

Food Protection Services Special Event Food Booth 180-day or Single Event License Checklist

Special Event food vendor applicants operate out of different types of facilities. Depending on the type of base of operation, there are additional requirements. The 180-day applications are processed by Business Affairs and Consumer Protection (BACP) and then reviewed by CDPH. The Single Event applications are processed by the Event organizer / coordinator and then reviewed by CDPH. Additional documentation may be required based on the information provided. Below is a checklist of the required documentation.

All Food Booth applicants

1. Completed application.
2. Summer Sanitation certificate(s).
3. Passed Inspection within 6 months – Provide a legible copy.
 - If the inspection results are Passed with Conditions, additional documentation is required to address the outstanding violations.
 - Shared Kitchen Users (SKU) need the inspection under the SKU license at the shared kitchen they plan to operate out of.

Own Commissary / restaurant in Chicago

Operating out of your own restaurant / own commissary in Chicago means that you are the owner of the restaurant or commissary operating under the same account number as listed on the application.

1. City of Chicago Business license.

Own Commissary / restaurant outside Chicago*

1. Permit / license to operate food establishment.

Shared Kitchen User (SKU) in Chicago

The commissary or shared kitchen inspection report is not required to be submitted. We only need the inspection report under the Shared Kitchen User (SKU) license.

1. SKU valid badge.

Using someone else's food establishment in Chicago (not SKU)

There are food vendors that only operate at Special Events and do not have a Shared Kitchen User (SKU) license. Their base of operation must be from a licensed Shared Kitchen or a Retail Food Establishment with a Shared Kitchen Supplemental license.

1. Signed agreement by both the food vendor and the licensed shared kitchen operator with list of services within 30 days of application.
 - a. A Notarized letter signed by both within 30 days of application is required if using a retail food establishment with a supplemental license.

Using someone else's establishment outside Chicago*

1. Permit / license to operate food establishment.
2. A Notarized letter signed by both within 30 days of application. Must list services.
3. Pictures, drawn layout, and / or list of equipment (matching layout) may be required.

***Additional verification / documentation may be required if operating outside of Chicago.
The applicant may be required to provide additional documentation from the local health department.**