



RETAIL FOOD ESTABLISHMENT LICENSE GUIDE TO YOUR INITIAL HEALTH INSPECTION

City of Chicago - Department of Public Health



**Richard M. Daley
Mayor**



**Bechara Choucair, M.D.
Commissioner**

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Table of Contents

Message from the Commissioner	2
How to Use This Guide	3
Coordinated Role of the City	4 - 5
Role of the Dept of Public Health	6
The City Application and Inspection Process	7 - 10
Role of the License Applicant	11
Plan Ahead	12
- Consultant	12
- Plan Review	12 - 13
- Know the Six C's to a Successful Inspection: Construction C ompleted, Equipment C onected, Establishment C lean, Documentation C ompiled, Code C ompliant and Ready for C orrective Action	13 - 15
Avoid the Common Reasons for a "Fail" Inspection Grade	16
Preparation Tips for Your Initial Inspection	17 - 22
Inspection Results	23
Conclusion	24
Sample Retail Food License Readiness Checklist	25 - 26
Sample Inspection Report	27 - 29

Message from the Commissioner

Dear Retail Food Establishment License Applicants,

First I wish to thank you for choosing Chicago as a place of business. As part of the City's ongoing efforts to improve the licensing and inspection process for Chicago businesses, the Chicago Department of Public Health (CDPH) is pleased to offer this guide for your use and reference.

Through communication and preparedness both CDPH and the licensees can work together to provide a clear, timely and successful vehicle for the licensing and inspection process. It also allows us both to focus on our shared goals ensuring that food served in Chicago continues to meet the high safety standards that Chicagoans have come to enjoy in our City.

It is my goal that this guide improves the efficiency, timeliness and transparency of the licensing and inspection process while maintaining the high standard of public health and safety in our City's retail food establishments.

As always, your comments and suggestions are welcomed. I can be contacted at 312-747-9870 and at choucair@cdph.org. Also after your initial inspection and any subsequent inspections, please let us know how we are doing by filling out a quick survey of our food safety services at:

http://www.cityofchicago.org/city/en/depts/cdph/provdrs/food_env/svcs/customer_servicesurvey.html

Sincerely,

Bechara Choucair, M.D.
Commissioner

How to Use This Guide

This guide is designed to serve as a handbook for businesses and while CDPH has attempted to make this guide as comprehensive as possible, please note that licensees are encouraged to thoroughly review the various portions of the Municipal Code of Chicago and the Rules and Regulations relating to retail food establishment licenses and food health safety, including, but not limited to, the following:

Municipal Code of Chicago

- Chapter 4-8 Food Establishments
- Chapter 7-28, Article II Health Nuisances – Refuse
- Chapter 7-28, Article V Health Nuisances – Rodent Control
- Chapter 7-32 Chicago Clean Indoor Air Ordinance
- Chapter 7-38 Food Establishments – Sanitary Operating Requirements
- Chapter 7-40 Food Establishments – Care of Foods
- Chapter 7-42 Food Establishments – Inspections, Violations and Hearings

The above chapters and the entire Municipal Code of Chicago can be viewed on-line at:

<http://www.amlegal.com/library/il/chicago.shtml>

The Rules and Regulations for Food Protection can be viewed on-line at:

http://www.cityofchicago.org/content/dam/city/depts/cdph/environmental_health_and_food/BoHFoodRegs.pdf

This guide explains the role of CDPH in the licensing and inspection process and also highlights the roles of some other City departments involved in the licensing and/or overall inspection process.

The majority of this guide is dedicated to outlining 1) the public health requirements for obtaining and maintaining a retail food establishment license; 2) the rationale for said requirement; and 3) how the licensee can successfully satisfy said requirement and conversely what conditions may lead to the issuance of a violation notice or a closure order by CDPH.

Coordinated Role of the City

Several City departments may have a role in the licensing of a new retail food establishment based on the overall business activities. Although each department has a distinct role, each has been charged by the Mayor to work as a team in delivering an integrated service and licensing process to our businesses. The Chicago Department of Business Affairs and Consumer Protection (BACP) serves as the quarterback of the multi-departmental retail food establishment licensing team. A few of those member departments and their respective roles are highlighted below.

The Chicago Department of Business Affairs and Consumer Protection (BACP)

BACP is the department which processes the license application and issues the actual license.

BACP operates a Business Assistance Center which is staffed with business consultants who will guide you through the licensing process. Office hours are Monday through Friday from 8:30 a.m. to 4:30 p.m. For more information call 312-74-GOBIZ (744-6249) or visit www.cityofchicago.org/bacp.

CDPH also have staff assigned to work with BACP and prospective businesses at the Business Assistance Center. In addition to providing an opportunity to meet with the various City departments in a single setting the Business Assistance Center also provides a unified City response to applicant's questions.

The Chicago Department of Buildings (DOB)

DOB is the department which processes and issues building permits. Please note a building permit will be required for any structural build-out, including rehab, of a food establishment. Structural work includes, but is not limited, to: plumbing, electrical, natural gas line, HVAC, drywall, demolition or construction.

It is important to note when seeking to open a food establishment at the site of a previous food establishment that the building and/or fire code requirements may have changed since that previous food establishment was licensed. As a new licensee, you must meet the new requirements of the building and/or fire code.

The Chicago Fire Department – Fire Prevention Bureau (CFD-FPB)

CFD's Fire Prevention Bureau is the department which processes and approves the fire safety aspects relating to the issuance of a building permit.

The Chicago Department of Zoning and Land Use Planning (DZP)

DZP is the department which administers the City's zoning code. Please check to ensure that the location where you wish to operate a food establishment is properly zoned for that purpose. You may contact a BACP business consultant to help determine what type of license is required for your proposed business activity and if there are any restrictions based on your business location.

The Chicago Department of Environment (CDOE)

CDOE is the department which develops environmental policy and enforces the City's environmental regulations.

Please note, for Retail Food Establishments that operate one or more wood burning ovens, the applicant may be required to apply for a Air Pollution Control Permit. Additional information is available on line by visiting www.cityofchicago.org/environment.

Role of the Dept of Public Health

The role of CDPH as it relates to retail food establishments is broad and extensive. CDPH is the primary City department responsible for ensuring that food sold in our City remains safe.

No retail food establishment license may be granted until that establishment has successfully passed a food safety inspection conducted by CDPH. Furthermore all licensees are subject to routine and periodic food safety inspections by CDPH. It must be noted however that CDPH is one of several City departments involved in ensuring the public safety, health and welfare in our City. Therefore, a passing grade on an inspection from CDPH does not automatically mean that a business can immediately open to the public, conduct other non-food activities, or not be subject to other legal or licensing requirements. A business may not operate until a business license is issued by BACP and is properly posted on the premises.

It is the goal of CDPH to proactively educate the business community on the licensing and inspection process to ensure that the process remains as transparent, thorough, efficient and safe as possible.

CDPH participates in multi-departmental efforts to educate businesses, such as participating in the BACP free inspection workshop held monthly at the BACP offices, 121 N. LaSalle Street, #805. Visit www.cityofchicago.org/businessaffairs for the monthly workshop calendar.

CDPH also participates in multi-departmental inspection efforts, such as the Mayor's Dumpster Task Force.

The City Application and Inspection Process

The first step in applying for a Retail Food Establishment License is to meet with a BACP business consultant who will guide you through the licensing process. Before seeking a license you should consider the following requirements. You can make an appointment with a business consultant on-line at www.cityofchicago.org/bacp or by calling 312-74GOBIZ (312-744-6249). You may also apply for your license on-line at www.cityofchicago.org/bacp.

THE APPLICATION:

The following documentation and information is required when applying for a Retail Food Establishment License: The legal name of your business, business address, square footage, lease or proof of ownership of the property, Illinois Business Tax (IBT) number, Federal Employers Identification (FEIN) number, ownership information, and a photo I.D. and proof of valid City of Chicago Food Service Sanitation Certificate.

ZONING REQUIREMENTS:

Before signing a lease make sure the location you have selected allows retail food service by checking the zoning classification at www.cityofchicago.org/zoning or ask a BACP business consultant. If you plan to sell liquor or offer entertainment in your food establishment, additional licensing and zoning requirements will apply.

BUILDING AND FIRE CODE REQUIREMENTS:

It is important to note when seeking to open a food establishment at the site of a prior food establishment that the building and/or fire code requirements may have changed since that prior food establishment was licensed. As a new licensee, you must meet any and all current requirements of the building and/or fire code.

FOOD SERVICE SANITATION REQUIREMENTS:

All retail food businesses are required to have at least one employed person on the premises at all times who has a valid City of Chicago Food Service Sanitation Certificate. The food course offers a basic food science background and information on the proper handling of food and maintaining a sanitary food establishment. Courses are available at Harold Washington College <http://hwc.ccc.edu> or the Illinois Restaurant Association www.illinoisrestaurants.org. The City of Chicago Food Service Sanitation Certificate will be awarded at the successful completion of the course.

FACILITY INSPECTIONS:

Prior to receiving a license the premises must first pass a public health inspection that focuses on food handling practices, product temperature, personal hygiene, facility maintenance and pest control. A menu of proposed food items must be available at time of onsite inspection for review by the CDPH Sanitarian.

Your establishment will be inspected by CDPH shortly after you file and pay for your license application with BACP. Therefore before you file and pay for your Retail Food Business License application with BACP, you must ensure your establishment is ready for an inspection by the CDPH Food Protection Program.

INSPECTION PROCESS:

- Application payment will trigger the onsite CDPH inspection. Payment should be made 3-4 weeks prior to the opening target date.
- All required building permits should be obtained and all work completed.
- A Sanitarian from CDPH will contact the applicant and schedule an on-site inspection at the retail food establishment.
- On-site CDPH inspection of the retail food establishment will be conducted within ten (10) days from payment.
- Inspection APPROVAL: When all vital sanitary requirements are met, the CDPH Sanitarian will provide an approval sign to the applicant for posting. The site will also be issued a 'risk assessment' that will determine future inspection frequency. Please note: **THE INSPECTION APPROVAL SIGN IS NOT A LICENSE NOR ALLOWS THE ESTABLISHMENT TO BE OPEN AND/OR OPERATING FOR BUSINESS.** The business may only be open and/or operational upon business license issuance.
- Inspection FAILURE: When sanitary requirements are not met a detailed inspection report will be issued to the applicant detailing all violations and/or deficiencies.
- Request for RE-INSPECTION: Once violations and/or deficiencies are corrected, the applicant must request a re-inspection directly from CDPH. Re-Inspection requests may only be submitted via fax or mail. Visit www.cityofchicago.org/health for the re-inspection request form and additional instructions.
- Failure to pass the initial two (2) onsite inspections will result in a \$50.00 re-inspection fee to be imposed for each subsequent inspection.

RECURRING INSPECTIONS:

Food establishments with dine-in seating are subject to a scheduled “Restaurant Inspection” from the Department of Buildings at the time of renewal and will be billed based on square footage (\$100–\$550). The Department of Public Health will also conduct unscheduled routine inspections and respond to complaints to ensure continued compliance.

DUTY OF CDPH SANITARIAN TO PRESENT PROPER IDENTIFICATION:

Please note that pursuant to section 7-42-010(c), it is the duty of a Sanitarian to present proper identification upon entering a food establishment. In addition to providing his/her name and title, a CDPH Sanitarian is required to present a valid City-issued photo identification card bearing his/her name and image and a City-issued badge bearing his/her Sanitarian number. If an individual claiming to be a CDPH Sanitarian or CDPH employee refuses to present the required pieces of identification, you can and should refuse entry to that individual and should also immediately report the matter to the Chicago Police Department by dialing 9-1-1.

DUTY TO FOOD ESTABLISHMENT TO COOPERATE DURING HEALTH INSPECTIONS:

Please note that pursuant to section 7-42-010(c), it is the duty of all food establishments to cooperate with CDPH during an inspection. Cooperation includes, but is not limited to, allowing the Sanitarian to fully inspect the premise, equipment and food and review all required documentation; and fully answering all reasonable and proper questions of the Sanitarian. Failure to cooperate with the sanitarian or obstructing the inspection process can lead to the issuance of a citation, a failing grade on the inspection and/or the suspension of the retail food establishment license. Please note that requesting a Sanitarian to provide his/her name, City-issued photo identification card, and/or City-issued badge shall not be construed as a lack of cooperation and/or obstruction.

Please note that there are absolutely no circumstances under which a Sanitarian can request, process, forward and/or receive any monetary payment of a license fee, violation fine or other monetary transaction. If an individual claiming to be a CDPH Sanitarian or CDPH employee requests or offers to process any fee, fine or other monetary transaction related to a retail food establishment, you should refuse any and all such requests or offers and should also immediately report the matter to the Chicago Police Department by dialing 9-1-1.

NON-TRANSFERABILITY OF LICENSES:

- **City of Chicago Business Licenses are non-transferable.**
- **Each food business and each location must have its own license in order to operate.**

OPERATING WITHOUT A VALID LICENSE AND/OR PROPER LICENSE(S):

- **If a business is found to be operating without a Retail Food Establishment License or other required city license a Cease and Desist Order will be issued and the operations will be Closed Immediately.**

For more information please visit the Restaurant Resource Center at:

www.cityofchicago.org/restaurants

Role of the License Applicant

The timeliness and successful completion of the license and inspection process is dependent upon you the applicant.

Please take advantage of all of the educational materials and workshops offered by CDPH, BACP and all of the City departments. The BACP offers a free monthly inspection workshop held at City Hall – 121 N. LaSalle Street, #805 Visit www.cityofchicago.org/businessaffairs for the monthly workshop calendar.

Plan ahead and when in doubt do not be hesitant to contact the appropriate City department for assistance or clarification.

For your inspection by CDPH please remember to know the “Six C’s” for a successful inspection:

- Have all your construction **C**ompleted
- Have all of your food equipment **C**onected and operational
- Have your establishment **C**lean and clutter-free
- Have all the necessary paperwork, including your pest-control and waste-control contracts, **C**ompiled and readily available
- Be Code **C**ompliant
- Be ready to take **C**orrective action on the spot if necessary

The best way to prepare you for the “Six C’s” is to take advantage of the “Pre-C” and ask for a free pre-inspection **C**onsultation with a CDPH representative. Consultations can be requested by calling CDPH at 312-747-FOOD (312-747-3663).

Plan Ahead

Again the best way to ensure a timely and successful application and inspection is to plan ahead.

Both BACP and CDPH are available to assist you in planning ahead.

You can make an appointment with a BACP business consultant on-line at www.cityofchicago.org/bacp or by calling 312-74GOBIZ (312-744-6349).

CONSULTATION

CDPH provides a free consultation to prospective applicants regarding food establishment. A free consultation can be requested by calling CDPH at 312-747-FOOD (312-747-3663).

Do not make the mistake of treating your initial health inspection as a consultation.

Using the initial inspection as a consultation is not beneficial to either party and most often results in a “Fail” grade on the initial inspection. The initial inspection results are part of your official and permanent public record.

If an applicant has further questions or simply is not prepared for an inspection, then the correct and business-wise course of action is to request a consultation. A consultation is not recorded as an inspection and does not result in a “Fail” grade being placed on the establishment’s official and permanent public record.

PLAN REVIEW

7-38-035 Submittal of plans and drawings.

No new food establishment shall be constructed nor shall any major alteration or replacement of existing equipment affecting the sanitary requirements of this chapter or the rules and regulations of the board of health be permitted unless plans or complete drawings of this construction, alteration or replacement are submitted to the department of health and approved prior to such remodeling or construction.

In addition to a consultation, the City will also conduct a plan review with the applicant. CDPH will participate in the plan review along with the DOB which is the lead agency in the plan review.

A plan review is required for all new construction work; rehabilitation work; or built-out work.

An applicant should submit the following to the Chicago Department of Buildings:

- A plan, drawn to scale, of the food establishment showing the location of all equipment, plumbing, electrical service and mechanical ventilation.
- A copy of the menu to be served at the food establishment.

It is also important to note when seeking to open a food establishment at the site of a prior food establishment that the building and/or fire code requirements may have changed since that prior food establishment was licensed. As a new licensee, you must meet any and all current requirements of the building and/or fire code.

A comprehensive Plan Review Application is available on-line at:

http://www.cityofchicago.org/content/dam/city/depts/cdph/environmental_health_and_food/FoodEstPlanRvwApp.pdf

THE **SIX C's** TO A SUCCESSFUL INSPECTION

For your inspection by CDPH please remember to know the **Six C's** for a successful inspection:

- Have all your construction **C**ompleted
- Have all of your food equipment **C**onected and operational
- Have your establishment **C**lean and clutter-free
- Have all the necessary documentation, including your pest-control and waste-control contracts, **C**ompiled and readily available
- Be Code **C**ompliant
- Be ready to take **C**orrective action on the spot if necessary

Once again the best way to prepare you for the **Six C's** is to take advantage of the **Pre-C** and ask for a free pre-inspection **C**onsultation with a CDPH representative. Consultations can be requested by calling CDPH at 312-747-FOOD (312-747-3663).

The ***Six C's*** to a successful initial inspection are described in more detail below.

- **Have all your construction Completed**

If the establishment is not ready for inspection it will receive a “Fail” grade, which becomes a part of the establishment’s official and permanent public record. Please be sure all the walls, flooring and ceiling paneling are installed and finished. Holes, gaps and unsealed joint-points can contribute to potential infiltration of pests, insects, debris, dust and contaminants and therefore pose a significant public health risk.

- **Have all of your food equipment Connected and operational**

The inspection needs to check all equipment to ensure that they are in proper working order and are operational at the proper temperature levels. If the necessary equipment is not ready for inspection it will receive a “Fail” grade. Equipment, including but not limited to, gas and electric cooking equipment, sinks, refrigeration and freezing units, cold storage units, food warming or cooling units, required lighting and required plumbing, must be operational in order to be inspected. For refrigeration, warming and items which need time to reach to the required temperature levels please leave yourself enough time for those items to ramp up prior to your inspection date.

- **Have your establishment Clean and clutter-free**

Cleanliness is a critical aspect of public health safety as well the safety of patrons and workers. Dusty and/or dirty establishments and equipment do not present well for a public health inspection. Clutter is also a health and safety hazard. For your inspection please remember the simple axiom “a place for everything and everything in its place.”

- **Have all the necessary documentation, including your pest-control and waste-control contracts, Compiled and readily available**

Documentation is also a critical aspect of public health safety. The inspector will need to verify that the establishment has an employee with a valid City of Chicago Food Service Sanitation Certificate, if required; a contract for pest control; a contract for waste removal; a menu; and other required documents. Again please remember the simple axiom “a place for everything and everything in its place” applies to

documentation as well. While missing documentation may be turned in after the inspection it may also delay the issuance of a “Pass” grade.

- **Be Code Compliant**

The food safety provisions of the Municipal Code of Chicago were enacted to protect the health, safety and welfare of the residents of and visitors to our great city.

While not all code violations, such as not having No Smoking signs posted or a missing contract page, may result in a “Fail” grade, code violations which cannot be corrected on the spot and which pose an immediate risk of food contamination or food borne illness will result in a “Fail” grade.

- **Be ready to take Corrective action on the spot if necessary**

If a situation presents itself which may constitute a code violation, be prepared to take corrective action on the spot. If staff is needed to clean, connect, fix or retrieve an item, have them there with you at the time of inspection. Have the numbers of your suppliers, pest control and waste control contractors, and other contractors available in the event that you need a document sent over. Be prepared and be flexible.

Once again the best way to prepare you for the **Six C’s** is to take advantage of the **Pre-C** and ask for a free pre-inspection **C**onsultation with a CDPH representative. Consultations can be requested by calling CDPH at 312-747-FOOD (312-747-3663).

Avoid the Common Reasons for a “Fail” Grade

The initial inspection results are part of your official and permanent public record.

Please remember that if an applicant has further questions or simply is not prepared for an inspection, then the correct and business-wise course of action is to request that the inspection be rescheduled prior to your inspection date.

Below are a few of the more common reasons why applicants fail the initial inspection.

- Not Ready for Inspection
 - Physical built-out not completed
 - Food equipment not installed and/or not operating properly
 - Cooking ventilation system not installed and/or not operating properly
- Lack of three-compartment sink in food preparation areas
- Lack of utility sink
- Lack of plumbing back-flow devices
- Lack of hot water
- Unsealed gaps in walls, joints and piping
- Inadequate refrigeration (temperature is above 40 degrees Fahrenheit in refrigerators/coolers and above 0 degrees Fahrenheit in freezers)
- Restrooms not operational

Preparation Tips for Your Inspection

The following tips will assist you in preparing for your initial inspections. The below is not all inclusive but does cover some main areas of the initial inspection.

7-38-005 Food requirements.

(a) All food shall be protected from contamination and the elements while being stored, prepared, displayed or sold at a food establishment..., and so shall all food equipment, containers, utensils, food-contact surfaces and devices and vehicles, in accordance with the provisions of this chapter, chapters 4-80 7-40 and 7-42 and the rules and regulations of the board of health.

(b) All foods to be used, prepared, cooked, displayed, sold, served, offered for sale or stored in a food establishment, or during transportation to or between such establishments...shall be from sources approved by the health authorities of the point of origin and must be clean, wholesome, free from spoilage, adulteration, contamination or misbranding and safe for human consumption. The standards for judging wholesomeness for human food shall be those promulgated and amended from time to time by the United States Public Health Service, Food and Drug Administration and published in the Code of Federal Regulations.

- ✓ **Are all food items received and documented from approved sources?**
- ✓ **Are food items stored, covered or wrapped?**
- ✓ **Are stored food items properly labeled?**
- ✓ **Is all cooking equipment clean and in good repair?**

Hot and Cold Storage

- ✓ **Are refrigerators/coolers at 40 degrees Fahrenheit or below?**
- ✓ **Are freezers at 0 degrees Fahrenheit or below?**
- ✓ **Are thermometers in place in all refrigerators/coolers/freezers?**

- ✓ **Are raw meat, poultry and seafood items stored on shelves below prepared food and produce fruit items?**
- ✓ **Do refrigerator/freezers have adequate storage capacity?**
- ✓ **Are hot foods held at 140 degrees Fahrenheit or above?**

Dry Storage

- ✓ **Are all storage items stored 6” off the floor?**

7-38-025 Equipment standards.

All equipment and utensils shall be so designed and of such material and workmanship as to be smooth, easily cleanable and durable in compliance with the rules and regulations of the board of health and shall be in good repair. Food-contact surfaces of such equipment and utensils shall also be easily accessible for cleaning, nontoxic, corrosion resistant, and relatively nonabsorbent. The department of health may approve exceptions to these material requirements for equipment such as cutting boards, blocks and bakers' tables. All equipment and utensils shall be maintained in a sanitary condition in accordance with the rules and regulations of the board of health. No new food-contact equipment may be installed unless the equipment or complete drawings thereof shall have been submitted to the department for approval prior to installation.

- ✓ **Is your food equipment installed?**
- ✓ **Is your food equipment in proper working order?**
- ✓ **Is your food equipment washed and cleaned?**

7-38-030 Compliance with city regulations.

The floors, walls and ceilings of all rooms in which food or drink is stored, sold, offered for sale, cooked or prepared, or in which utensils and equipment are

washed, shall be constructed and maintained in a manner prescribed by the building code of the City of Chicago and the rules and regulations of the board of health to ensure protection against contamination.

All rooms in which food and drink are prepared or in which utensils are washed shall be well-lighted. All food establishments shall have adequate ventilation systems which comply with the applicable requirements of the ventilation and fire prevention codes of the City of Chicago and regulations published by the board of health.

All food establishments shall have adequate plumbing facilities that comply with all the requirements of the plumbing chapter of the Municipal Code of Chicago and the rules and regulations of the board of health.

Walls, floors and ceilings

- ✓ **Are all your walls, flooring and ceilings fully constructed and finished?**
- ✓ **Are walls, floors and ceilings made of durable and approved materials which are smooth and easily cleaned?**
- ✓ **Are walls, floors and ceilings clean and free of dust, including behind equipment?**
- ✓ **Are all openings, gaps, holes in walls and ceilings and around pipe junctures sealed to prevent debris and infestation?**
- ✓ **Four inch (4") cove at floor and wall junction properly installed?**
- ✓ **Are floor drains unobstructed, clean and properly installed?**

Lighting

- ✓ **Are food preparation areas and equipment sanitizing areas properly well light?**

Ventilation

- ✓ **Are the necessary ventilation systems installed and operational?**

Plumbing

- ✓ **Do all sinks for washing, rinsing and sanitizing have a grease trap, drain stoppers and drain board/rack?**
- ✓ **Are additional separate sinks required for various food products?**
- ✓ **Is there at least one stainless steel three-compartment sink?**
- ✓ **Can the largest basin in the three-compartment sink large enough to immerse the largest piece of equipment to be washed (i.e., pots/pans)?**
- ✓ **Are hand-washing sink(s) available in all food preparation and dishwashing areas?**
- ✓ **Is there at least one mop/slope sink?**
- ✓ **Is Hot and Cold running water must be available at all sinks provided through a mixing valve under pressure?**
- ✓ **Are backflow devices or air gaps installed on three-compartments, mop sink and dish machine?**

Chemicals and Cleaning Supplies

- ✓ **Are cleaning chemicals and supplies labeled and properly stored away from food and food equipment?**

7-38-010 Food handler requirements.

(a) All employees who enter food processing areas, who prepare food, serve or handle in any manner unwrapped or unenclosed foods or utensils or receptacles or who handle foods on food-transporting vehicles shall maintain a high degree of personal cleanliness and conform to hygienic practices prescribed in and comply with all of the food handler requirements of the code and in the rule and regulations of the board of health.

- ✓ **Are all employees wearing proper hair restraints?**
- ✓ **Are employees wearing clean clothing?**

7-38-12 Food handling and sanitation certificates.

(a) All food establishments shall employ and have present on the premises at all times that potentially hazardous food is being prepared or served, a person who holds a department of health certificate of registration in food handling and sanitation....

- ✓ **Do you have the proper number of employees with a food handling and sanitation certificate?**

7-38-015 Maintenance of premises.

Food establishment premises, including outdoor premises, shall be maintained in a clean, safe manner. Adequate facilities within every establishment shall be provided for the storage of employees' personal belongings. The board of health shall prescribe regulations for the maintenance of food establishments.

- ✓ **Is the establishment clean?**
- ✓ **Is there an area for employees' personal belongings?**

7-38-020 Control of vermin and insects.

In accordance with this section and the rules and regulations of the board of health, all necessary control measures shall be used to effectively minimize, or eliminate when possible, the presence of rodents, roaches and other vermin and insects on the premises of all food establishments, in food-transporting vehicles and vending machines. All garbage and rubbish shall be stored, removed and disposed of as prescribed in this section and the rules and regulations.

Every food establishment shall maintain a log containing a written record of the control measures performed by exterminators or other pest control businesses on the premises of the food establishment and receipts and reports prepared by the exterminators or other pest control businesses for the control services. The log shall be open to inspection by city health and sanitation inspectors.

The outdoor eating areas of all food-dispensing establishments shall be cleaned and hosed down prior to opening or at the close of business each day. At the close of the outdoor eating season, the outdoor eating areas shall be hosed down with a pressurized hose designed for outdoor use.

At least one garbage receptacle with a capacity of 55 gallons and a lid shall be placed at an area accessible to the patrons of any outdoor eating area where the tables are not regularly cleared by waiters, waitresses or other staff. If one such garbage receptacle is not sufficient to accommodate the stream of garbage produced by the outdoor eating area, additional receptacles shall be provided to the extent the stream of garbage requires. Each receptacle shall be periodically emptied and at no time shall garbage be permitted to overflow onto the ground from a receptacle.

- ✓ **Do you have a Pest Control/Extermination Contract with a licensed operator and a Pest Control Log Book and are both available for review?**
- ✓ **Do you have a Private Disposal Company Contract and is it available for review?**
- ✓ **Is the outside garbage area clean and organized?**
- ✓ **Are dumpsters and compactors clean, locked and enclosed?**
- ✓ **Is at least one garbage receptacle accessible to patrons, and is it clean and in good repair?**

Inspection Results

- A “Pass” or “Fail” inspection grade should be available at the conclusion of the inspection.
- If a “Pass” grade is provided but there were found to be non-health threatening items in need of correction, it is the responsibility of the applicant to correct any and all outstanding matters in an expedited manner.
- In most instances a “Pass” grade will be forwarded to BCAP within 2 working days after the inspection so that BACP can complete the application process.
- For new establishments a “Pass” grade does not mean that the establishment can immediately open for business. No business may open until the BACP has issued the retail food establishment license.
- In the event that a “Fail” grade is given, it is the responsibility of the applicant to directly contact the CDPH Food Protection Program to schedule a re-inspection. The re-inspection request must be faxed to 312-746-4240. Items which caused the giving of a “Fail” grade must be corrected prior to making a request for a re-inspection.
- In the event that the inspector is unable to gain entry and/or conduct the inspection, the inspection will be given a “Fail” grade. It is the responsibility of the applicant to directly contact the CDPH Food Protection Program to reschedule. The re-inspection request must be faxed to 312-746-4240. Please note, after two (2) failed inspections, the applicant will be required to pay \$50.00 fee for each re-inspection.
- If you have questions about the inspection or plan review process, please contact the CDPH Food Protection Program at 312-746-8046 or 312-747-FOOD (312-747-3663).

Conclusion

We hope that you found this guide helpful in improving the efficiency, timeliness and transparency of the licensing and inspection process while maintaining the high standard of public health and safety in our City's retail food establishments.

As always, your comments and suggestions are welcomed. The Commissioner can be contacted at 312-747-9870 and at choucair@cdph.org. Also after you initial inspection and any subsequent inspections, please let us know how we are doing by filling out a quick survey of our food safety services at:

http://www.cityofchicago.org/city/en/depts/cdph/provdrs/food_env/svcs/customer_servicesurvey.html

Also please feel free to contact us at 312-746-8046 or 312-747-FOOD (312-747-3663).

Thank you for your time, cooperation and consideration.

SAMPLE 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 74-GOBIZ, if you have questions or require additional assistance. The BACP routinely offers free workshops on owning and operating a restaurant in the City of Chicago. Please visit our website at www.cityofchicago.org/bacp 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 2133 W. Lexington Street, Chicago, IL 60612 - #312/746-8030.
- ☐ Obtain a building permit from the Department of Buildings. For permit application information visit www.cityofchicago.org/buildings.

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
- ☐ Occupancy Placard

SITE REQUIREMENTS

- | | |
|---|---|
| <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 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 3-5 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.

Providers that offer FOOD SANITATION MANAGER COURSES

ILLINOIS RESTAURANT ASSOCIATION	200 N. LaSalle St. – Suite #880 Chicago, IL 60601 312/787-4000 or 800/572-1086 http://www.illinoisrestaurants.org/
HWC – Harold Washington College	300 E. Lake St.
Chinatown – Chinese Community Center	250 W. 22 nd Pl.
Korean Class – Wright College	4300 N. Narragansett Ave.
Olive Harvey College	10001 S. Woodlawn Ave.
Truman College	1145 W. Wilson Ave.
Greater Chicago Food Depository	4100 W. Ann Lurie Pl. (42 nd Pl. & Pulaski Ave.)
Wright College	4300 N. Narragansett Ave.

Inspection #: 11-0249		Chicago Department of Public Health Food Protection Division Food Establishment Inspection Report Telephone: 312.746.8030 FAX: 312.746.4240 TTY: 312.744.2374 www.CityofChicago.org/Health		Inspection Date: 07-16-10	
License #: 0				Started: 11:00am	Completed: 11:05am
Inspection Type: Canvass				Inspector's Badge #: 322	Supervisor's Badge #:
Facility Type:				Days of Operation:	
SR #:	SFP #:			From:	To:
Business Address:			Zip:	Location on Site: 1st Floor	
Legal Name:			D/B/A: Name	A/K/A:	
Certified Manager:			Certificate #:	Expiration Date:	# Certified Managers: 0
Disposal Service:			Pest Control:	Pest License #:	
Total # Seats: 0	# Food Prep Areas: 0	HACCP Concept Presented:		Citations Issued: 0	Does The Facility Cater:
Risk: Risk 1 (High)	Reason For Risk Change:		Running Hot Water:	School Type:	# Employees: 0 # Washrooms: 0
HT Dish Machine: 0.00°F	LT Dish Machine:	3 Compartment Sink:		License Suspended:	
# of Washbowl Sinks: 0	# of Exposed Sinks: 0	# of Utility Sinks: 0	# 2 Compartment Sinks:	# 3 Compartment Sinks:	# Other Sinks: Close Up #:
Location:	Location:	Location:	Location:	Location:	Location:
Food Temperature Observations					
Product:	Temp:	Location:	Product:	Temp:	Location:

Critical Violations Items 1 - 14 (\$500 fine per each violation)			Food Equipment and Utensil 7-38-030		
Food Protection 7-38-005 (B) (B-2)					
01	Source sound condition, no spoilage, foods properly labeled, shellfish tags in place		22	Dish machines: provided with accurate thermometers, chemical test kits and suitable gauge cock	
Food Protection 7-38-005 (A)					
02	Facilities to maintain proper temperature		23	Dishes and utensils flushed, scraped, soaked	
03	Potentially hazardous food meets temperature requirement during storage, preparation display and service		Food Equipment and Utensil 7-38-030, 005 (A)		
04	Source of cross contamination controlled i.e. cutting boards, food handlers, utensils, etc		24	Dish washing facilities: properly designed, constructed, maintained, installed, located and operated	
Food Protection 7-38-010 (A) (B)			Toxic Items 7-38-005 (A), 7-38-030		
05	Personnel with infections restricted: no open sores, wounds, etc		25	Toxic items properly stored, labeled and used	
06	Hands washed and cleaned, good hygienic practices; bare hand contact with ready to eat food minimized		Toilet / Hand Washing Facilities For Customers 7-38-030		
07	Wash and rinse water: clean and proper temperature		26	Adequate number, convenient, accessible, properly designed and installed	
08	Sanitizing rinse for equipment and utensils: clean, proper temperature, concentration, exposure time		27	Toilet rooms enclosed clean, provided with hand cleanser, sanitary hand drying devices and proper waste receptacles	
Food Equipment and Utensil Sanitation 7-38-030			Display of Inspection Report Summary 7-42-010 (B)		
09	Water source: safe, hot & cold under city pressure		28	* Inspection report summary displayed and visible to all customers	
10	Sewage and waste water disposal, no back siphonage, cross connection and/or back flow		Compliance		
11	Adequate number, convenient, accessible, designed, and maintained		29	Previous minor violation(s) Corrected 7-42-090	
Toilet and Hand Washing Facilities for Staff 7-38-030			Minor Violations Items 30 - 44 (\$250 fine per each day the violation exist if not corrected by the next routine inspection)		
			30	Food in original container, properly labeled: customer advisory posted as needed	
			31	Clean multi-use utensils and single service articles properly stored: no reuse of single service articles	
			32	Food and non-food contact surfaces properly designed, constructed and maintained	
			Food and non-food contact		

12	Hand washing facilities: with soap and sanitary hand drying devices, convenient and accessible to food prep area		33	equipment utensils clean, free of abrasive detergents	
Compliance Insect and Rodent Control: 7-38-020			Food Maintenance 7-38-030, 015, 010 (A), 005 (A)		
13	No evidence of rodent or insect infestation, no birds, turtles or other animals		34	Floors: constructed per code, cleaned, good repair, covering installed, dust-less cleaning methods used	
Compliance			35	Walls, ceilings, attached equipment constructed per code: good repair, surfaces clean and dust-less cleaning methods	
14	Previous serious violation corrected, 7-42-090		36	Lighting: required minimum foot-candles of light provided, fixtures shielded	
Serious Violations Items 15 - 29 (\$250 fine per each day the violation exist)			37	Toilet room doors self closing: dressing rooms with lockers provided: complete separation from living/sleeping quarters	
Food Protection 7-38-005 (A)			38	Ventilation: rooms and equipment vented as required: plumbing: installed and maintained	
15	Unwrapped and potentially hazardous food not re-served		39	Linen: clean and soiled properly stored	
16	Food protected during storage, preparation, display, service and transportation		40	Refrigeration and metal stem thermometers provided and conspicuous	
17	Potentially hazardous food properly thawed		41	Premises maintained free of litter, unnecessary articles, cleaning equipment properly stored	
Insect and Rodent Control: Garbage 7-38-020			42	Appropriate method of handling of food (ice) hair restraints and clean apparel worn	
18	No evidence of rodent or insect outer openings protected/rodent proofed		43	Food (ice) dispensing utensils, wash cloths properly stored	
19	Outside garbage waste grease and storage area; clean, rodent proof, all containers covered		44	Only authorized personnel in the food-prep area	
20	Inside containers or receptacles: adequate number, properly covered and insect/rodent proof		No Smoking Regulations 7-32-010 Through 090		
Personnel 7-38-012			70	No Smoking Regulations	
21	* Certified Food Manager on site when potentially hazardous foods are prepared and served				

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REMEMBER THE *SIX C's* TO A SUCESSFUL INSPECTION

- *Have all your construction Completed*
- *Have all of your food equipment Connected and operational*
- *Have your establishment Clean and clutter-free*
- *Have all the necessary documentation, including your pest-control and waste-control contracts, Compiled and readily available*
- *Be Code Compliant*
- *Be ready to take Corrective action on the spot if necessary*

FOR A HEALTHY AND SAFE *CHICAGO*

