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

Part 2/2
NAVIGATION MAP CATALOG
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.
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 multiple 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.

How to read the document

| CATEGORY | BUSINESS AFFAIRS AND CONSUMER PROTECTION (BACP) | DEPARTMENT OF CULTURAL AFFAIRS AND SPECIAL EVENTS (DCASE) |
| Questions | Options | |

End of process
FOOD PREPARATION LOCATION POINT OF SALE AND TYPE OF FOOD PROVIDED

If you prepare food, where do you do it?

How do you sell?

What do you sell?

Individual portions of food that totally enclosed/wrapped

Whole and uncooked fruits and vegetables

Frozen desserts

Other cooked and prepared food

Food prepared and cooked on-site

Unprepared food

Prepared food

No license needed

From a stand

Contact BACP for more information

RETAIL FOOD ESTABLISHMENT

Contact BACP for more information

PRODUCE MERCHANT

Contact BACP for more information

RETAIL FOOD ESTABLISHMENT

Contact BACP for more information

Standing place

Not permitted

From a push cart, a hand cart, or other

MOBILE PREPARED FOOD VENDOR

Contact BACP for more information

STREET PEDDLERS AND STREET PERFORMERS

Contact BACP for more information

NON MOTORIZED MOBILE FROZEN DESSERTS

MOBILE PREPARED FOOD VENDOR

Non motorized vehicle

Contact BACP

From a motorized vehicle (2-3 wheels)

MOBILE FOOD DISPENSER

Contact BACP for more information

STREET PEDDLERS AND STREET PERFORMERS

MOBILE FOOD DISPENSER

MOBILE FOOD PREPARER

How long do you use it?

90 days

2 years

At home

A retail food establishment

Shared Kitchen

Ex: restaurant kitchen...

Shared kitchen - Long Term

Shared kitchen - Short Term

A retail food establishment

Ex: restaurant kitchen...

COTTAGE FOOD REGISTRATION

CONTACT BACP

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.
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.

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

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

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

Register business with the State of Illinois
   □ Register your business (form an LLC or incorporate your business)
   □ Obtain ITIN/EIN numbers

Where will you be preparing and storing your food? choose one

At your restaurant or other food related business, apply for Retail Food Business License

In a shared kitchen, apply for Shared Kitchen User License → Shared Kitchen User License

Selling food prepared and packaged by someone else, no additional documentation required at this time

Where will you be cleaning and storing your food cart? choose one

At a licensed commissary, obtain lease or agreement

At a non-commissary, provide address of storage location

DEPARTMENT OF PUBLIC HEALTH

Participate in health consultation
   □ photos or specifications of cart and heating element
   □ Certificate of Food Safety Management → Fulfilling Food Safety Requirements
   □ menu

Key
  □ State of Illinois
  □ Dept of Public Health (CDPH)
  □ Business Affairs and Consumer Protection (BACP)


October 15, 2017
Version: 12/3/2018

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.
**APPLICATION AND FEES**

### 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.

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

### 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.

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

#### How to read
- **fees**
- **documents**
- **certificates**
- **specific location**
- **wait time**
- **appointment**

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**Schedule inspection with Department of Health**
- [ ] photos or specifications of cart and heating element
- [ ] Certificate of Food Safety Management
- [ ] menu

**Apply for Mobile Food Vendor License**
- $100 fee

**License decal and certificate available at BACP office**
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.

$1,000
Valid for 2 years

City debt must be resolved prior to issuance of any business license

Register business with State of Illinois
 ITIN/EIN no.
 Business registration

Meet w/ BACP Business Consultant

Complete Business Information Sheet (BIS)

https://www.cityofchicago.org/content/dam/city/depts/bacp/businesslicenseforms/Business_Information_Sheet_V-10-06-2016.pdf

Obtain Valid Food Sanitation Manager Certificate

Fulfilling Food Safety requirement map

Does your truck use propane or natural gas?

Yes
 Obtain Certificate of commercial general liability insurance

No
 Go to the next step

Submit licensee application @ BACP
 $100 fee

Consult with Health & Fire Depts

Complete health consultation
 meet with Department of Public Health Sanitarian to review the following

- Proposed menu including a list of all food items the applicant intends to serve
- Specification sheets on equipment installed and used within the MFV
- Blueprints (Plans) of the MFV

Is your food sourced or commissary located outside of Chicago?

Yes
 Obtain inspection report from within the last 90 days from the state or local health authority where the food source or commissary is located

No
 Go to the next question

Optional
 Schedule vehicle assessment

Optional
 Review plans and pictures of truck that you want to purchase at DPH @ City Hall

(Date accessed 08/21/2018)

Version: 11/2018
Does your vehicle use a gasoline, diesel or electric generator, propane or compressed natural gas, type II exhaust hood or fire suppression system?

No

You don't need a Fire Safety Permit

Yes

You need to apply for Fire Safety Permit

☐ Submit a completed “MFV Fire Safety Permit Application”

☐ A $100 check or money order made payable to the “City of Chicago”

☐ Obtain copy of MFV Fire Safety Permit Consultation Packet from the Sanitarian during the Health Consultation step above

Do you have a gasoline, diesel, propane or natural gas system installed in your MFV?

No

Go to the next question

Yes

MFV operator(s) need to take the required Fire Safety Class (FSC)

☐ Schedule and register for FSC through Small Business Center Consultant

Does your MFV have a Fire Suppression System (FSS) installed?

No

Go to the next step

Yes

You need FSS plans

☐ Get FSS plans from the company that designed or installed the FSS - they must be on that company’s letterhead

☐ Forward a $150.00 check, or money order

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.

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.

Choices

Situations when you decide one out of several possibilities.

Multiple simultaneous

Situations when you need to do several steps. These can be done at the same time. The colors of the path tell you with whom you’ll interact.

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.

How to read

- Fees
- Documents
- Certificates
- Specific location
- Wait time
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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.
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.

Key

- State of Illinois
- Dept of Public Health (CDPH)
- Business Affairs and Consumer Protection (BACP)
- Chicago Fire Dept (CFD)

Obtain Mobile Food Dispenser License

- $700
- Valid for 2 years

SUBMIT LICENSE APPLICATION AT BACP

- City debt must be resolved prior to issuance of any business license
- Register business with State of Illinois
- ITIN/EIN no. Business registration

Meet w/ BACP Business Consultant

- Complete Business Information Sheet (BIS)
  https://www.cityofchicago.org/content/dam/city/depts/bacp/businesslicenseforms/Business_Information_Sheet_V-10-06-2016.pdf

Are you producing the food yourself?

- Yes
  - Obtain Shared Kitchen user license
    → Obtain a Shared Kitchen User License map
    or Obtain Retail Food Establishment
    https://www.cityofchicago.org/content/dam/city/depts/cdph/environmental_health_and_food/Retailfood.BACP.pdf

- No
  - Go to the next step

Does your truck use propane or natural gas?

- Yes
  - Obtain Certificate of commercial general liability insurance
  - Go to the next step

- No
  - Go to the next step

Consult with Heath & Fire Depts

- Complete health consultation
  - meet with Department of Public Health Sanitarian to review the following
    - Proposed menu including a list of all food items the applicant intends to serve
    - Specification sheets on equipment installed and used within the MFV

Is your food sourced or commissary located outside of Chicago?

- Yes
  - Obtain inspection report from within the last 90 days from the state or local health authority where the food source or commissary is located
  - Go to the next question

- No
  - Go to the next question

Optional

- Schedule vehicle assessment

Optional

- Review plans and pictures of truck that you want to purchase at DPH @ City Hall

Submit licensee application @ BACP

- $100 fee

Version: 1/2018

(Date accessed 08/21/2018)
Does your vehicle use a gasoline, diesel or electric generator, propane or compressed natural gas, type II exhaust hood or fire suppression system?

No
You don’t need a Fire Safety Permit

Yes
You need to apply for Fire Safety Permit
- Submit a completed “MFV Fire Safety Permit Application”
- A $100 check or money order made payable to the “City of Chicago”
- Obtain copy of MFV Fire Safety Permit Consultation Packet from the Sanitarian during the Health Consultation step above

Do you have a gasoline, diesel, propane or natural gas system installed in your MFV?

No
Go to the next question

Yes
MFV operator(s) need to take the required Fire Safety Class (FSC)
- Schedule and register for FSC through Small Business Center Consultant

Does your MFV have a Fire Suppression System (FSS) installed?

No
Go to the next step

Yes
You need FSS plans
- Get FSS plans from the company that designed or installed the FSS - they must be on that company’s letterhead
- Forward a $150.00 check, or money order

PASS INSPECTIONS

BACP will schedule specific inspections

Pass MFV License inspection by Chicago
- Pass inspection

Pay MFV License Fee
- $700 for two year term

Receive License
- BACP will mail the license to your location
- Pick up decal from SBC

How to read

- 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 will interact.
- Choices: Situations when you decide one out of several possibilities.
- Multiple simultaneous: Situations when you need to do several steps. These can be done at the same time. The colors of the path tell you with whom you will interact.
- Optional steps: Not required, but useful steps are shown in a faded color. The colors of the path tell you with whom you will interact.

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.

2133 W. Lexington, in Chicago

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.

2133 W. Lexington, in Chicago
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.

$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*

Check zoning interactive map and clarify zone

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 #

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

No activity from operator is necessary during this review
Wait for approval

Complete application process and pay ($660 per/2 year term)

Pass health inspection

Obtain certificate

Initial Retail Food Health Inspection Map

Check operational requirements

Check operational requirements

1. Ensure that any person engaged in the business of a shared kitchen user on the licensed premises is in compliance with all equipment and food safety requirements in the City Ordinance. The shared kitchen licensee and applicable shared kitchen user are jointly and severally liable for any violation of the requirements.

2. Ensure that any person engaged in the business of a shared kitchen user on the licensed premises is properly licensed.

3. Keep and maintain on file or otherwise make immediately available on the licensed premises the recordkeeping information as required in 4-8-038 (f) (3) of the City Ordinance.

4. Provide access for inspection by the Department of Health or any other authorized City official to all locked equipment located in any storage area maintained by the shared kitchen licensee and used or made available for use by any shared kitchen user.

5. Ensure that, at any given time, the number of shared kitchen users preparing food in the shared kitchen does not pose a health or safety risk.

Consider signage/use of public way

RUNNING YOUR BUSINESS

How to read

Costs
Documents
Certificates
Wait time
Appointment

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.

Multiple simultaneous
Situations when you need to do several steps. These can be done at the same time. The colors of the path tell you with whom you’ll interact.

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

REGISTER YOUR BUSINESS

PREPARE TO APPLY

APPLY

COLLECT DOCUMENTS

How do you want to apply?

Online
Chicago business license application system

In person
Fill out the BIS form

Collect additional application requirements

- Chicago food sanitation manager certificate
- Business location floor plan
- Lease/proof of ownership of business location property

State of Illinois
Depts 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
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.

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 simultaneous
Situations when you need to do several steps. These can be done at the same time. The colors of the path tell you with whom you'll interact.

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 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.

### SOURCE


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

Version: 11/2018

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**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
  - Licensed shared kitchen location information
  - Valid government issued photo ID (ID cards from other governments are allowed)
  - Business location address
  - EIN #
  - IDOR #
  - State of IL file #

**APPLY**

- What type of license do you need?
  - Short term (90 days) $75 per/90 days
  - Long term (2 years) $330 per/2 year term

- How do you want to apply?
  - Online Chicago business license application system
  - In person Fill out the BIS form

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**Key**

- State of Illinois
- Dept of Public Health (CDPH)
- Business Affairs and Consumer Protection (BACP)
- Dept of Planning and Development (DPD)
**COLLECT DOCUMENTS**

- 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**

- Get recommended menu consultation

**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.

**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. Conform to 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**

- **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.
- **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.
- **Multiple simultaneous**: Situations when you need to do several steps. These can be done at the same time. The colors of the path tell you with whom you’ll interact.
- **Continuing process**: The current process will continue and the additional steps and timing will depend on your situation.

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**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.**
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

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Key

Business Affairs and Consumer Protection (BACP)
Dept of Public Health (CDPH)

Version: 12/2018

---

BEFORE SCHEDULING

Optional

Get a pre-inspection consultation
CDPH provides a consultation to prospective applicants to help answer questions to be ready for inspection. However, the consultation does not replace the inspection.

restaurant@cityofchicago.org

FREE

SCHEDULE INSPECTION

Pay license application fees
The business license application will trigger the onsite CDPH inspection.

Payment should be made 3-4 weeks prior to the opening target date.

Receive a call from CDPH to schedule inspection
The location of the inspection depends on your facility.

Where do you sell food?
Choose one

Retail restaurant
Food truck
Push cart

3-10 days after you file and pay your license application fees
1.5 hours to half a day depending on the size of your facility

With Health Inspector from CDPH
The Inspector is also sometimes called “Sanitarian”.

With a Food Service Sanitation Manager from your business
The person who holds the City of Chicago Food Service Sanitation Manager (FSSM) Certificate must be present on-site unless you only have pre-packaged food items.

PAY

Get a pre-inspection consultation
CDPH provides a consultation to prospective applicants to help answer questions to be ready for inspection. However, the consultation does not replace the inspection.
restaurant@cityofchicago.org
FREE

PAY

Prepares for inspection
Make sure you obtained all required building permits and that you completed all work
Prepare any necessary documents
Chicago FSSM certificate, contracts for pest control and waste removal, menu, ...
Check the Inspection checklist
https://www.cityofchicago.org/content/dam/city/depts/cdph/food_env/general/Food_Protection/FoodProtectionQuickGuide7272012b.pdf
Check that you avoid common inspection mistakes

DURING INSPECTION

Go over inspection with the Health Inspector
Check the Inspector is a real one
The inspector should show his badge. If not, tell the person to leave and report the incident to 311.
Did you get any violations?

Yes

Did you get any CORE violations (1 or more)?

No

Yes

Fix the violation

If you can, you 'pass' for this violation. If the violations will be fixed after the inspection, see 'After inspection' stage below

If you cannot, this violation becomes a Priority Foundation violation (see below)

Did you get any PRIORITY FOUNDATION violations (1 or more)?

No

Yes

Get a citation

Pay the citation

7 days

$250

Fix the violation

Now or in the time given by inspector

If you can, you 'pass' for this violation. If the violations will be fixed after the inspection, see 'After inspection' stage below

If you cannot, this violation becomes a Priority violation (see below)

Did you get any PRIORITY violations (1 or more)?

No

Yes

Get a citation

Pay the citation

7 days

$500

Fix the violation

Now

If you can, you 'pass' this violation 'with Conditions'

If you cannot, you 'fail' this violation. See the 'After inspection' stage.

Yes

Contest the citation

See details on the citation

Get a citation

Pay the citation

7 days

$500

Fix the violation

Now

Contest the citation

See details on the citation

Get a citation

Pay the citation

7 days

$500

Fix the violation

Now

Contest the citation

See details on the citation

Get a citation

Pay the citation

7 days

$500

Fix the violation

Now

Contest the citation

See details on the citation

Get a citation

Pay the citation

7 days

$500

Fix the violation

Now

Contest the citation

See details on the citation

Get a citation

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Fix the violation

Now

Contest the citation

See details on the citation

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$500

Fix the violation

Now

Contest the citation

See details on the citation

Get a citation

Pay the citation

7 days

$500

Fix the violation

Now

Contest the citation

See details on the citation

Get a citation

Pay the citation

7 days

$500

Fix the violation

Now
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

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.

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.

RUNNING YOUR BUSINESS

How to read

Before scheduling

Stage

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

Continuing 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.

Described 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.
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

No, employee health form required on site while selling
Yes, become a City of Chicago Food Service Sanitation Manager

Find and schedule training class

Take training class
Receipt from training class can be used for temporary proof of attaining certification

Apply for City of Chicago Food Service Sanitation Manager Certificate
Apply at Malcolm X College. Full documentation requirements can be found on the Malcolm X College website.

- Pay $52 fee

Wait 4-6 weeks for certificate to be mailed to you.
Complete IL-approved ANSI allergen awareness training

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

- Pay $15 fee

- Take class & pass exam

How to read

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

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.

THINGS TO CONSIDER

Check market rules and policy

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

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

<table>
<thead>
<tr>
<th>Name of market</th>
<th>Number of vendors</th>
<th>Daily attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Plaza</td>
<td>up to 40</td>
<td>2-3k</td>
</tr>
<tr>
<td>Daley Plaza</td>
<td>up to 40</td>
<td>3-5k, up to 6k when there is activation going on</td>
</tr>
</tbody>
</table>

Weekly Neighborhood Markets

<table>
<thead>
<tr>
<th>Name of market</th>
<th>Number of vendors</th>
<th>Daily attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Columbus Park</td>
<td>up to 10</td>
<td>25-50</td>
</tr>
<tr>
<td>North Lawndale</td>
<td>up to 10</td>
<td>25-50</td>
</tr>
<tr>
<td>Location</td>
<td>Stall Size</td>
<td>Cost</td>
</tr>
<tr>
<td>-----------------------</td>
<td>------------</td>
<td>-------</td>
</tr>
<tr>
<td>La Follette Park</td>
<td>up to 10</td>
<td>25-50</td>
</tr>
<tr>
<td>Roseland</td>
<td>up to 10</td>
<td>50-75</td>
</tr>
<tr>
<td>Austin</td>
<td>up to 10</td>
<td>25-50</td>
</tr>
<tr>
<td>Englewood/Anchor House</td>
<td>up to 10</td>
<td>25-50</td>
</tr>
<tr>
<td>Bronzeville</td>
<td>up to 10</td>
<td>50-75</td>
</tr>
<tr>
<td>Pullman</td>
<td>up to 5</td>
<td>50-100</td>
</tr>
<tr>
<td>Division Street</td>
<td>up to 25</td>
<td>2-3k</td>
</tr>
<tr>
<td>Lincoln Park</td>
<td>up to 25</td>
<td>50-100</td>
</tr>
<tr>
<td>Printers Row</td>
<td>up to 15</td>
<td>200-250</td>
</tr>
</tbody>
</table>

### 3. Choose market by cost

**Stall Size:** 1 stall = 10’x10’ space

<table>
<thead>
<tr>
<th>Plan</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Standard</strong></td>
<td></td>
</tr>
<tr>
<td>1 stall</td>
<td>$15</td>
</tr>
<tr>
<td>2 stalls</td>
<td>$30</td>
</tr>
<tr>
<td>3 stalls</td>
<td>$45</td>
</tr>
<tr>
<td>4-5 stalls</td>
<td>$60</td>
</tr>
<tr>
<td>6-8 stalls</td>
<td>$90</td>
</tr>
<tr>
<td>more than 9 stalls</td>
<td>$135</td>
</tr>
<tr>
<td><strong>Pullman, Lincoln Park, Printers Row</strong></td>
<td></td>
</tr>
<tr>
<td>1 stall</td>
<td>$25 per stall</td>
</tr>
<tr>
<td><strong>Federal Plaza, Daley Plaza, Division Street</strong></td>
<td></td>
</tr>
<tr>
<td>No fee</td>
<td></td>
</tr>
<tr>
<td><strong>Columbus Park, North Lawndale, La Follette Park, Roseland, Austin, Englewood/Anchor House, Bronzeville</strong></td>
<td></td>
</tr>
<tr>
<td>Additional</td>
<td>Daley Plaza only - $15 for electricity use</td>
</tr>
</tbody>
</table>

**What are you selling?**

- **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)”*
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.

Are you a cooperative vendor?  

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.

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

If applicable

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

Provide a copy of your business license

Gather application required documents

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

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.
AFTER APPROVAL

Check additional insured article

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

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.

Choices

Situations when you decide one out of two possibilities.

Multiple choice

Situations when you decide one out of multiple possibilities.

Waiting

The length of waiting time will depend on your situation.
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.

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 himself/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
Register your cottage food operation

Cottage foods are home-prepared foods that can be sold at independent farmers markets in accordance with the Cottage Food Operation Law as well as at DCASE city markets. Follow this process to register your cottage food operation with the Chicago Department of Public Health.

#### Steps & substeps

1. **Menu**: Determine products you want to sell.
   - Are all of the products within this list? 
     - choose one
   - Yes
     - No, get the product tested.
   - Obtain laboratory report within 4-6 weeks.

2. **Gather required documents**
   - Product packaging
   - Product labels for each item
   - Display placard for your stall
   - Registration form with signature(s)
   - Lab report if appropriate
   - City of Chicago Food Service Sanitation Manager Certificate

3. **Submit registration documents**
   - Menu
   - Product labels
   - Registration form with signature(s)
   - Laboratory report if appropriate
   - A copy of City of Chicago Food Service Sanitation Manager Certificate

4. **Choose neighborhood or city market**
   - Work with independent farmer’s market managers in Chicago to get a spot for your goods or work with DCASE to participate in a Chicago City Market.

#### How to read

- **Choices**: Situations when you decide one out of several possibilities.
- **Gates**: Points along the path where you’ll need to have required tasks or documents completed before you can move on.
- **Steps & substeps**: Follow the steps along the paths; check them off as you complete them. Some steps have several substeps.
- **Fees**: There will be a fee for the Chicago Food Service Sanitation Manager certificate and any required lab testing.
- **Email**: Submit documents by e-mail to:
  - Gregory.Nelson@cityofchicago.org
  - or by mail to: CDPH, Attn: Gregory Nelson, 2133 W. Lexington, Chicago, IL 60612

#### Key

- Dept of Public Health (CDPH)
- Source: [https://www.cityofchicago.org/content/dam/city/depts/cdp/h/food_env/general/Food_Protection/CottageFoodInformationSheet2018.pdf](https://www.cityofchicago.org/content/dam/city/depts/cdp/h/food_env/general/Food_Protection/CottageFoodInformationSheet2018.pdf)
- Version: 11/2018

### Menu

- Dry herbs
- Spices
- Jam/Jelly/Preserves
- Fruit Pie
- Fruit Butter
- Cookies/Cakes/Pastries
- Breads

### GATHER DOCUMENTATION

#### Menu: Determine products you want to sell.

- Are all of the products within this list?
  - Yes
    - No, get the product tested.
  - Obtain laboratory report within 4-6 weeks.

#### Gather required documents

- Product packaging
- Product labels for each item
- Display placard for your stall
- Registration form with signature(s)
- Lab report if appropriate
- City of Chicago Food Service Sanitation Manager Certificate

#### Submit registration documents

- Menu
- Product labels
- Registration form with signature(s)
- Laboratory report if appropriate
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  - Gregory.Nelson@cityofchicago.org
  - or by mail to: CDPH, Attn: Gregory Nelson, 2133 W. Lexington, Chicago, IL 60612
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.

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Illinois Institute of Technology

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Institute of Justice, University of Chicago
Kenya Merritt
City of Chicago BACP
Yescenia Mota
City of Chicago DCASE
Ed Tumulos
City of Chicago BACP

www.chicagofoodpolicy.com
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