

RETAIL FOOD LICENSE READINESS CHECKLIST

Completion of this checklist does not guarantee inspection approval. This information is provided in order to prepare you for required Health inspection(s). Please contact us at 312-74-COBIZ, if you have questions or require additional assistance. The DBACP routinely offers free workshops on owning and operating a restaurant in the City of Chicago. Please visit our website at www.cityofchicago.org/businessaffairs for more information.

NEW CONSTRUCTION AND/OR CONSTRUCTION REHAB TO EXISTING FACILITY

- Provide Plan, drawn to scale of food establishment showing location of equipment, plumbing, electrical service and mechanical ventilation. Please refer to the Chicago Department of Public Health/Food Protection Program's FOOD ESTABLISHMENT PLAN REVIEW APPLICATION and requirements at www.cityofchicago.org/health. Plans must be submitted to the Chicago Department of Public Health/Food Protection Program at City Hall, 121 North LaSalle, Room 900 Chicago, IL 60602 - #312/746-8030.
- Obtain a building permit from the Department of Construction and Permits (DCAP). For permit application information visit www.cityofchicago.org/DCAP.

DOCUMENTATION

- Sanitation Certificate or proof of registration for approved sanitation course. Please note, certified food handlers must be on premises while food is being handled.
- Pest Control/Extermination Contract and log schedule
- Private Disposal Company Contract

SITE REQUIREMENTS

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| <input type="checkbox"/> All doors are rodent proof | <input type="checkbox"/> All shelving storage surfaces are impervious/easy to clean |
| <input type="checkbox"/> Light shields | <input type="checkbox"/> All storage areas and basement are free of clutter |
| <input type="checkbox"/> Outside garbage area clean. | <input type="checkbox"/> Ceiling, walls and floors are in good repair |
| <input type="checkbox"/> No Smoking signs are posted | <input type="checkbox"/> Outdoor signage must reflect "DBA" |
| <input type="checkbox"/> Basement area must be clean, clear, dry and free of vermin. Access to the basement must be made available to inspector regardless if basement is utilized. | |

SINKS

- Stainless steel 3-compartment sink with grease trap, drain stoppers, drain board/rack if multi-use utensils are used to prepare food. Additional sinks may be required for special equipment.
- Hand wash (exposed) sink in food prep area(s) with soap and towels
- Mop/Slop/Utility sink
- Bathroom sink, ventilation in bathroom, self-closing door, soap and towels
- Hot/Cold running water at all sinks

TEMPERATURES

- Cold/Hot foods – coolers and/or hot holding units must be operating and at proper temperature levels
- Thermometers in place in all coolers
- Dishwashing machine, if on site, must be operational and properly sanitizing

LICENSE APPLICATION COMPLETION & INSPECTION

- License application payment should only be submitted if applicant is ready (all construction is complete and premise is operationally fit) for inspection
- In approximately 3-10 business days from license application payment, a representative from the Department of Public Health will contact you to schedule an on-site inspection
- The applicant and/or a representative of the applicant must be onsite at time of the inspection. In the event that the inspector is unable to gain entry and/or conduct the inspection, the inspection result will be entered as failed. It is the responsibility of the applicant to directly contact the Department of Health to reschedule. The re-inspection request must be submitted by fax at #312/746-4240. Please note, after two (2) failed inspections, the applicant will be required to pay \$50 for each re-inspection.