

Shared Housing Unit Operator License

A “Shared Housing Unit Operator” is an owner or operator of two or more shared housing units that are rented to guests through an internet based platform.

- What is a Shared Housing Unit?
A dwelling unit containing 6 or fewer sleeping rooms that is rented, or any portion therein is rented, for transient occupancy by guests. The term “shared housing unit” does NOT include: (1) single-room occupancy buildings; (2) hotels; (3) corporate housing; (4) bed-and-breakfast establishments, (5) guest suites; or (6) vacation rentals.

How do I apply?

You may apply for a license by going online at www.cityofchicago.org/sbc, and then click on [Apply for a Business License](#), or in person at the Department of Business Affairs and Consumer Protection (BACP) – Small Business Center 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.

- License application fee: \$250.00 for a two-year term.
- Shared Housing Unit Operator must be a natural person; not a business entity.
- **Shared Housing Unit Operator license does not guarantee that dwelling unit(s) are eligible for listing on a licensed platform.**
- It shall be unlawful for any shared housing host to rent or to allow any family member to rent any shared housing unit that has been determined to be ineligible for listing on any platform.

License application – Additional information required in addition to Section 4-4-050 of the Municipal Code of the City of Chicago (MCC):

- (1) The name, address and contact information of the shared housing unit operator's *local contact person*;
- (2) An affidavit from the local contact person identified in the license application attesting that such local contact person: (i) is designated for service of process; (ii) is authorized by the applicant or licensee to take remedial action and to respond to any code violation(s); and (iii) maintains a residence or office location in the City of Chicago.

RESOURCES:

- [Shared Housing Ordinance](#)
- [FAQs about the Shared Housing Ordinance](#)
- [City Clerk Restricted Residential Zones](#)
- [Link to Data Portal/Prohibited Licenses](#)
- [File a Complaint](#)