



DEPARTMENT OF BUSINESS AFFAIRS AND CONSUMER PROTECTION
CITY OF CHICAGO

Official Notice of Fee Changes to the Retail Food Establishment License

Dear Business Operator,

Please be advised of recent changes to Section 4-5 of the Municipal Code of Chicago (MCC) regarding Retail Food Establishment Food license fees. **This change is only for the Retail Food Establishment license, code #1006. Other food license fees are not affected.**

The Retail Food Establishment 2-year license fee will increase incrementally, based on the size of the retail food establishment.

Beginning January 1, 2018, all NEW license applications will be processed according to the new fee schedule below.

Beginning March 1st, 2018, all existing Retail Food Establishment license holders will see the new fee adjusted in their renewal notice and also posted in the online license renewal module.

Effective January 1, 2018:

Fees, charged every two years:

0-1,000 sq ft	\$660
1,001-2,500 sq ft	\$940
2,501-4,500 sq ft	\$1110
4,501-10,000 sq ft	\$1320
10,000+ sq ft	\$1650

Effective March 1, 2018:

- Existing Retail Food Establishment license holders whose license expiration date is on or after March 1, 2018, will be automatically adjusted to the new license fee. The fee will be based on the existing and confirmed square footage documented at time of original license application and confirmed by an onsite Chicago Department of Public Health (CDPH) inspection.
- Upon license renewal notification, you may renew your license online at www.cityofchicago.org/licenser renewal.

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