



START UP INSTRUCTIONS FOR OPERATING FROM COOKING BLOCK

To operate a food business, you need to have a health permit. This permit is issued by the Department of Health (DOH). This process is ordinarily very involved. However, the San Bernardino County has made a fast tract arrangement with Cooking Block in where the process can be completed almost immediately. Besides reading this entire document very carefully, here is what else you need to do:

1. Call this number: 1-800-442-2283 then press 1 and then 1.
2. Confirm that you are speaking with the “Plan Check Department”.
3. Ask to speak with “**Stephanie Aguirre**” (who is the current DOH representative). If not there, ask to leave a voice mail.
4. When speaking to the DOH representative directly or when leaving a voice mail, request “an orientation at Cooking Block”. If leaving a voice mail, leave your **complete name, phone number and e-mail address (repeat each 2 x and speak clearly)**.
5. We highly recommend this be followed up with an e-mail. You can send email to:
stephanie.aguirre@dph.sbcounty.gov

The DOH representative will call you back or e-mail you back and make an appointment with you at Cooking Block. **immediately** after the appointment is confirmed, email us at info@cookingblock.com. We need to ensure the facility is opened for the orientation and that a representative of Cooking Block meets you and DOH for the orientation.

What will happen at the orientation?

DOH will review what food product or food business you are operating and give you some guidelines.

They will also ask for a check to pay for your health permit. This fee is approximately \$495.00 for the annual permit plus an orientation fee of \$122.50 for *every 30 minutes*. There is no issue in getting the orientation done in 30 minutes, but they have the stipulation there so that prospective clients come prepared and on-time and do not waste their time. At orientation they will have you sign a shared kitchen agreement that you are operating your business only from Cooking Block.

Immediately following this you will be legal to operate your food business from Cooking Block. Regular inspections from the Health Department follow on future dates and at that point you will receive your letter grade like all other food businesses.

What else do you need to know?

You'll also need to have liability insurance for your business. This covers you wherever you go, including when you are working at Cooking Block. If you don't already have it, you can call **Gordon Scott Insurance** at (909) 815-3027. The cost is usually around \$475.00 per year.

You also need to pay Cooking Block \$500.00 security deposit. A payment link will be sent to you on or near your orientation day. Barring any issues or unpaid invoices, the security deposit is refundable.

We will have some paperwork for you to sign regarding kitchen policies and rules. Once we have insurance, security deposit and paperwork you will be assigned security access codes and assigned 2 complimentary metro rack shelves of dry storage. Additional dry storage as well as cold storage is made available for a fee. You can request these according to your needs and these will be invoiced monthly.

Things to consider when requesting an orientation to be scheduled:

Before DOH grants your request to have an orientation scheduled, you will likely be asked questions like these:

1. What did you want to make?
2. Where do you want to sell your product?
3. How many employees will you have?
4. Do you have a food manager certificate?
5. Are you going to need refrigeration or freezer space?
6. Are you going to need dry storage?
7. Is there any extra equipment that you will be bringing into the kitchen?
8. What permitted, commercial kitchen does your company plan to prepare your item(s) in?
9. Have you toured this facility?

Here are some things to keep in mind about these questions:

- If you answer "no" to question 9 you will be denied the orientation and it will cause delays. So, you will want to book a tour.
- If you answer "no" to question 4 it will not stop the orientation from taking place. However, you will be required to get this, prior to your first DOH inspection (likely to happen within the first six months of your tenancy at Cooking Block. So, you will want to get started on that process. Also, if you come to orientation with it, the inspector will appreciate it and smile.

Thank you for reading this document very carefully.

A note about communication:

When you send the email confirming your orientation appointment (use info@cookingblock.com) please install the free app called **WhatsApp** if you do not already have it. At Cooking Block, we have a long-established communication structure that is based on this platform. Therefore, we would love it when you send the above email to also include the phone number that WhatsApp is associated and let us know it is available. We will send you a welcome message and we will be well on the way to good communication.

Sincerely,

John Shrader, President
Cooking Block, LLC