

About the Shared Kitchen Licenses ([MCC 4-8-038](#))

A Shared Kitchen License is required for the following shared kitchen business activities:

- **Shared Kitchen (Operator)** - 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.
- **Shared Kitchen-Supplemental** - 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.

About the Shared Kitchen User Licenses ([MCC 4-8-039](#))

A Shared Kitchen User License is required for the following shared kitchen user business activities:

- **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.

Pre-Application Checklist

The following activities must be completed **BEFORE** applying for any business license.

- ✓ [Check your Zoning designation](#) (Does not apply to “Shared Kitchen–Supplemental” and “Shared Kitchen User” license applicants). 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.](#)

How do I 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, and then click on [Schedule an Appointment](#) with a Business Consultant.

STEP 1: LICENSE APPLICATION

- A separate license shall be required for each shared kitchen business location or shared kitchen user.
- All activities and services to be provided must be described on the application.
- License application fee:
 - Shared Kitchen: **\$660.00 per Shared Kitchen**. Fee is based on a two-year term.
 - Shared Kitchen–Supplemental: **\$330.00 per Shared Kitchen-Supplemental, which is in addition to the applicable retail or wholesale food establishment license**. Fee is based on a two-year term; however, the license fee may be prorated to match the expiration of the aforementioned primary license.
 - Long-Term Shared Kitchen User: **\$330.00 per Long-Term Shared Kitchen User**. Fee is based on a two-year term.
 - Short-Term Shared Kitchen User: **\$75.00 per Short-Term Shared Kitchen User**. Fee is based on a 90 consecutive calendar days term.

Standard application requirements (e.g. valid government-issued photo ID, Social Security Number, IDOR Account ID, etc.) and documentation may be found in our [License Application Requirements Information](#) web page.

Additional application requirements:

- **Shared Kitchen / Shared Kitchen-Supplemental**
 - A valid City of Chicago Food Sanitation Manager Certificate.
 - Lease or proof of ownership of the business location property (Shared Kitchen only).
 - Proof of valid Retail or Wholesale Food Establishment License (Shared Kitchen – Supplemental only).
 - Business location floor plan (diagram) which illustrates all:
 - Rooms, spaces and other physical features
 - Fixtures (i.e. sinks, water heaters, furnaces, etc.)
 - Equipment
 - Food Preparation Area(s)
 - Food Storage Area(s)
- **Shared Kitchen User**
 - Individuals must provide a valid City of Chicago Food Sanitation Manager Certificate.
 - A signed “Statement of Intent” or lease, with a start date, from the owner or operator of the applicable licensed shared kitchen.
 - A menu of the food items the applicant intends to prepare, store, taste test, develop, package or otherwise handle or use for food related purposes at the applicable licensed shared kitchen.
 - The menu must contain:
 - The individual or business name
 - The residential address of the applicant as it appears on their valid government-issued photo ID
 - All food items (currently and in the future)

STEP 2: ZONING REVIEW

- **Shared Kitchens** are allowed in the following zoning districts: B3, C1, C2, and C3.
- **Shared Kitchen–Supplemental** applications are not subject to Zoning Review, however, the licensee’s business activities are subject to the Zoning provisions of the applicable primary license.
- **Shared Kitchen Users** are not subject to Zoning Classification.

When applicable, business license, location expansion and change of location applications require the review and approval from the Zoning Unit of the Department of Housing and Economic Development.

The City of Chicago is divided into distinct zoning districts that reflect the diversity of business and neighborhood uses. Each zoning district has different regulations regarding the types of business activities that are permitted.

During a review, the Zoning representative looks at the following:

- Proper classification of the business activity/ies
- If the business activity/ies is/are allowed in a specific district
- Compliance with parking, landscape and building requirements
- Proper building permits have been applied for/issued

STEP 3: INSPECTIONS

A Health Inspection is required as part of your license application.

| BUSINESS ACTIVITY | HEALTH INSPECTION TYPES | | |
|-----------------------------|-------------------------|--------|----------|
| | CONSULTATATION | ONSITE | PERIODIC |
| Shared Kitchen (Operator) | ✓ | ✓ | ✓ |
| Shared Kitchen–Supplemental | ✓ | | ✓ |
| Shared Kitchen Users | ✓ | | ✓ |

The **Chicago Department of Public Health (CDPH) – Food Protection** – CDPH is the department which ensures food safety and sanitation to prevent the spread of food-borne disease.

- The Food Protection division educates food businesses, inspects food establishments, addresses food related emergencies, and otherwise acts in the public interest.
- Prior to receiving a Mobile Food license for a Mobile Food Dispenser/Preparer business activity, the mobile food vehicle must pass an onsite inspection by CDPH – Food Protection.

Health Department Inspections

- **Health Risk Assessment:** Shared Kitchens are classified as a “Category 1 Facility” - a food establishment that presents a high relative risk of causing food borne illness based on the large number of food handling operations typically implicated in food borne outbreaks and/or the type of population served by the facility.
- **Consultation with Department of Health:** Prior to the issuance of any shared kitchen and shared kitchen user license, the license applicant must complete a consultation with the Department of Health to review equipment and food safety operations at the shared kitchen identified in the application. Additionally, the shared kitchen license applicant must complete an on-site inspection as well.
- **Periodic Inspections:** All shared kitchens are subject to periodic inspections. In addition, the Department of Health may inspect a shared kitchen in response to any complaint.

STEP 4: OPERATIONAL REQUIREMENTS

- A **Shared Kitchen** licensee must:
 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.

- A **Shared Kitchen User** must:
 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.

STEP 5: SIGNAGE AND USE OF THE PUBLIC WAY

In addition to issuing business licenses, BACP, through its Public Way Use (PWU) unit, is the department which handles general Grants of Privilege for the use of the public way. These permit applications are necessary when a business owner wishes to hang a sign, awning, or anything above, on or below the public way.

- a. Prior to hanging or constructing any sign that hangs over the public way, the applicant must file a Sign Permit Application with BACP. This detailed process includes obtaining additional permits from DOB as well as approval from the City Council. Because a sign contractor must be licensed with the City in order to obtain a sign construction permit, please see the [list of approved sign contractors](#).
- b. For temporary use of the public way (such as the temporary obstruction of a sidewalk or street for installation or construction work), contractors must obtain a Public Right of Way Use Permit from the Chicago Department of Transportation. Information about this permitting process is available at the [Regulations for Construction in the Public Way](#) web page.

For additional information, please go to our [Public Way Use](#) web page.