

# START YOUR BUSINESS. CHICAGO

## SHARED KITCHENS

v.5.2015

@ChiSmallBiz  
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CityofChicago.org/SBC  
312.74GOBIZ

SMALL BUSINESS  
\* CENTER \*

Department of Business Affairs  
and Consumer Protection  
121 North LaSalle St, Room 800  
Chicago, IL 60602

BACP  
BUSINESS AFFAIRS  
CONSUMER PROTECTION

### THERE ARE TWO TYPES OF SHARED KITCHEN LICENSES

1] A **Shared Kitchen (Operator) License** is required for 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.

2] A **Shared Kitchen Supplemental License** is required for 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.

### SHARED KITCHEN USERS NEED A LICENSE

- A **Shared Kitchen User - Long Term License** is required by any person who utilizes, leases, or rents kitchen space at any licensed shared kitchen during the applicable two-year license period.
- A **Shared Kitchen User - Short Term License** is required by 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.

### READY TO APPLY?

You may apply for a license in person at the **Department of Business Affairs and Consumer Protection (BACP)** office in City Hall, 121 North LaSalle Street, Room 800. **An appointment is recommended** and can be made by calling (312) 74-GOBIZ / (312) 744-6249, or by going online at [www.cityofchicago.org/sbc](http://www.cityofchicago.org/sbc), and then click on **Schedule An Appointment With A Business Consultant**.

## PRE-APPLICATION CHECKLIST

- **Check your Zoning designation** (Only applies to Shared Kitchen Operator Licensees). Verify that your proposed business activities are allowed at your potential business location.
  - **DO NOT enter into any financial commitments** (i.e. Commercial lease, Construction/build-out) unless you are certain that you are in the proper zoning district that allows the proposed business activity.
  - **DO NOT assume the previous owner's zoning designation applies.**
- **Register your business with ALL of the appropriate government agencies.**
- **Check state or federal laws and requirements.**
- Licensing Fact Sheet 'What You Need to Know'

## FEES

- **Shared Kitchen Operator** = \$660, 2-year term
- **Shared Kitchen Supplemental** = \$330 (this is in addition to the required retail/wholesale food license), 2-year term
- **Shared Kitchen Long Term User** = \$330, 2-year term
- **Shared Kitchen Short Term User** = \$75, up to 90 day term