

Navigating the complex approval process for food entrepreneurs to start, run and grow their business in Chicago

Part 2/2

NAVIGATION MAP CATALOG

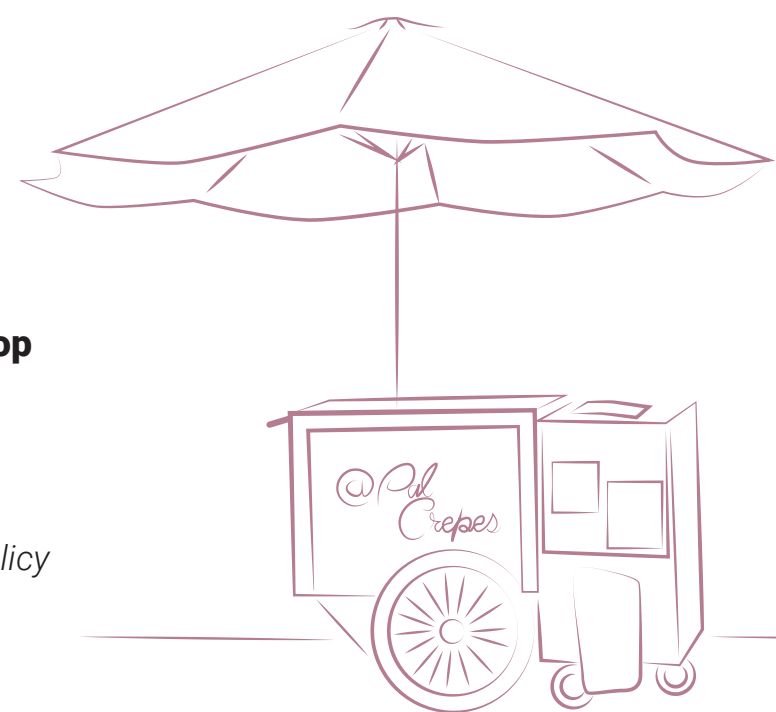
Communication Design Workshop

Fall 2018

Institute of Design

Illinois Institute of Technology

In partnership with Chicago Food Policy Action Council



Introduction

This catalog of navigation maps is the result of the Fall 2018 Communication Design Workshop project at the Institute of Design at Illinois Institute of Technology. The project’s goal was to translate the approval process that food entrepreneurs in Chicago must undergo to obtain proper licensure or certification to conduct their business. The process is complex. Currently, the process information is primarily in text which is linear and dense, lacking clarity. The mission of the class was to convert it into graphic maps that can readily represent not just linearity but other repeated actions and subprocesses so the viewer can instantly see the path, monitor their progress, and understand what to expect next. This effort led to a creation of a visual language with its own semantics and syntax. This was then applied to the process information resulting in these maps.

In this document, you will find ten selected approval processes, based on available public information. Our analysis uncovered that ‘approval’ can mean different things, ranging from acquiring licenses and certifications, to following guidelines, and registering your food. Each requires multiple steps, often including multiple processes, interacting with multiple departments, which result in a path of sequenced activities.

These maps are based on current information (fall 2018) provided by the city, mainly from the Department of Business Affairs and Consumer Protection (BACP). Other relevant departments were also consulted for content.

To better understand the overall project, its intent and process, we recommend you read the companion piece, Part 1/2: Project Report.

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DISCLAIMER
The navigation maps are for reference purpose only. The information can change with updated city ordinances and procedures. Anyone applying for a license or permit should contact the relevant city departments directly for current and additional information.

CHICAGO FOOD LICENSE DECISION TREE FOR CHICAGO FOOD ENTREPRENEURS

How to read the document

CATEGORY

Questions

Options

*Business Affairs and
Consumer Protection (BACP)*

LICENSE

Department of Cultural Affairs
and Special Events (DCASE)

✓ End of process

This diagram helps Chicago food entrepreneurs define which **license(s)** they need to start their business in Chicago.

Perhaps you want to sell tamales but are not sure how to go about it. Maybe you want to start a food truck business but are not sure what kind of food to sell. This document can act as a guide to help you clarify your business vision and begin the process of making it legal in Chicago.

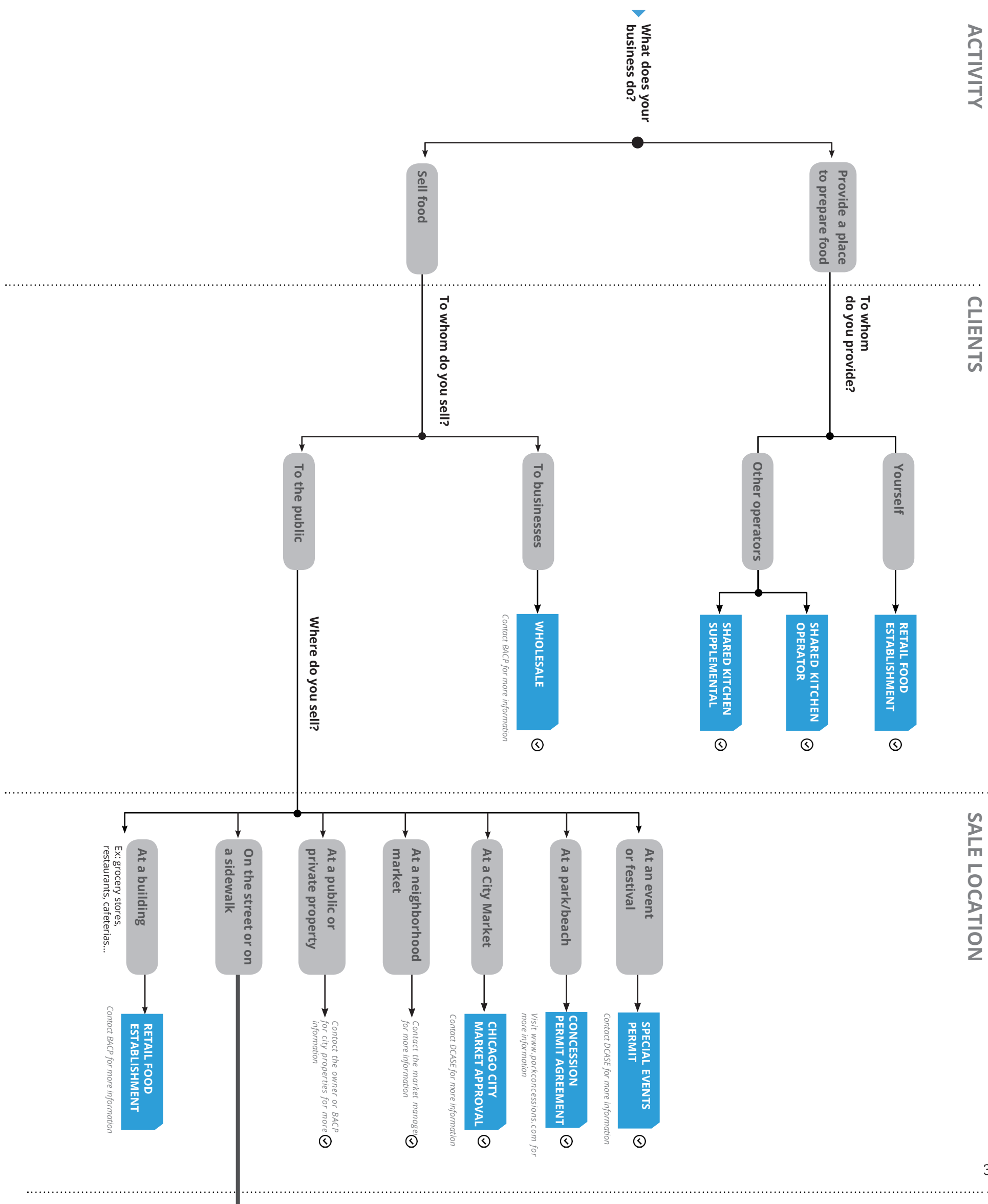
This document covers food-related licenses in Chicago only. It does not apply if...

...you are selling beverages or liquor.
...your business is from Chicago but
is selling outside the city.

You will likely need multiples licenses and permits. Therefore you should follow any pathways that apply to your situation.

This document may not have all the answers you need! Requirements vary as policies change. In addition, each license may have additional requirements (approvals, permits, certificates, etc.). Check with the City of Chicago or BACP (Business Affairs and Consumer Protection) for the latest information.

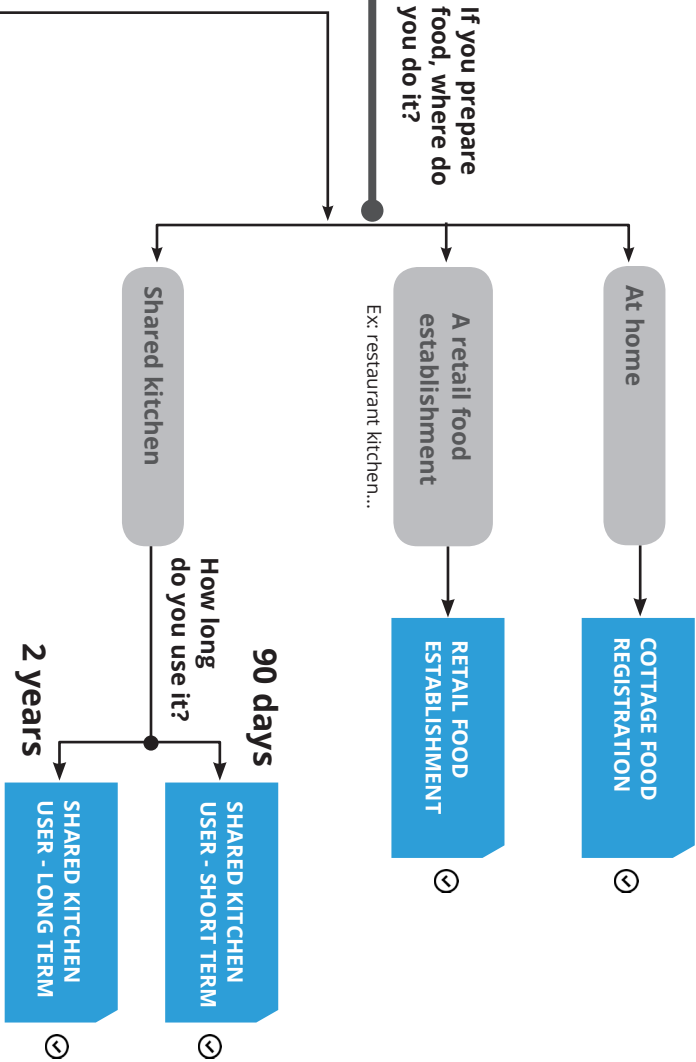
The present information is based on interviews and online research. This is a starting point, but not an exhaustive document.



POINT OF SALE AND TYPE OF FOOD PROVIDED

How do you sell?	Standing place	Non motorized vehicle	Motorized vehicle		
	From a stand	From a push cart, a hand cart, or other	From a motorized vehicle (2-3 wheels)	From other motorized vehicle	From a food truck
Unprepared food	PRODUCE MERCHANTV Ⓢ	STREET PEDDLERS AND STREET PERFORMERS Ⓢ	STREET PEDDLERS AND STREET PERFORMERS Ⓢ	MOBILE FOOD DISPENSER Ⓢ	STREET PEDDLERS AND STREET PERFORMERS Ⓢ
	Contact BACP for more information	Contact BACP for more information	Contact BACP for more information	Contact BACP for more information	Contact BACP for more information
Prepared food					
Individual portions of food that totally enclosed/wrapped	RETAIL FOOD ESTABLISHMENT	MOBILE PREPARED FOOD VENDOR	MOBILE FOOD DISPENSER	MOBILE FOOD DISPENSER	MOBILE FOOD DISPENSER
	Contact BACP for more information				
Frozen desserts	RETAIL FOOD ESTABLISHMENT	NON MOTORIZED MOBILE FROZEN DESSERTS	MOTORIZED MOBILE FROZEN DESSERTS (2-3 WHEELS)	MOBILE FOOD DISPENSER	MOBILE FOOD DISPENSER
	Contact BACP for more information	Contact BACP for more information	Contact BACP for more information		
Other cooked and prepared food	RETAIL FOOD ESTABLISHMENT	MOBILE PREPARED FOOD VENDOR	MOBILE FOOD DISPENSER	MOBILE FOOD DISPENSER	MOBILE FOOD DISPENSER
	Contact BACP for more information				
Food prepared and cooked on-site	No license needed	Not permitted	Contact BACP	Contact BACP	MOBILE FOOD PREPARER

FOOD PREPARATION LOCATION



CHICAGO FOOD LICENSE AND CITY APPROVALS OVERVIEW

This table summarizes the cost estimates, the validity period of each license and other city department you may interact with during each application process.

You may need additional requirements (certificates, ...) during the application process. Please contact BACP or the permit provider for more information.

Costs are estimates based on online research and may vary depending on regulations changes or your situation.

How to read the document

LICENSE

BACP
Business Affairs and Consumer Protection

CFD
Chicago Fire Department

CDPH
Chicago Department of Public Health

DCASE
Department of Cultural Affairs and Special Events

DPD
Department of Planning and Development


LICENSE, PERMIT, APPROVAL, ...	PROVIDER	COST ESTIMATES	VALIDITY PERIOD	OTHER CITY DEPARTMENTS INVOLVED
CHICAGO CITY MARKET APPROVAL	DCASE	\$700	2 years	None
COTTAGE FOOD REGISTRATION	CDPH	\$700	1 year	None
MOBILE FOOD DISPENSER	BACP	\$700	2 years	CFD, CPDH, State of Illinois
MOBILE FOOD PREPARER	BACP	\$1,000	2 years	CFD, CPDH, State of Illinois
MOBILE PREPARED FOOD VENDOR	BACP	\$100	2 years	CPDH, State of Illinois
MOTORIZED MOBILE FROZEN DESSERTS (2-3 WHEELS)	BACP	Contact BACP for more information	Contact BACP for more information	Contact BACP for more information
NON MOTORIZED MOBILE FROZEN DESSERTS	BACP	Contact BACP for more information	Contact BACP for more information	Contact BACP for more information
PARK CONCESSION PERMIT AGREEMENT	PARK CONCESSION MANAGEMENT	\$700	2 years	Visit the provider website for more information www.parkconcessions.com
PRODUCE MERCHANT	BACP	Contact BACP for more information	Contact BACP for more information	Contact BACP for more information
RETAIL FOOD ESTABLISHMENT	BACP	Contact BACP for more information	Contact BACP for more information	Contact BACP for more information
SHARED KITCHEN OPERATOR	BACP	\$330	2 years	DPD, CPDH, State of Illinois
SHARED KITCHEN SUPPLEMENTAL	BACP	\$330	2 years	DPD, CPDH, State of Illinois
SHARED KITCHEN USER - SHORT TERM	BACP	Varies based on terms	Varies based on terms	CPDH, State of Illinois
SHARED KITCHEN USER - LONG TERM	BACP	Varies based on terms	Varies based on terms	CPDH, State of Illinois
SPECIAL EVENTS PERMIT	DCASE	\$700	2 years	Contact DCASE for more information
STREET PEDDLERS AND STREET PERFORMERS	BACP	Contact BACP for more information	Contact BACP for more information	Contact BACP for more information
WHOLESALE	BACP	Contact BACP for more information	Contact BACP for more information	Contact BACP for more information

Obtain
YOUR LICENSE

Obtain a Mobile Prepared Food Vendor License

A “Mobile Prepared Food Vendor License” is required for any person who, by traveling from place to place upon the public ways, serves individual portions of food, coffee or other beverages that are **totally enclosed in a wrapper or container** and which have been **prepared or wrapped in a licensed food establishment**.

A Mobile Prepared Food Vendor (MPFV) may use a **non-motorized wheeled vehicle, pushcart, or handcart**.

 **\$100**

If applied with Shared Kitchen User license, its \$330 fee will be waived when attached to MPFV license.

 **Valid for 2 years**

Key

State of Illinois

Dept of Public Health (CDPH)

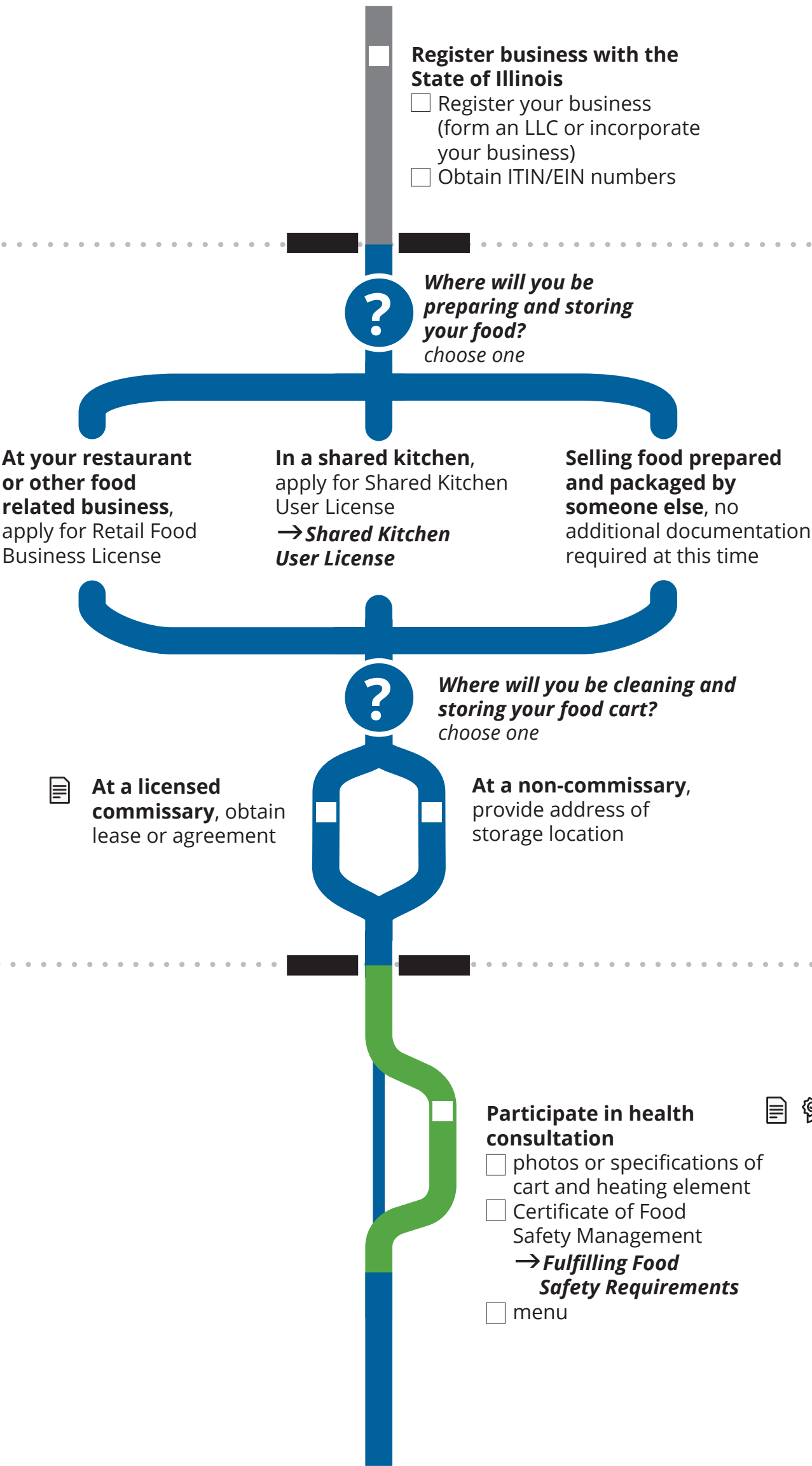
Business Affairs and Consumer Protection (BACP)

Source: Small Business Center. *Mobile Prepared Food Vendors in Chicago: What you need to know*. https://www.cityofchicago.org/content/dam/city/depts/bacp/Small%20Business%20Center/sbcfactsheets/Mobile_Prepared_Food_Vendor_Fact_Sheet_10-15-17.pdf. October 15, 2017

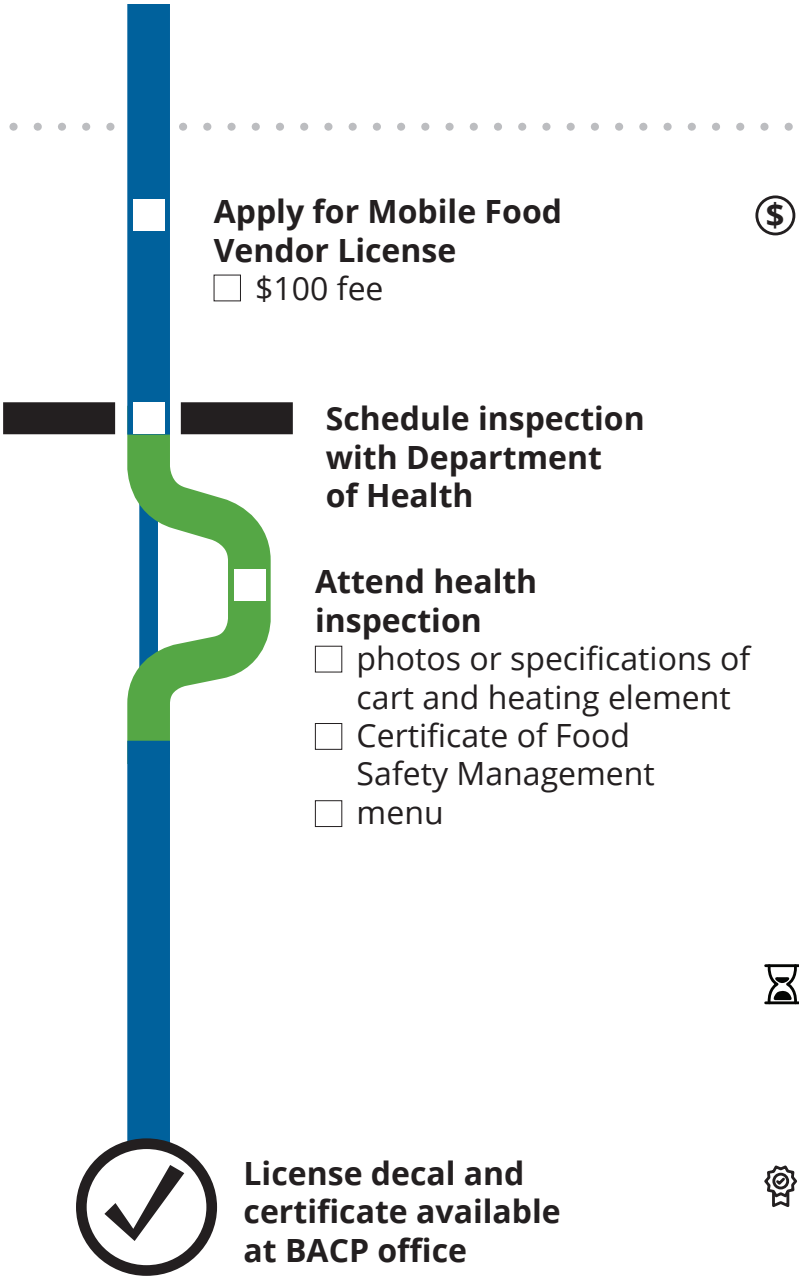
Version: 12/3/2018

SMALL BUSINESS COUNCIL AT BACP

DEPARTMENT OF PUBLIC HEALTH



APPLICATION AND FEES



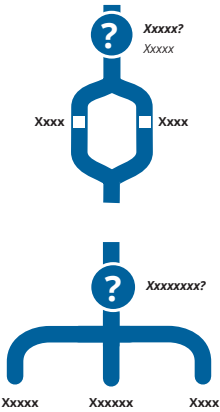
How to read

- fees
- documents
- certificates
- specific location
- wait time
- appointment



Steps & substeps
Follow the steps along the paths; check them off as you complete them. Some steps have several substeps.

With other departments
You obtain your license from BACP but you may temporarily interact with other departments or agencies. The colors of the path tell you with whom you'll interact.



Choices
Situations when you decide one out of several possibilities.

Multiple choice
Situations when you decide one out of multiple possibilities.

Gates
Points along the path where you'll need to have required tasks or documents completed before you can move on.

Obtain Mobile Food Preparer License

A “Mobile Food Preparer” is any person who, by traveling from place to place upon the public ways, **prepares and serves food from a mobile food vehicle.**

Key

State of Illinois

Dept of Public Health (CDPH)

Business Affairs and Consumer Protection (BACP)

Chicago Fire Dept (CFD)

Source: https://www.cityofchicago.org/city/en/depts/bacp/supp_info/mobile_food_vendorlicenses.html (Date accessed 08/21/2018)

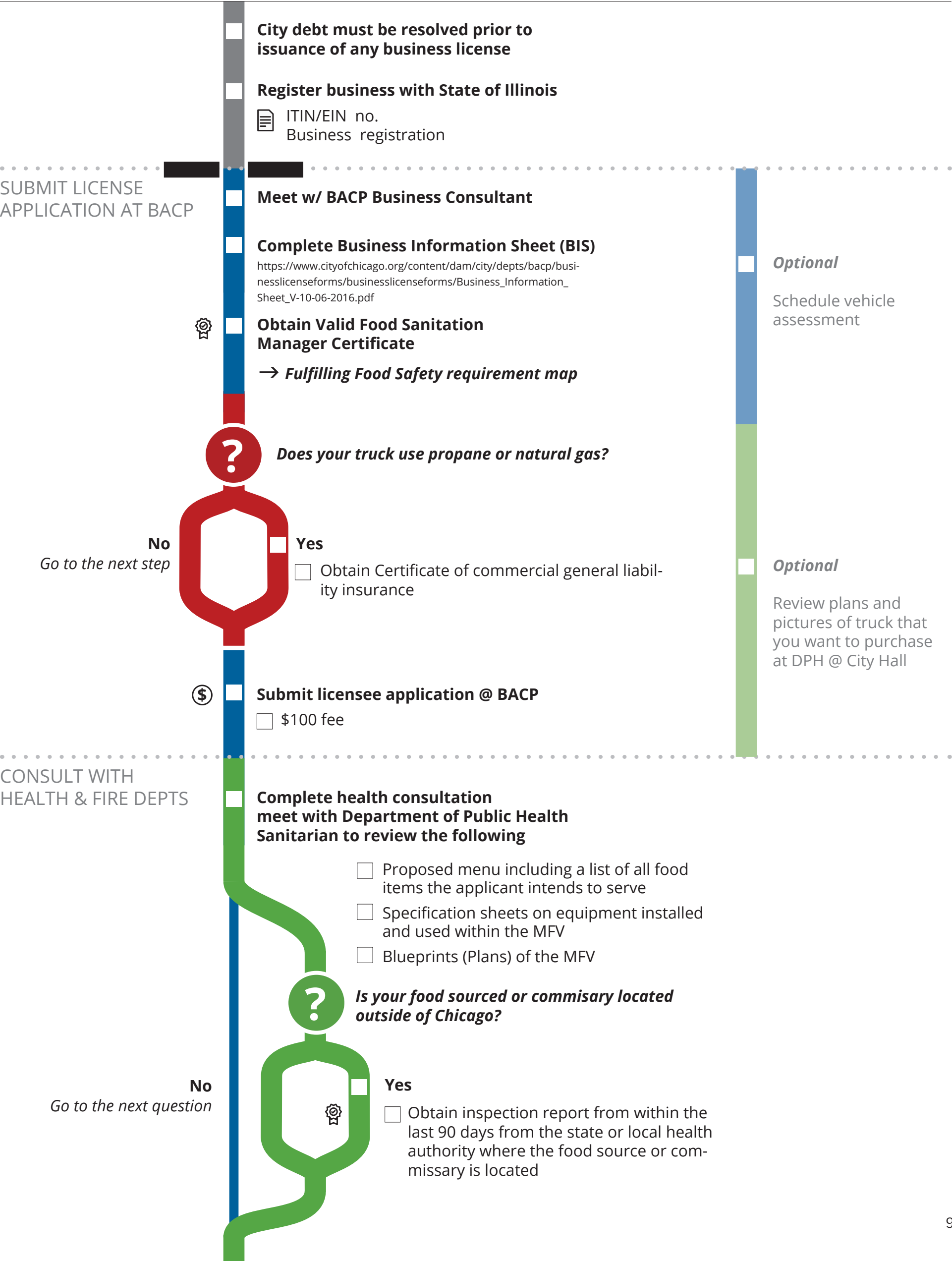
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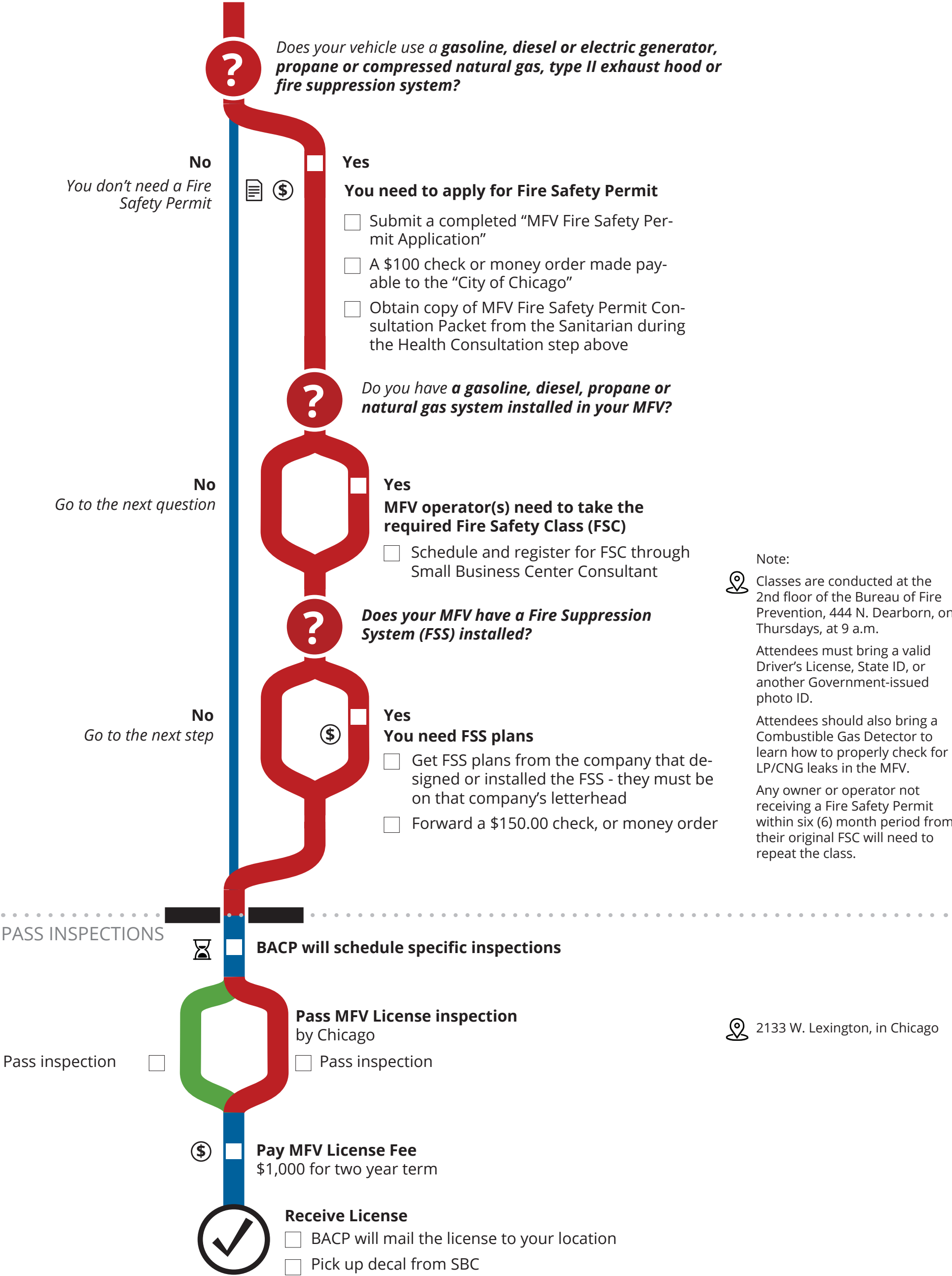
\$1,000

📅

Valid for 2 years

Version: 11/2018





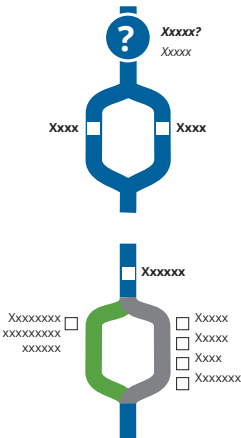
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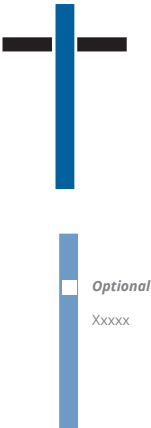
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Points along the path where you'll need to have required tasks or documents completed before you can move on.

Optional steps
Not required, but useful steps are shown in a faded color. The colors of the path tell you with whom you'll interact.

Obtain Mobile Food Dispenser License

A “Mobile Food Dispenser” is any person who, by traveling from place to place upon the public ways from a mobile food vehicle, serves individual portions of food **that are totally enclosed in a wrapper or container and which have been manufactured, prepared or wrapped in a licensed food establishment**. Such food may undergo a final preparation step immediately prior to service to a consumer in conformity with the rules and regulations of the board of health.

\$700

Valid for 2 years

Key

State of Illinois

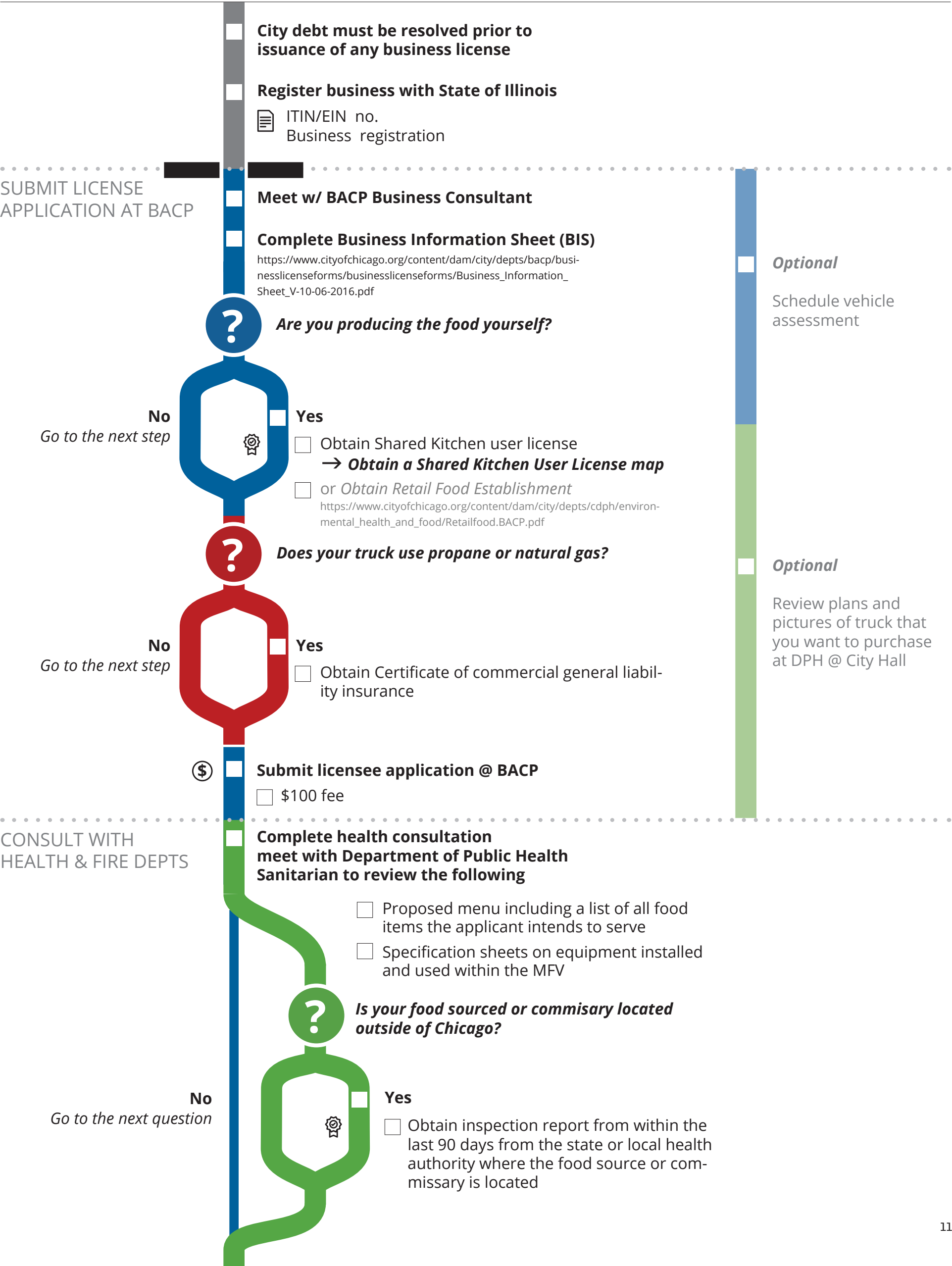
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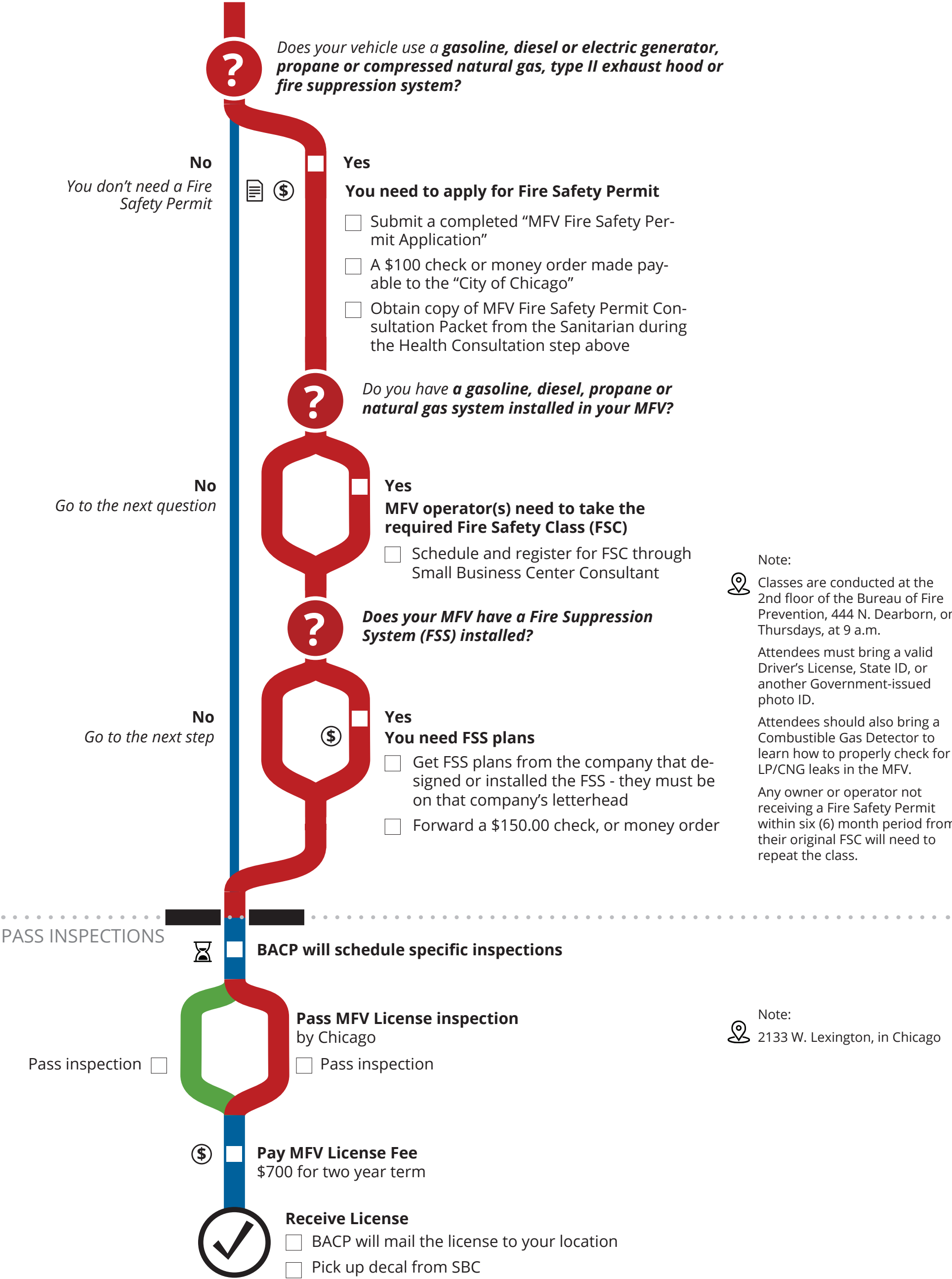
Business Affairs and Consumer Protection (BACP)

Chicago Fire Dept (CFD)

Source: https://www.cityofchicago.org/city/en/depts/bacp/supp_info/mobile_food_vendorlicenses.html
(Date accessed 08/21/2018)

Version: 11/2018





Note:
Classes are conducted at the 2nd floor of the Bureau of Fire Prevention, 444 N. Dearborn, on Thursdays, at 9 a.m.

Attendees must bring a valid Driver's License, State ID, or another Government-issued photo ID.

Attendees should also bring a Combustible Gas Detector to learn how to properly check for LP/CNG leaks in the MFV.

Any owner or operator not receiving a Fire Safety Permit within six (6) month period from their original FSC will need to repeat the class.

Note:
2133 W. Lexington, in Chicago

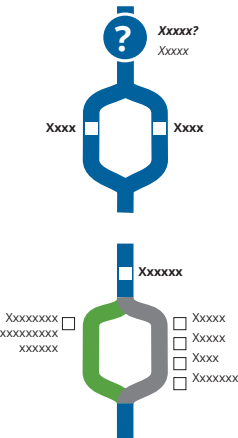
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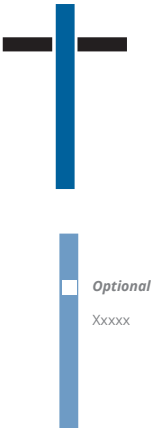
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Obtain a Shared Kitchen Operator License

Any establishment used as a place of business for the exclusive or primary purpose of utilizing, leasing or renting its commercial kitchen space to individuals, or business entities, for food preparation, temporary extra production capacity, menu planning, training, taste testing, product development, food packaging, food storage or any other food-related purpose; and does not hold a valid retail food establishment license.

Key

State of Illinois

Dept of Public Health (CDPH)

Business Affairs and Consumer Protection (BACP)

Dept of Planning and Development (DPD)

Source: Small Business Center. Shared Kitchens in Chicago: What you need to know

Version: 11/2018

\$ \$330

Valid for 2 years

REGISTER YOUR BUSINESS

☐

Register your business with the state of Illinois

PREPARE TO APPLY

☐

Collect recommended prerequisite documents

☐

Attend and obtain Chicago food sanitation manager certificate training program

- ☐ Business location floor plan
- ☐ Valid government issued photo ID (ID cards from other governments are allowed)
- ☐ Business Location address
- ☐ EIN #
- ☐ IDOR #
- ☐ State of IL file #

☐

Check zoning interactive map and clarify zone

☐

DPD website

Check allowed zoning district

☐

Confirm zoning status with BACP business consultant

APPLY

☐ Present application documents

☐ Chicago food sanitation manager certificate

☐ Business location floor plan

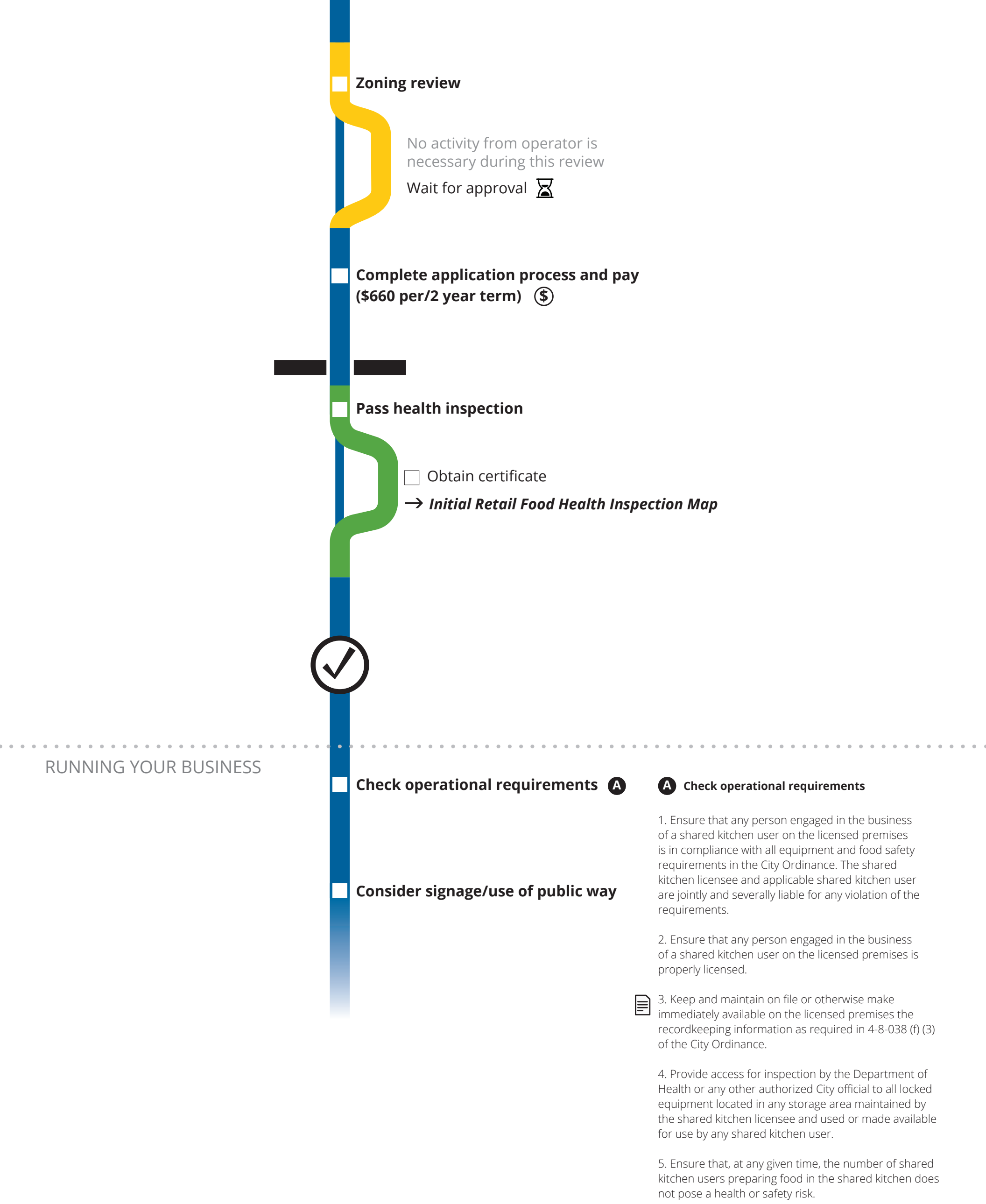
☐ Proof of identification

☐ Lease or proof of ownership of business

☐ EIN #

☐ IDOR #

☐ State of IL file #



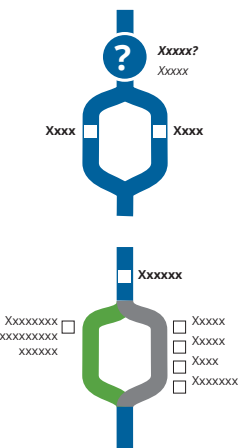
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Continuing process
The current process will continue and the additional steps and timing will depend on your situation.

Obtain a Shared Kitchen Supplemental License

Any licensed retail or wholesale food establishment, that leases, rents or otherwise makes their commercial kitchen space available for utilization by individuals or business entities for food preparation, temporary extra production capacity, menu planning, training, taste testing, product development, food packaging, food storage or any other food-related purpose that is secondary or incidental to the establishment’s primary business activity of retail or wholesale food establishment. This license is for businesses that already have a primary license, such as a retail or wholesale license.

 **\$330**

 **Valid for 2 years**

Key

State of Illinois

Dept of Public Health (CDPH)

Business Affairs and Consumer Protection (BACP)

Dept of Planning and Development (DPD)


Source: Small Business Center. Shared Kitchens in Chicago: What you need to know
Version: 11/2018


REGISTER YOUR BUSINESS

☐ **Register your business with the state of Illinois**


PREPARE TO APPLY

☐ **Collect recommended prerequisite documents**


 ☐ **Attend and obtain Chicago food sanitation manager certificate training program**

☐ **Obtain retail or wholesale food establishment license** 
Business activities are subject to zoning provisions of primary business license.



APPLY

 **How do you want to apply?**

☐ **Online**
Chicago business license application system

☐ **In person**
Fill out the BIS form 

COLLECT DOCUMENTS

- ☐ **Collect additional application requirements**  
- ☐ Chicago food sanitation manager certificate
- ☐ Business location floor plan
- ☐ Lease/proof of ownership of business location property

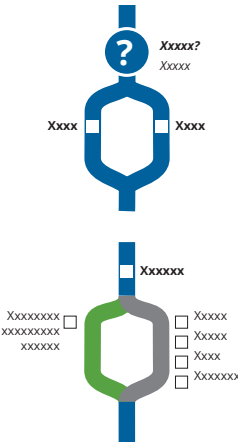
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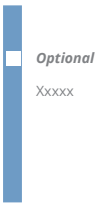
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Obtain a Shared Kitchen User License

Long-Term Shared Kitchen User - Any person who utilizes, leases, or rents kitchen space at any licensed shared kitchen during the applicable two-year license period.

Short-Term Shared Kitchen User - Any person who utilizes, leases, or rents kitchen space at any licensed shared kitchen for a period not to exceed 90 consecutive calendar days, as measured from the date that such short-term user license is issued.

Key

State of Illinois

Dept of Public Health (CDPH)

Business Affairs and Consumer Protection (BACP)

Dept of Planning and Development (DPD)

Source: By Institute of Justice Clinic On Entrepreneurship. Chicago Shared Kitchen Guidebook, 2016.

Small Business Center. Shared Kitchens in Chicago: What you need to know.

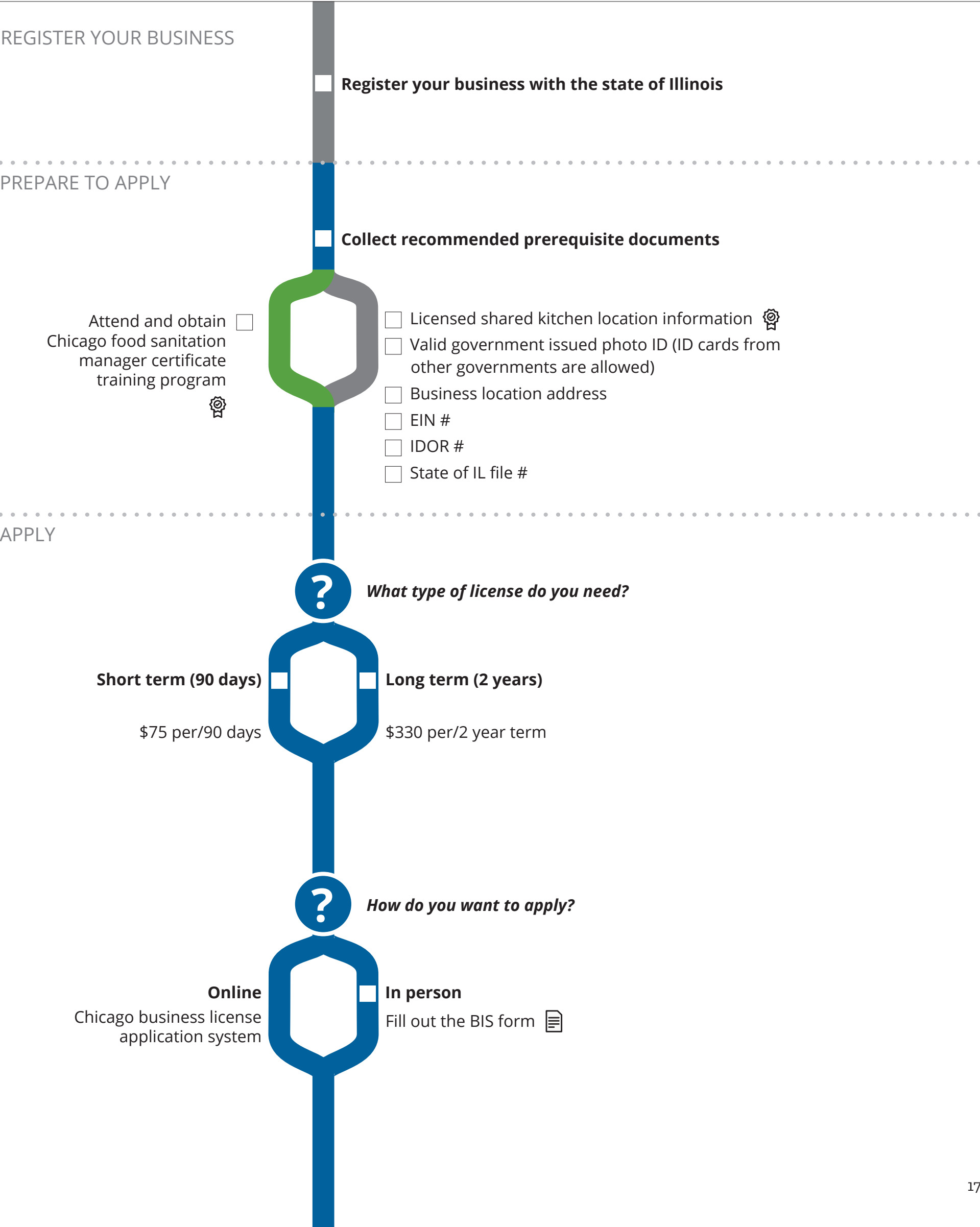
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\$

Varies (see terms below)

🗒️

Varies based on term



COLLECT DOCUMENTS

Collect additional application requirements  

- ☐ Chicago food sanitation manager certificate
- ☐ Signed “state of intent” or lease from the licensed shared kitchen owner/operator
- ☐ Menu of food items
- ☐ Copy of shared kitchen operator’s certificate of inspection

☐ Get menu approved **A**

- ☐ Get recommended menu consultation

 **A Get menu approved**

Menu Index

Menus must include food items the applicant intends to prepare, store, taste test, develop, package or otherwise handle or use for food related purposes at the applicable shared kitchen.




The menu must contain:

- The individual, or business name, as it will appear on the photo ID badge
- The residential address of the applicant as it appears on their valid government-issued photo ID
- All food items (currently and in the future).
- Prior to adding any new food item to the approved menu, a shared kitchen user must first obtain approval from the Department of Health.
- The shared kitchen user must provide a copy of the updated menu approved by the Department of Health, and any written permission obtained from the Department of Health, to the shared kitchen owner/ operator at which the shared kitchen user engages in the business of a shared kitchen user.





RUNNING YOUR BUSINESS

☐ Check operational requirements **B**

B Check operational requirements

1. Conform to the menu approved by the Department of Health.
 - Prior to adding any new food item to the approved menu, a shared kitchen user must first obtain approval from the Department of Health.
 - The shared kitchen user must provide a copy of the updated menu approved by the Department of Health, and any written permission obtained from the Department of Health, to the shared kitchen owner/ operator at which the shared kitchen user engages in the business of a shared kitchen user.
2. Comply with all food safety requirements in the City Ordinance, and conform to any operational practice required or approved by the Department of Health.
-  3. Have on site, at the shared kitchen, a person who holds a current sanitation certificate issued by the Department of Health, and upon request, by any authorized City official, the shared kitchen user must make such certificate immediately available for inspection.
-  4. Have the City-issued shared kitchen user photo ID badge on site at all times when the shared kitchen user is utilizing a shared kitchen, and upon request, by any authorized City official, the shared kitchen user must make such photo ID badge immediately available for inspection.
-  5. Keep and maintain on file, or otherwise make immediately available, the recordkeeping information as required in 4-8-039 (e) (5) of the City Ordinance.

How to read

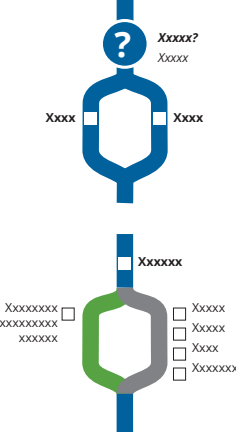
-  fees
-  documents
-  certificates
-  appointment



Steps & substeps
Follow the steps along the paths; check them off as you complete them. Some steps have several substeps.



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Continuing process
The current process will continue and the additional steps and timing will depend on your situation.

Obtain
YOUR CERTIFICATE

Initial Retail Food Health Inspection

This step is required to get your business license. Chicago Department of Public Health (CDPH) makes sure food is safe to eat and does not cause diseases. It mainly checks the place but also how and where people manipulate and keep food.

→ For city markets, see **City Market Vendor Guidelines map**

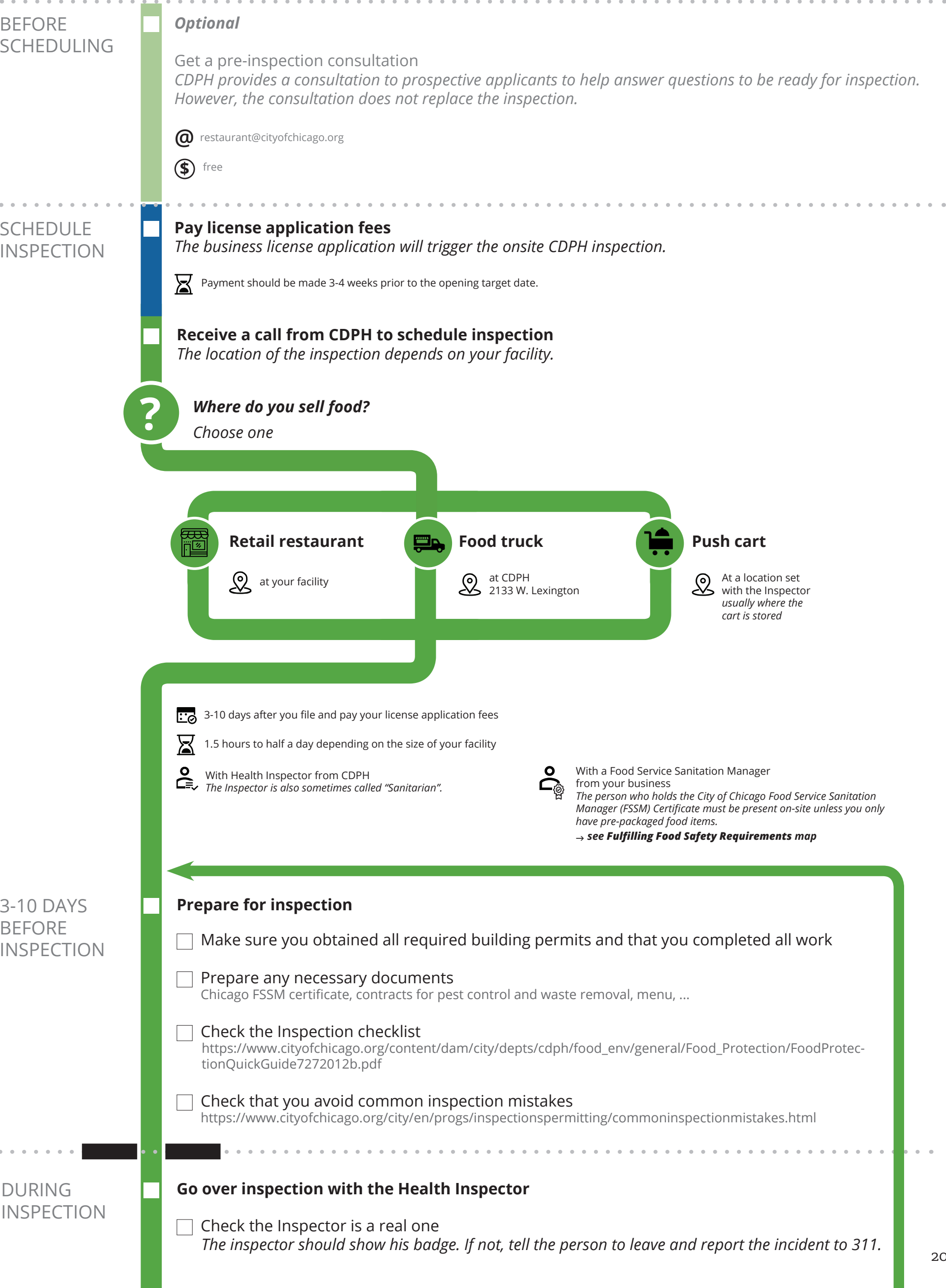
Key

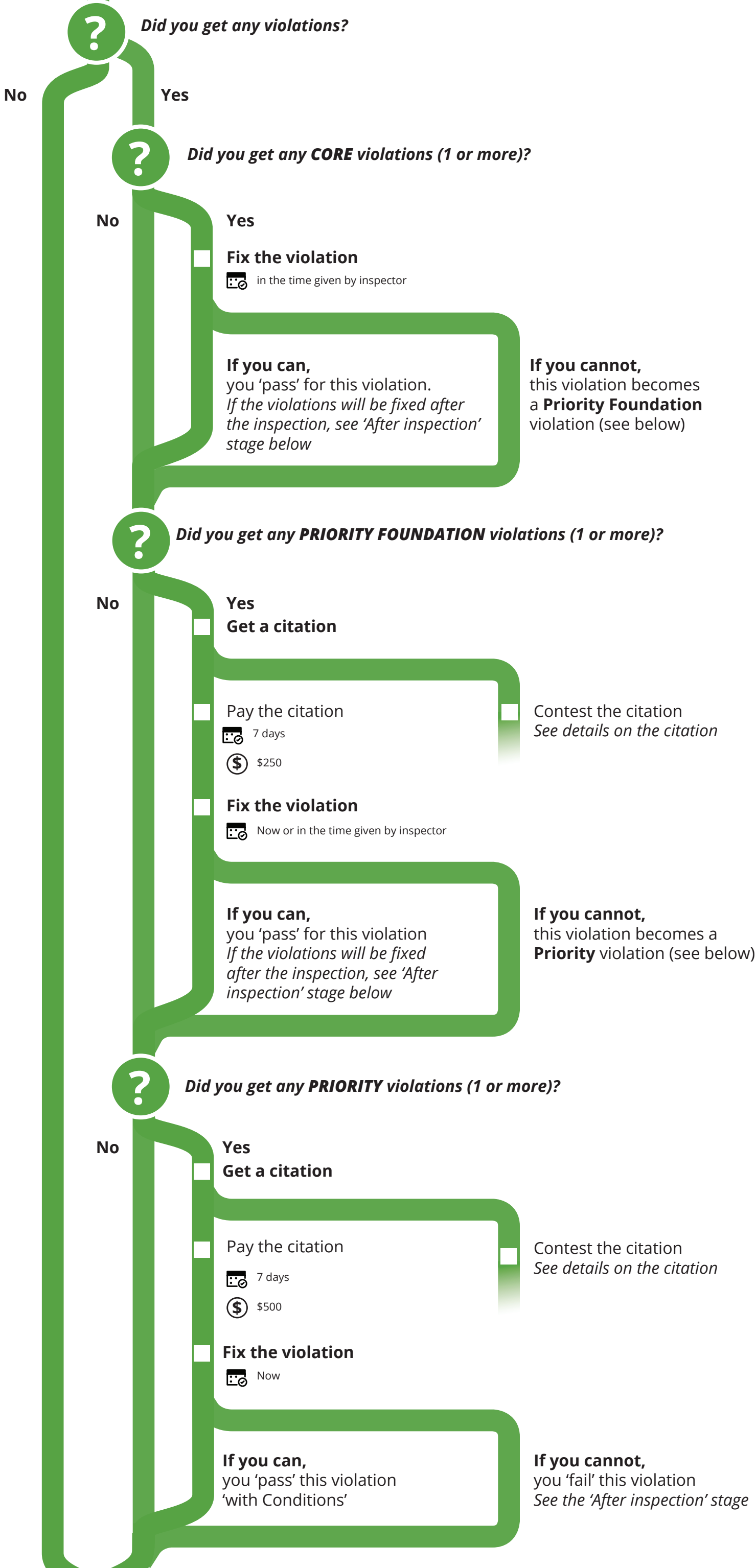
Business Affairs and Consumer Protection (BACP)

Dept of Public Health (CDPH)

Source: https://www.cityofchicago.org/city/en/depts/cdph/provdrs/healthy_restaurants/svcs/food_protection_program.html

Version: 12/2018





Citations are also issued for violations of the Chicago Clean Indoor Air Ordinance.

Get inspection results and documents

The site will get a 'risk assessment' that will determine the frequency of routine inspection.

- Shared immediately
- Available on the Chicago Data Portal within 2-3 weeks
<https://data.cityofchicago.org/>
- Summary report (approval decal with results **if you passed the inspection**)
- Inspection report (detailed report)

- ☐ Display results (decal) in view of the public
- ☐ Keep the Inspection report (detailed report)

Make sure you understand what to fix, when and how if applicable

On-site inspection is done.

AFTER INSPECTION

Do you need to fix one or multiple violations?
Choose one

No

Yes
Schedule a re-inspection

- Once you fixed all the violations within the time defined by the Inspector.
- restaurant@cityofchicago.org
- If you cannot pass the initial onsite inspection twice, the fee is \$50 per re-inspection.

Prepare and go over the inspection until you 'Pass' or 'Pass with Conditions'

Go back to '3-10 days before inspection' steps

Initial Retail Food Health Inspection is done.

AFTER PASSING INSPECTION

Wait for license issuance
The summary report decal is not a license and does not allow the establishment to be open and operate.

RUNNING YOUR BUSINESS

The initial retail food inspection is only one kind of inspection. While running your business, you can get an unannounced routine inspection and may get other inspections based on complaints.

How to read

- fees
- documents
- specific location
- wait time
- appointment
- contact

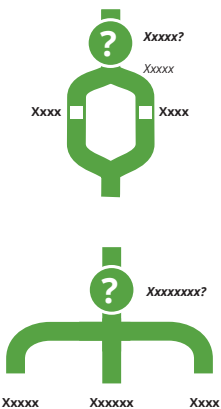
BEFORE SCHEDULING

Stage

Steps & substeps
Follow the steps along the paths; check them off as you complete them. Some steps have several substeps.

Continuing process

End of process
There are no more steps required for the process



Choices
Situations when you decide one out of several possibilities.

Multiple choice
Situations when you decide one out of multiple possibilities.



Gates
Points along the path where you'll need to have required tasks or documents completed before you can move on.

Optional steps
Not required, but useful steps are shown in a faded color. The colors of the path tell you with whom you'll interact.

Fulfilling Food Safety Requirements

A **Food Service Sanitation Manager** is on duty at all times when potentially hazardous food is **prepared or served**. This person is responsible for overseeing the food handling and preparation process to prevent the occurrence of food-borne illness.

The Food Service Sanitation Manager Certification program is administered by the Department of Public Health and other approved training providers. This program is designed to offer food handlers and supervisors a basic food science background and develop knowledge for the proper handling of food and the unsanitary maintenance of food establishments.

As of **July 1st, 2018** any person with a food service sanitation manager certification will also be required to take an Illinois Department of Public Health-approved **allergen awareness training**.

A **Food Handler** is an individual working with unpackaged food, food equipment or utensils, or food-contact surfaces. “Food employee” or “food handler” does not include unpaid volunteers or temporary events.

Food handler training is provided by the Illinois Department of public health and is required for any employee of a company that is handling **unpackaged** food.

All employees of a licensed food business must have their **employee health form** on site while they are selling food at all times.

\$ \$8-\$52

- \$8 for some Food Handlers Training Courses
- \$15 for Allergen Awareness Training
- \$52 to apply for the City of Chicago Food Service Sanitation Manager Certificate

Valid for 1-3 years

- 1 year for Food Service Sanitation Manager certificate
- 3 years for Illinois Food Handler’s card
- 3 years for Allergen Awareness training

Key

State of Illinois (IL)

Dept of Public Health (CDPH)

Source:

Food Service Sanitation Manager: https://www.cityofchicago.org/city/en/depts/cdph/provdrs/healthy_restaurants/svcs/enroll_in_a_foodsanitationcertificationcourse.html

Food Handlers Card: <http://www.dph.illinois.gov/topics-services/food-safety/food-handler-training>

Food Code Update (7/1/2018): <https://www.cityofchicago.org/content/dam/city/depts/cdph/FoodProtection/ChicagoFoodCodeMajorChangesFinal2018.pdf>

This information can change with updated city policies and procedures. For the latest information, contact the City of Chicago Food Protection Division.

312.746.8030
food@cityofchicago.org

Version: 12/2018


The flowchart guides users through food safety requirements based on their role. It starts with the question 'Are you cooking or preparing the food?'. If 'Yes', users are directed to become a City of Chicago Food Service Sanitation Manager, with steps including finding and scheduling a training class, taking the class, applying for the Manager Certificate, and paying a \$52 fee. If 'No', the next question is 'Are you touching the food that has been prepared by someone else before it is packaged?'. If 'Yes', users must obtain an IL Food Handler's Card, which involves finding a training class, paying an \$8-\$15 fee, and taking the class. If 'No', the requirement is simply to have an employee health form on site while selling food.

```
graph TD; Q1((Are you cooking or preparing the food?)) -->|Yes| B1[Yes, become a City of Chicago Food Service Sanitation Manager]; Q1 -->|No| Q2((Are you touching the food that has been prepared by someone else before it is packaged?)); B1 --> B1_1[Find and schedule training class]; B1_1 --> B1_2[Take training class]; B1_2 --> B1_3[Apply for City of Chicago Food Service Sanitation Manager Certificate]; B1_3 --> B1_4[Pay $52 fee]; B1_4 --> B1_5[Wait 4-6 weeks for certificate to be mailed to you.]; Q2 -->|Yes| B2[Yes, obtain an IL Food Handler's Card]; Q2 -->|No| B3[No, employee health form required on site while selling]; B2 --> B2_1[Find training class]; B2_1 --> B2_2[Pay $8-$15 fee]; B2_2 --> B2_3[Take class & pass exam]; B2_3 --> B2_4[Food handler's card can be printed through your selected provider.]; B2_4 --> B2_5[Employers can also offer this training for their employees.]; B3 --> B3_1[https://www.chicago.gov/content/dam/city/depts/cdph/FoodProtection/EmployeeHealthPolicySample.pdf];
```

Designed by the 2018 Fall Communication Design Workshop at Institute of Design/Illinois Tech. Faculty advisor: T. Ichikawa. Based on publicly available information. Check City of Chicago's municipal code for latest information.

23

**Complete IL-approved
ANSI allergen awareness
training**

☐ Find training class 
<https://www.ansi.org/Accreditation/credentialing/certificate-issuers/AllDirectoryListing?prglD=263&statusID=4>

☐ Pay \$15 fee 

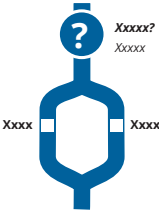
☐ Take class &
pass exam

How to read

-  fees
-  specific location
-  documents
-  wait time
-  certificates
-  appointment

-  XXXXX
- ☐ XXX
- ☐ XXXXXXXXXXXX
- ☐ XXXXXX

Steps & substeps
Follow the steps along the paths;
check them off as you complete
them. Some steps have several
substeps.



Choices
Situations when you
decide one out of several
possibilities.

Follow
GUIDELINES

Follow City Markets Vendor Guideline

The Farmers & Community Markets are managed by the Department of Cultural Affairs and Special Events. The objective of the City of Chicago’s City Markets is to provide **fresh, locally grown foods**, while also supporting rural and urban independent farmers.

Key


Department of Cultural Affairs and Special Events

Source: 2018 Chicago City Market Guidelines

Version: 11/2018

THINGS TO CONSIDER

Check market rules and policy **A**

- ☐ Brand name
- ☐ Product legitimacy 
- ☐ Farm/business visits and inspections
- ☐ Local sourcing

A Check market rules and policy

1. Brand Name

Products processed and sold under a brand name other than the vendor’s are not allowed.
2. Product Legitimacy

Documentation of a product’s legitimacy must be submitted upon request.
3. Farm/Business visits and inspections

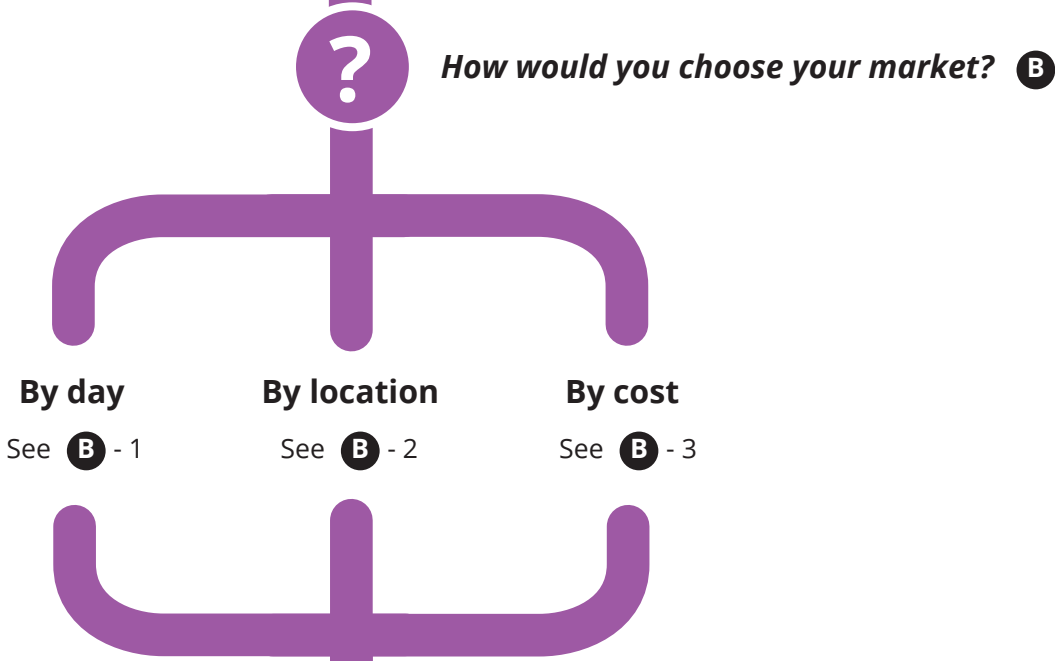
DCASE has the right to visit farm/business locations to verify compliance with market criteria and guidelines. No notification is necessary prior to inspection.

An inspection may include ownership information and any other information relevant to determining product legitimacy.

Failure to allow such an inspection will constitute a violation of market rules.
4. Local sourcing

Value added vendors must source a percentage of their ingredients locally. The vendors will be asked for the information of their sources to ensure they are buying locally, and not from WHOLE FOODS etc.

IDENTIFY VENDOR TYPE



B How would you choose your market?

1. Choose market by day

Tuesday	Federal Plaza, Columbus Park, North Lawndale
Wednesday	Pullman, Roseland (CPS), La Follette Park
Thursday	Daley Plaza, Austin
Saturday	Division Street, Englewood, Lincoln Park, Printers Row
Sunday	Bronzeville

2. Choose market by location

Downtown Markets

Name of market	Number of vendors	Daily attendance
Federal Plaza	up to 40	2-3k
Daley Plaza	up to 40	3-5k, up to 6k when there is activation going on

Weekly Neighborhood Markets

Name of market	Number of vendors	Daily attendance
Columbus Park	up to 10	25-50
North Lawndale	up to 10	25-50

Designed by the 2018 Fall Communication Design Workshop at Institute of Design/Illinois Tech. Faculty advisor: T. Ichikawa. Based on publicly available information. Check City of Chicago’s municipal code for latest information.

La Follette Park	up to 10	25-50
Roseland	up to 10	50-75
Austin	up to 10	25-50
Englewood/ Anchor House	up to 10	25-50
Bronzeville	up to 10	50-75
Pullman	up to 5	50-100
Division Street	up to 25	2-3k
Lincoln Park	up to 25	50-100
Printers Row	up to 15	200-250

3. Choose market by cost

Stall Size : 1 stall = 10'x10' space

Standard : 1 stall = \$15 2 stalls = \$30 3 stalls = \$45 4-5 stalls = \$60 6-8 stalls = \$90 more than 9 stalls = \$135	Pullman, Lincoln Park, Printers Row
\$25 per stall	Federal Plaza, Daley Plaza, Division Street
No fee	Columbus Park, North Lawndale, La Follette Park, Roseland, Austin, Englewood/Anchor House, Bronzeville
Additional	Daley Plaza only - \$15 for electricity use



What are you selling? ©

If you are selling multiple products, consult with DCASE
Check reference attachment at the end of the map

Meat and poultry

Egg

Cheese/Dairy

Bakery

Honey

Maple Syrup

Value-Added

Comply with State regulations for egg production and selling including candling requirements and licensing.



Copies of the Illinois Egg and Egg Products Act can be made available upon request.



Illinois Egg License from the Illinois Department of Agriculture

A vendor must participate on a regular basis in the physical production of the product.



The vendor must keep all recipes and receipts for ingredients on file and must be able to produce them at an inspection.

“Products that add value to the market (soaps, jams, etc)”



Are you a cooperative vendor? **D**

If you wish to sell products from a neighboring farm, you must apply as a Cooperative. DCASE defines cooperative vendors in the traditional sense of an agricultural co-op where each producer must be actively involved in growing or producing what they are selling.

COLLECT DOCUMENTS

Provide a copy of your business license

Gather application required documents

If applicable

- ☐ Organic certificate
- ☐ Other certifications regarding production practices
- ☐ Growing Calendars
- ☐ Ingredients list
- ☐ Passing Health
- ☐ Department Inspection
- ☐ Copies of applicable licenses (Shared kitchen, cottage food license)
- ☐ Farm map
- ☐ Health inspection form

For all

- ☐ Commercial General Liability Insurance
- ☐ Completed Application form
- ☐ Copy of latest Tax Bill or lease documentation
- ☐ Copy of 2018 Illinois Sales Tax Filing
- ☐ Signed Letter of Agreement
- ☐ Transparency Oath

Submit all the documents and application

- Email : mota@cityofchicago.org @
- Fax : 312. 744. 2783
- Mail or Drop off to : DCASE Facilities Office, Chicago Culture Center, 78 East Washington St. Room 350 Chicago, IL 60602

Wait time can be 3-4 weeks, depending on the season

D Check cooperative vendor requirements

1. Additional documents

- Cooperatives must submit an application “packet” which contains an application completed by EACH member.
- DCASE standards
- All co-op members must actively grow or produce the product they sell at market.
 - 100% of the products sold by the cooperative must come from the cooperative farms.
 - The Cooperative must supply general signage identifying the farm name and city/state location of EACH member.
 - The seller must actively grow or produce at least 25% of the product being sold.
 - The cooperative must be a farmer-to-farmer relationship, no auction or produce house product qualifies. The proximity of growers must be within their immediate area.
 - Supplementing is not allowed. Only unique products from each member can be sold.
 - Violation of the aforementioned is grounds for immediate dismissal.

2. Product details

- The main signage must identify the cooperative.
- Each farm’s product must be segregated in the display area and clearly identified with the farm name and location.
- The seller must know the growing practices of all the cooperative members and be able to supply contact information for these growers if the customer has additional questions.

AFTER APPROVAL

Provide insurance documents

☐ Commercial General Liability Insurance

It must have a minimum coverage of \$1 million per occurrence and aggregate and include:

- Broad form coverage
- Products/Completed operations
- Personal injury

Check additional insured article **E**

E Check additional insured article

1. All Chicago Public School Sites Including: Lincoln Park, Bronzeville, Austin, Roseland, North Lawndale

- “The Chicago Board of Education of the City of Chicago, a body politic and corporate, and its employees”

Coverage Limits: \$1 million per occurrence and aggregate Certificate Holder

Send insurance certificate to:
Attn: City Markets Program City of Chicago – Department of Cultural Affairs and Special Events 78 East Washington, Chicago, IL 60602
Phone: 312/744-3315
Fax: 312/744-9629

2. All Chicago Park District Sites Including: Pullman

- “The Chicago Park District of the City of Chicago, a body politic and corporate, and its employees”

Coverage Limits: \$1 million per occurrence and aggregate Certificate Holder:

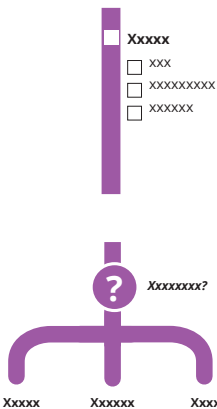
Send insurance certificate to:
Attn: Chicago Park District - Risk Management 541 N. Fairbanks, Chicago, IL 60611
Phone: 312/742-4619
Fax: 312/742-5328

3. Daley Plaza

- “M.B. Real Estate & Public Building Commission of Chicago”
- Coverage Limits: Comprehensive General Liability Policy, including Contractual Liability with the following limits: Bodily Injury - \$1 million per occurrence and Property Damage - \$500,000.00 Aggregate Certificate Holder
- Send insurance certificate to:
Attn: Sydney Pryor Public Building Commission 50 West Washington, Suite 1203
Phone: 312.603.7981
Fax: 312-603-5800

How to read

- documents
- certificates
- wait time
- email

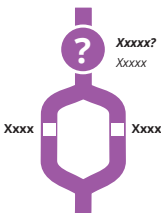


Steps & substeps

Follow the steps along the paths; check them off as you complete them. Some steps have several substeps.

Multiple choice

Situations when you decide one out of multiple possibilities.



Choices

Situations when you decide one out of two possibilities.



Waiting

The length of waiting time will depend on your situation.

REFERENCE ATTACHMENT

C What are you selling? Check vendor requirements

1. Meat and poultry producers

- a. Production process
 - All processing must take place in a USDA or state licensed facility.
 - All beef and bison stock held for sale shall have been raised by the vendor for at least 50% of the live weight or for twelve months at slaughter.
 - For meat and poultry products processed by others (i.e. sausage) the vendor must produce the meat ingredients.
 - Vendor must ensure that the processed product contains a majority (75%) of the original raw ingredient grown by the producer for processing.
- b. Product details
 - Meats (beef, lamb, pork, bison and goat) and poultry must meet the requirements of the Chicago Food Service Sanitation Municipal Code 4-8, 7-40 and 7-42 and the Rules and Regulations of the Chicago Board of Health.
- c. Package/storing
 - Product temperature must be maintained at 0 degrees Fahrenheit or below and the temperature must be checked every two hours.
 - Freezers at markets must be maintained by an electrical generator or cold plates to ensure the proper temperature is maintained.
 - All items must be packaged and frozen at the time of slaughter and remain frozen until sold.
 - Meat and poultry must be stored in a licensed facility and a copy of the last inspection of the vendor's storage facility must be provided before permission to sell is granted.
 - Packaging and labeling of meat and poultry must meet USDA standards and clearly state safe handling guidelines.
 - The Safe Handling of Frozen Meats and Poultry labels must read: "Perishable foods can cause illness when mishandled. Proper handling of meat is essential to ensure the food is safe for you to eat."

2. Egg

- a. Package/storing
 - Eggs must be held at 40o after harvesting, during transportation and at market.

3. Cheese/Dairy

- a. Production process
 - A vendor must participate on a regular basis in the physical production of the cheese or of the milk from which the cheese is made.
 - If a dairy producer, vendors must have influence over the cheese made from their milk and the cheese must verifiably be made from ONLY the milk produced on their farm.
 - Cheese vendors who are not also dairy producers must obtain their milk from local dairy producers and provide DCASE with the contact information for the dairy(ies).
- b. Package/storing
 - Cheese must be held at 40o during transportation and at market.

4. Bakery

- a. Production process
 - All bakery items must be made from scratch. It is strictly forbidden for vendors to purchase ready-made or frozen baked goods with the intent to resell them.
 - Vendors may not sell items made from purchased pre-made doughs, batters, crusts, or dry ingredient mixes. For example, the shortening (fats and oils), the leavening, and the salt must be added by the vendor to comply with this rule.
- b. Product details
 - All Baked Good Vendors must offer at least one item that features a seasonal ingredient sourced from one of our participating farmers/producers at the market.
 - The items must clearly display the name and origin of the seasonal ingredient.
 - Ready to eat meat, vegetable and/or bean-filled pastry items are prohibited.
- b. Package/storing
 - All baked goods must be covered or individually wrapped.

5. Honey

- a. Production process
 - Honey must be produced by bees kept by the vendor. Or, if bees are on vendor's land for pollination, the vendor may sell the resulting honey with prior approval by DCASE.
- b. Product details
 - Honey must not be adulterated.
 - Raw beeswax must not be adulterated with dyes, fragrances, etc.
 - Raw beeswax may be formed into blocks, tapers, votive or cylindrical-type candles only.
 - Honey producer must manufacture the candles him/herself with rendered beeswax from hives.
 - Purchased beeswax, candles, honey, or other hive related products are strictly prohibited.

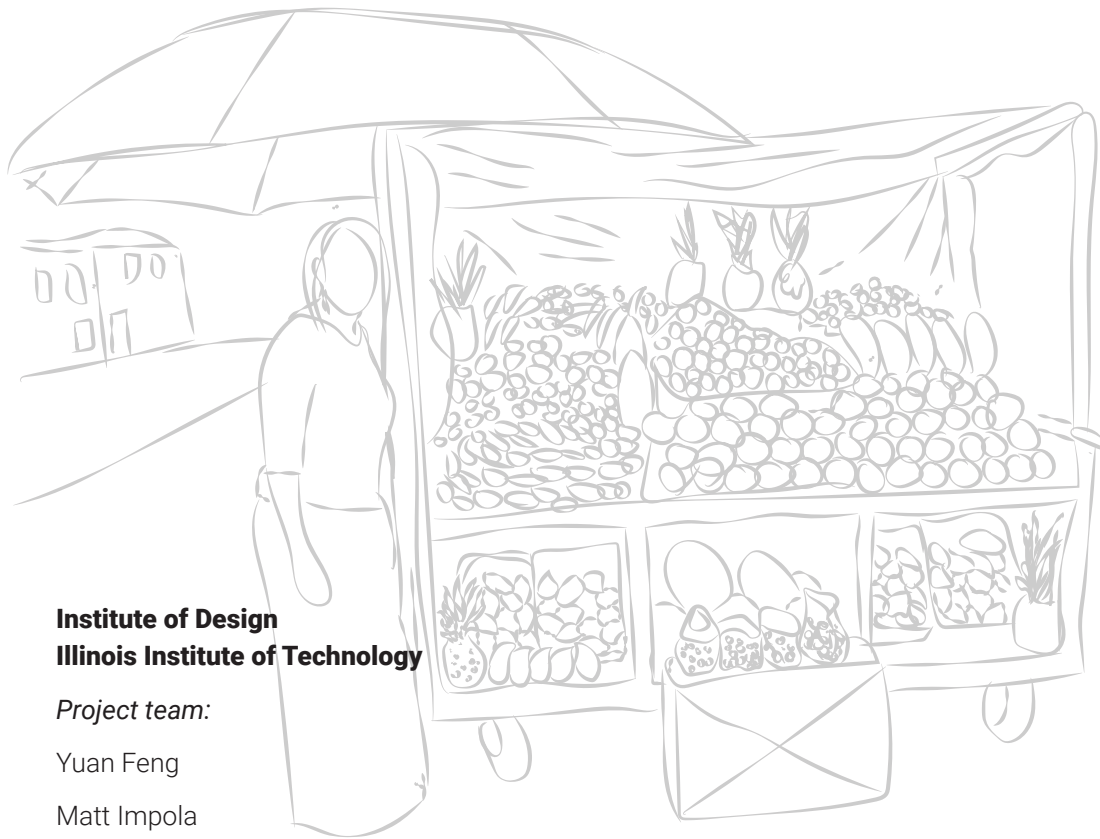
6. Maple Syrup

- a. Production process
 - Syrup must be produced by the vendor from sap that he/she collects.

7. Value-Added

- a. Production process
 - A minimum of 75% of the original raw ingredients grown by the producer for processing must be verifiably present in the end product.
 - Processors who are not growers must be able to verify that 75% of their ingredients are purchased from local growers/producers.
- b. Product details
 - All value-added products must satisfy all public health labeling, permitting and other requirements pertaining to processed products.
 - Vendor must have copies of all necessary licenses for the production of the processed product on file with DCASE before offering any processed item for sale.
 - The products may include but are not limited to the following:
 - Fresh juices and beverages prepared from fresh fruits and vegetables.
 - Flower arrangements and wreaths.
 - Jams, preserves, vinegar, oils and flavored oils, etc.
 - Dairy, meat and poultry products where the seller plays a substantial role in the husbandry of the animals and the production of the raw product.
 - Other products approved by DCASE and consistent with the intent of the Market Program (i.e. cotton, wool, etc).

Register
YOUR FOOD



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Illinois Institute of Technology**

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*Supporting Information and
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City of Chicago CDPH

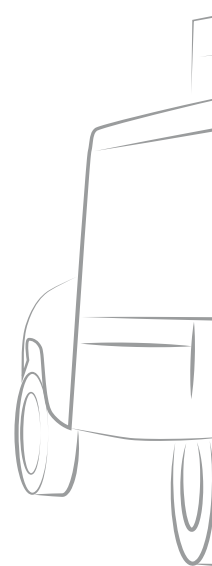
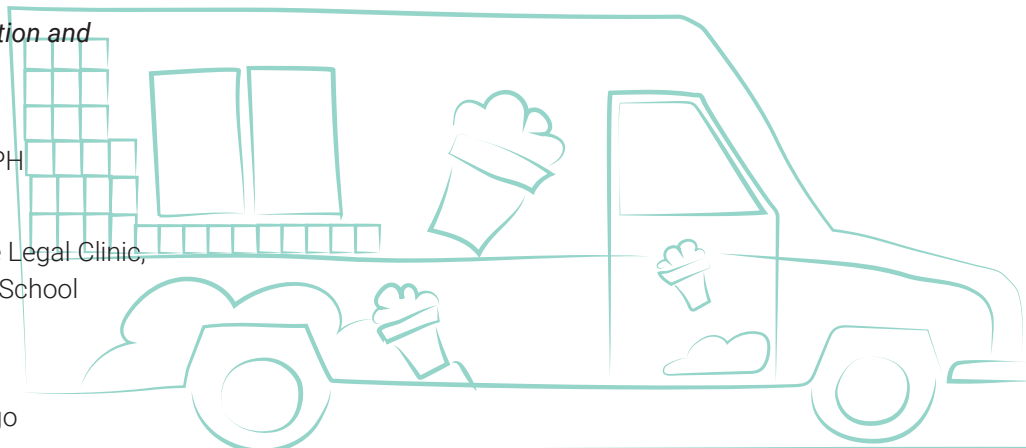
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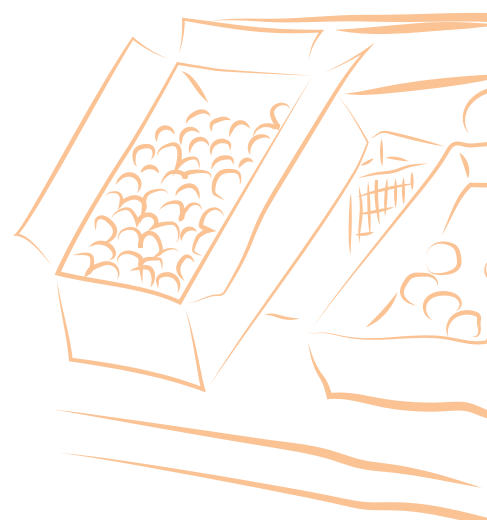
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DISCLAIMER

The navigation maps are for reference purpose only. The information can change with updated city ordinances and procedures. Anyone applying for a license or permit should contact the relevant city departments directly for current and additional information.



Production notes:

(not for printing,
for reference purpose only)

Printing:

Color,

All pages: on tabloid size

Single sided

Binding:

Flip over last page (back cover)
so the page faces outward.

Spiral or wire-o bind on top