

Certified Producers Certificate

Here is the link for the CDFA database and the Certified Producers Certificate application:

<http://www.cdfa.ca.gov/egov/farmersmarket/>

If you have CPC's in multiple counties, you will need to register them differently (different email or phone number) otherwise the system will automatically direct you to only one of the certificates

Make sure you click on the application for **Certified Producers Certificate**, not farmers' market certificate. If you only have one site (your house), you will list each commodity as site 1 (just put "1" in that column). Commodities should be the agricultural product (ex: tomatoes, celery, roses, honey, or basil). For the amount/unit grown, please use sq. ft., acres, or number of trees and be sure to include the units (example: 2 trees, 5.5 acres, or 9 sq. ft). The harvest season should be the earliest month that the commodity will be harvested to the latest month that it could be harvested (example: June – August, March – April, or Year Round). Do not list seasons (Spring, Summer, Winter, or Fall). The "Est. Production" is asking for your annual production and should be listed in Lbs., or for flowers (bunches), or for strawberries (flats). The "Season Altering Device" is for greenhouses or other devices that can extend the regular growing season for a crop. "Months in Storage" is referring to how long the commodity can be kept in cold storage (which must be listed under Storage Locations). See the example on the following page.

Example

The example below shows the way information should be submitted for a certificate application. Please call or email me if you have any questions.

SITE#	COMMODITY	VARIETY/TYPE	AMOUNT/UNIT GROWN	HARVEST SEASON	EST. PRODUCTION (LBS.,CTN.)
1	Anemone		300 sq. ft.	Nov – March	1100 bunches
1	Artichokes	Globe	3 acres	March – Oct	1.200 cartons
1	Basil		9 sq. ft.	Year Round	30 lbs
1	Eggs	Chicken	35 hens	Year Round	40 dozen
1	Honey		2 hives	Year Round	100 lbs/hive
1	Ivy	English	1600 sq. ft.	Year Round	2000 pots
1	Oranges	Navel	3 trees	Dec – Feb	120 lbs
1	Peas	Sugar Snap	10 acres	March – Dec	1500 cartons
1	Peppers	Red & Yellow	850 sq. ft.	Aug – Sept	400 lbs
1	Roses		500 sq. ft.	Year Round	500 bunches
1	Tomatoes	Heirloom	100 sq. ft.	June – Sept	200 lbs

Once you have submitted the application online, please call our office (650) 363-4700 to schedule a site inspection. We can only add commodities to your certificate that we see growing (and can tell what it is). After the inspection, we will be able to issue the certificate within a couple days. You will need to come into our office for us to issue the certificate. Once you have your certificate, you will need to bring the embossed copy and post it when selling at a Certified Farmers' Market.

List of Farmers Markets

Our website for the San Mateo County Dept of Agriculture/Weights & Measures has a list of the farmers markets operating within San Mateo County: <http://agwm.smcgov.org/certified-farmers-markets>

Banner Requirement

All vendors of agricultural products selling within a certified farmers' market must post a sign or banner at the point of sale that states:

- 1) The name of farm or ranch (this name should match the DBA listed on the CPC)
- 2) The **county** where the farms maintain the production grounds
- 3) A statement that "We Grew What We Are Selling" or "We Raised What We Are Selling" or "We Grow What We Sell" or a similar phrase.

*if you are selling for another producer in a second certificate situation, you must have an additional banner for that producer.

Organic

If you plan to advertise as organic (verbally or with signage), you must be registered with CDFA as an organic producer. If you sell over \$5,000 as organic, you must also be certified organic by an approved certifier.

Partnerships

(a) Every person or entity that enters into a partnership as defined in Section 1392.2(u), sharecropping, or similar contractual agreement with another person(s) or entity and that applies for a certified producer's certificate under such agreement shall provide the issuing agricultural commissioner, at the time of application, with proof of partnership as defined in the United States and California Tax Codes, or the Partnership's Federal Tax Identification Number and a copy of their current written agreement which shall contain the following:

- (1) A clear, concise and accurate description of the property to be farmed. The description shall include the present use of the property, the dimensions, and the location of the property; and
- (2) Partners shall demonstrate equitable risk by submitting a description of each party's financial and material resource input, which shall include the degree of involvement each party has in agricultural production; and
- (3) The date of the agreement and the signatures of all parties involved; and
- (4) A guarantee of the signatures on the agreement by a notary public executed at the time of signing by all parties. The notarized signatures on the agreement of all parties executing the agreement.
- (5) A statement of verification that the property or properties to be farmed by the partnership or producers cooperating under a similar contractual agreement are under the exclusive control of the partnership as a separate entity from its individual members.

Leased farms – requires a copy of the current written lease agreement containing the following:

- (1) A clear and concise accurate description of the leased property. The description shall include the present use of the property, the dimensions of the leased property and the location; and
- (2) The purchase price (cost) of the lease; and
- (3) The date of the agreement and the signatures of all parties involved; and
- (4) A guarantee of the signatures on the agreement by a notary public executed at the time of signing by all parties. The notarized signatures on the agreement of all executing the agreement.

Fictitious Business Name

Note: DBA is "Doing Business As" – please put in your company name. If you are using a fictitious business name, you should contact the County of San Mateo's Clerk's Office, Business Services: (650) 363-4500.

555 County Center, 1st Floor

Redwood City, CA 94063

<http://www.smcare.org/clerk/fictitious/instructions.asp>

Nursery License

In order to sell seedlings, cut flowers, or potted plants, you will also need a Nursery License. If you will be selling less than \$1,000, you may qualify for a Fee Exempt Nursery License. We can review the restrictions for the Fee Exempt Nursery License with you if you are interested. Here are the links for both (once you have completed the application, please submit it to our office (or CDFA) for approval:

Fee Exempt Nursery License: Please Submit to the San Mateo County Agriculture Department for processing:

https://www.cdfa.ca.gov/plant/pe/nsc/docs/nipm/nipm_2_4_fee_exempt_lic.pdf

Nursery License: Please submit to the CDFA for initial processing: they will accept payment, process the application, and forward to our department for issuing.

https://www.cdfa.ca.gov/plant/pe/nsc/docs/nipm/nipm_2_1_nsy_lic_app.pdf

Selling by weight

When any agricultural products are sold by weight, the type of scale used shall be approved by the Department of Food and Agriculture and shall be tested and sealed for use by the county Sealer-Director of Weights and Measures.

Fees (as of 1/10/22): \$100 location fee, \$20 per scale and \$1.10 State Admin fee per scale. So, 1 scale would be \$121.10 and 2 scales would be \$142.20.

Contact: San Mateo County Weights & Measures: (650) 363-4700

Other Permits/Requirements: Cal GOLD (<http://www.calgold.ca.gov/>)

The California Governor's Office of Business and Economic Development has a website where you can plug in your city or county of business along with the type of business (Crop Production) and it will list which offices to contact for other Departments you may need to contact for your business (ex: business license, fire prevention information, Industrial Wastewater discharge permit, etc.)