a>	Information regarding Napa County's cottage food operations including links to forms and requirements.  This type of license is acceptable to rent kitchen space at Spork Kitchens
Napa County	<a href="#">Environmental Health Fee Schedule</a>	Napa County's schedule of fees. All fees the county charges are listed. See page 6 for environmental health fees.
Napa County	<a href="#">Food safety certification examinations</a>	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	<a href="#">Mobile Food Facility Information</a>	A good reference if you're starting a food truck.
Napa County	<a href="#">Napa County Retail Food Program Information</a>	Information regarding Napa County's Retail Food Program. This site has links to information on specific licenses and checklists.
Napa County	<a href="#">Retail Food Plan Check Guide</a>	Spork Kitchens is complying with these guidelines.
ServSafe	<a href="#">ServSafe Food Handler Information</a>	Information on ServSafe food handler certificates.  Spork Kitchens requires that the owner or an employee have a Food Manager certificate.
ServSafe	<a href="#">Certificate Validation</a>	ServSafe website certificate validation
Solano County	<a href="#">Solano County Food Program</a>	Permit information for Solano County.
Sonoma County	<a href="#">Food Truck or Cart Permit</a>	Permit information for Sonoma County.
State of California	<a href="#">Procedure for Obtaining a Processed Food Registration</a>	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	<a href="#">Processed Food Registration</a>	The State of California's information for processed food registration license information.
State of California	<a href="#">Processed Food Registration application</a>	This is the State of California's application.