

Food Protection Services Special Event Organizer's checklist

Please follow this checklist so that the Special Events may be reviewed in a timely manner.

- One attachment per food vendor applicant. Include all food-related documents per business under one scan/attachment.
- Organizers must label their uploaded (PDF) documents.
- List all Food Vendors and Food Truck Vendors in the [Vendors Information Page](#).

Recommended Labeling of Uploaded Documents:

Include the Business Name and the license type, either the 180-day license or Single Event application.

Examples:

- 180-day license applicants: **NameofBusiness_180** OR
- Single Event Food Vendor/Truck applicants: **NameofBusiness_Single**

Examples:

- The business name is **Healthy** and has a **180-day license**, then the attached document should be **Healthy_180**
- The business name is **Very Good** and applying for a **Single Event**, then the attached document should be **VeryGood_Single**

Required Documents:

For 180-day license applicants:

- ☐ Attach the 180 license and properly name the attachment as described above.

For Single Event Food Vendor/Food Truck applicants:

- ☐ The application must be completed. Ensure all questions are answered.
- ☐ Food Vendor (Booth): Attach a clear scanned copy of at least one Summer Festival certificate.
- ☐ Food Truck (Mobile Food Preparer): Attach a clear scanned copy of their City of Chicago Sanitation certificate.
- ☐ Ensure the last inspection date is within 6 months. Attach a copy of the inspection report. The report cannot have outstanding Priority or Priority Foundation (critical/serious) violations.
- ☐ If you are not using your own restaurant, the commissary in Chicago must be a licensed shared kitchen or have a supplemental shared kitchen license. If using commissary outside Chicago, additional documentation such as the commissary permit will need to be submitted depending on local jurisdiction requirements to operate.
- ☐ Additional documentation may be required based on submitted documentation and/or food operations.

Some Common Reasons For Not Approving Applications:

1. Using older versions of Special Event applications. Ensure a recent version of the application is submitted.
2. Incomplete applications or not attaching supporting documentation.
3. No recent inspection, last inspection report over 6 months ago.

Contact information:

If you need a recent health inspection or have food safety questions email: CDPHFood@cityofchicago.org

If you have questions for the DCASE Permits Team email: SEPermits@cityofchicago.org