

## STARTING YOUR MEHKO BUSINESS CHECKLIST

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To operate a Microenterprise Home Kitchen Operation (**MEHKO**) within Los Angeles County in your private home, you must obtain approval from the Division of Environmental Health. The guidelines listed below are to help you prepare, apply for a MEHKO, and operate.



Please contact our **Homebased Food Operations Program** if you have any questions.

### PLAN

- Review the **“How to Get Started”** document.
- Reference the **“Self-Inspection Checklist”** to ensure your kitchen can support a MEHKO.
- Verify that your planned menu is allowed at a MEHKO.
- If you rent your home, ask your landlord or check your rental contract to ensure home-based businesses are not prohibited.
- Obtain a Certified Food Protection Manager certificate from an accredited food safety program.
- Contact your local jurisdiction to determine any local permitting requirements that must be obtained prior to operation (i.e., business license).
- Contact the CA Department of Tax and Fee Administration about sales tax.
- Contact the CA Department of Alcohol Beverage Control Planning if you plan to serve or allow alcohol at your MEHKO.

### APPLY

- Submit the MEHKO Standard Operating Procedure (**SOP**) and your menu.
- Submit the Public Health Permit Application for MEHKO and pay the applicable fees.
- Complete and successfully pass the food safety examination to receive a Certified Food Protection Manager certificate. Submit a copy of your certificate as part of the MEHKO application process. Refer to [www.ansi.org](http://www.ansi.org) for a list of accredited program providers.
- MEHKO's who use a private well for water shall submit a copy of the results for the following tests: **nitrate, nitrite, and bacteriological water quality**. These tests verify that the water supply meets at minimum a "Transient Non-Community Water System" standard as defined in the California Health and Safety Code section 116275.
- All individuals involved in the MEHKO must obtain a valid **Food Handler Card** and submit a copy as part of the MEHKO application process. Refer to [www.ansi.org](http://www.ansi.org) for a list of accredited program providers.

### OPERATE

- Ensure you follow your submitted Standard Operating Procedures (**SOP**). Any modifications after the initial approval of your operation, equipment, or menu will require you to inform our Home-Based Food Operation Program **within 20 days** and will require the resubmittal of your SOP. Additional review fees will apply.
- Follow proper food safety practices. Reference the **“A Guide to Food Safety in a Microenterprise Home Kitchen Operation”** booklet.
- Track your annual gross revenue. Revenue limitations are adjusted annually for inflation based on the CA consumer price index.
- Stick to your daily and weekly meal limits. Max **30** meals per day, with no more than **90** meals per week.
- Dispose of fats, oils, and grease properly. Reference the **“Good Neighbor Practices”** guide.
- Be a good neighbor! Be aware of potential impacts to your neighbors with parking, trash, and noise from your operation. Reference the **“Good Neighbor Practices”** guide.
- Reference the **“Self-Inspection Checklist”** to evaluate the condition of your operation between inspections.