
CITY OF CHICAGO

RULES



SHARED HOUSING REGISTRATION APPLICATION AND COMMISSIONER'S ADJUSTMENT RULES



Mayor Brandon Johnson

Acting Commissioner Ivan Capifali

BY AUTHORITY VESTED IN THE COMMISSIONER OF BUSINESS AFFAIRS AND CONSUMER PROTECTION PURSUANT TO SECTION 2-25-120 AND SECTION 4-14-070 OF THE MUNICIPAL CODE OF CHICAGO, THE FOLLOWING RULES REGARDING SHARED HOUSING REGISTRATION APPLICATION, PRIMARY RESIDENCY, AND COMMISSIONER'S ADJUSTMENT PROCESSES ARE ADOPTED.

By Order of the Commissioner:

Signed: 

Date: September 16, 2024

Ivan Capifali
Acting Commissioner

Published: September 17, 2024

Effective: September 19, 2024

CITY OF CHICAGO
DEPARTMENT OF BUSINESS AFFAIRS AND CONSUMER PROTECTION
SHARED HOUSING REGISTRATION APPLICATION AND COMMISSIONER'S
ADJUSTMENT RULES

SECTION 1. DEFINITIONS

As used in these Rules, the following definitions shall apply:

“Code” means the Municipal Code of the City of Chicago.

“Commissioner” means the Commissioner of Business Affairs and Consumer Protection or the Commissioner’s designee.

“Department” means the Department of Business Affairs and Consumer Protection.

“Platform” has the meaning ascribed to that term in Section 4-13-100 of the Code.

“Shared housing unit” has the meaning ascribed to that term in Section 4-14-010 of the Code.

“Shared housing host” has the meaning ascribed to that term in Section 4-14-010 of the Code.

“Primary residence” has the meaning ascribed to that term in Section 4-14-010 of the Code.

SECTION 2. APPLICATION REQUIREMENTS

Rule SH 1.01 Selection of Platform at Time of Shared Housing Registration Application

No shared housing host shall advertise for rent on a platform, list on a platform, rent on a platform, or book on a platform unless said platform is included on said shared housing host’s shared housing registration application submitted to the Department.

Rule SH 1.02 Approved Shared Housing Registrations Wishing to List on Additional Licensed Platforms

Prior to listing, renting, booking, or advertising for rent on a platform not included in the shared housing host’s previously approved shared housing registration application, a shared housing host shall submit a request to the Department to add an additional platform to their registration. No shared housing host may list, rent, book, or advertise for rent on an additional platform until they receive written approval of their request to add an additional platform from the Department.

Rule SH 1.03 Multiple Hosts Prohibited for the Same Dwelling Unit

No more than one shared housing host will be approved to obtain a registration for any dwelling unit.

SECTION 3. PRIMARY RESIDENCY REQUIREMENTS

Rule SH 1.04 Restriction to One Primary Residence

No shared housing host shall claim more than one shared housing unit as their primary residence on their registration application. Shared housing hosts cannot receive more than one shared housing registration for a shared housing unit which they indicated as their primary residence.

Rule SH 1.05 Changes of Primary Residence Address

Any shared housing host that claimed a shared housing unit as their primary residence on their registration with the Department who changes their primary residence address shall immediately cancel said registration and delist the shared housing unit that had been indicated as a primary residence.

Rule SH 1.06 Proof of Identity and Primary Residence

A shared housing registration applicant or host shall provide documentation as proof of their identity and documentation as proof of their primary residency. The documents provided must be current and unexpired, and must have the applicant or host's full name and full address, including the unit number where applicable.

Identity Verification – must provide one document:

- 1) State Driver's License
- 2) State ID Card
- 3) US Passport
- 4) US Military ID
- 5) City of Chicago City Key ID

Primary Residency Verification – must provide one document from each of the following lists:

List A

- 1) State Driver's License
- 2) State ID Card

List B

- 1) Bank Statement dated within 30 days (checking/ savings account)
- 2) Office Payroll Documentation dated within 30 days (paystubs from employer, paycheck from employer)

- 3) Voter Registration from current year
- 4) Vehicle Registration from current year
- 5) School Records from the current semester (tuition bill/ invoice, report card)
- 6) Most recent Cook County Property Tax Bill with Homestead Exemption Claimed (unit number must be shown under “Property Location”, where applicable)

SECTION 4. COMMISSIONER’S ADJUSTMENTS

Rule SH 1.07 Application for a Commissioner’s Adjustment

Applications for a Commissioner’s Adjustment shall be made using the Commissioner’s Adjustment Application Form, which may be downloaded at: www.cityofchicago.org/bacp. The completed form and all supporting documentation must be submitted to: houseshareadjustment@cityofchicago.org. BACP will review the shared housing host’s request for a Commissioner’s Adjustment and determine whether the request meets the criteria for an Adjustment. Commissioner’s adjustments are not effective until the shared housing host receives written approval from the Department.

Rule SH 1.08 Failure to Apply for Commissioner’s Adjustment

If a prospective shared housing host received an initial determination of ineligibility and they still wish to proceed with registration, the prospective shared housing host may submit a request for a Commissioner’s Adjustment within thirty (30) calendar days of being sent the Department’s initial determination of ineligibility. If a shared housing host applicant wishes to request a Commissioner’s Adjustment after thirty (30) calendar days have passed since the initial determination of ineligibility, the individual must submit a new shared housing host application and submit a timely Commissioner’s Adjustment request after receiving the Department’s subsequent determination of ineligibility.

Rule SH 1.09 Commissioner’s Adjustment Application Requirements

Applicants seeking to become a shared housing host who submit a request for a Commissioner’s Adjustment must use the same host name and host e-mail as used in the individual’s original shared housing host application. Failure to do so may result in a denial of the Commissioner’s Adjustment request.

Rule SH 1.10 Community Support for Commissioner’s Adjustments

Applicants who request a Commissioner’s Adjustment should submit supporting documentation addressing the factors enumerated below, by way of example and not limitation. Commissioner’s Adjustment Application Forms submitted without any supporting documentation may be denied without further review.

1. The relevant geography;
2. The relevant population density;
3. The degree to which the sought adjustment varies from the prevailing limitations;

4. The size of the relevant building and the number of units contemplated for the proposed use;
5. The legal nature and history of the applicant;
6. The measures the applicant proposes to implement to maintain quiet and security in conjunction with the use;
7. Any extraordinary economic hardship to the applicant, due to special circumstances, that would result from a denial;
8. Explanation of any police reports or other records of illegal activity or municipal code violations at the location; and
9. Whether the affected neighbors support or object to the proposed use

When submitting information regarding affected neighbor support for the Commissioner's Adjustment request, applicants should list the name, address, and contact information for those who support the proposed use. Applicants are encouraged to submit signed letters of support, petitions, or e-mails from the affected neighbors. When considering such documentation, greatest weight will be given to immediate neighbors; in multi-unit buildings, this would be any adjoining units above, below, or next door to the proposed shared housing unit, as well as residents in neighboring buildings to either side or behind the building in question.

Rule SH 1.11 Commissioner's Adjustment Applicability

Applicants seeking to become shared housing hosts do not need to request a Commissioner's Adjustment for each shared housing platform. An approved Commissioner's Adjustment may be used by the shared housing host on any platform for which they are registered. Redundant Commissioner's Adjustment requests will be denied without further review.