



Coffee	1.60
Cafe Au Lait	2.00
Espresso	1.70
Latte	2.80
Cappuccino	2.80
Americano	2.50
Honey Vanilla Latte	3.30
Mocha	3.30
Steamer	1.90



LICENSING • PERMITTING • INSPECTIONS

# Restaurant Start-Up Guide



*City of Chicago*

[www.cityofchicago.org/restaurant](http://www.cityofchicago.org/restaurant)







OFFICE OF THE MAYOR  
CITY OF CHICAGO

RAHM EMANUEL  
MAYOR

Dear Friend,

Chicago is a world-class city with a rich and diverse array of restaurants, cafés, and bakeries. The city's restaurants are also a leading job creator, responsible for nearly 10 percent of the jobs in Chicago. Over 60 new restaurants are opened monthly, and each one adds to the diversity, vitality, and vibrancy of the city's neighborhoods. I am pleased that you are applying to become part of Chicago's fast-growing restaurant community.

When I became Mayor, I pledged to make government more effective by delivering better services for less. Since taking office, I have heard from many restaurant owners about the maze of red tape they have to navigate in order to get started and growing. Too many restaurant owners believe that City Hall is an obstacle in growing their businesses and creating jobs. I am proud to introduce a new Restaurant Start-up Program that will simplify and streamline the process for getting a restaurant started in the city.

This new program will reduce start-up times and simplify the inspections process in several ways. First, the program will cut down on wasted trips to City Hall by eliminating unnecessary reviews and steps in the applications process. Second, it reduces time spent waiting for individual inspectors by sending inspectors out in teams. Third, it makes City Hall more of a partner in the inspections process by providing you with better information on what to expect during your first inspections and offering you a pre-inspection consultation to make sure you are ready to pass. And finally, the program provides you more information on what will be required of you every step of the way.

The following guide is a summary of the permits and licenses you may need to open a restaurant in Chicago. A comprehensive guide is available on our new restaurant website [www.cityofchicago.org/restaurant](http://www.cityofchicago.org/restaurant).

As a lifelong Chicagoan, I firmly believe that our city is the best place in the world to start and grow a business. One of my top priorities as Mayor is to make sure that City Hall never stands in the way of entrepreneurship and innovation. The Restaurant Start-up Program will ensure that the city acts as a partner in helping you start your restaurant and grow your business.

Sincerely,

Mayor

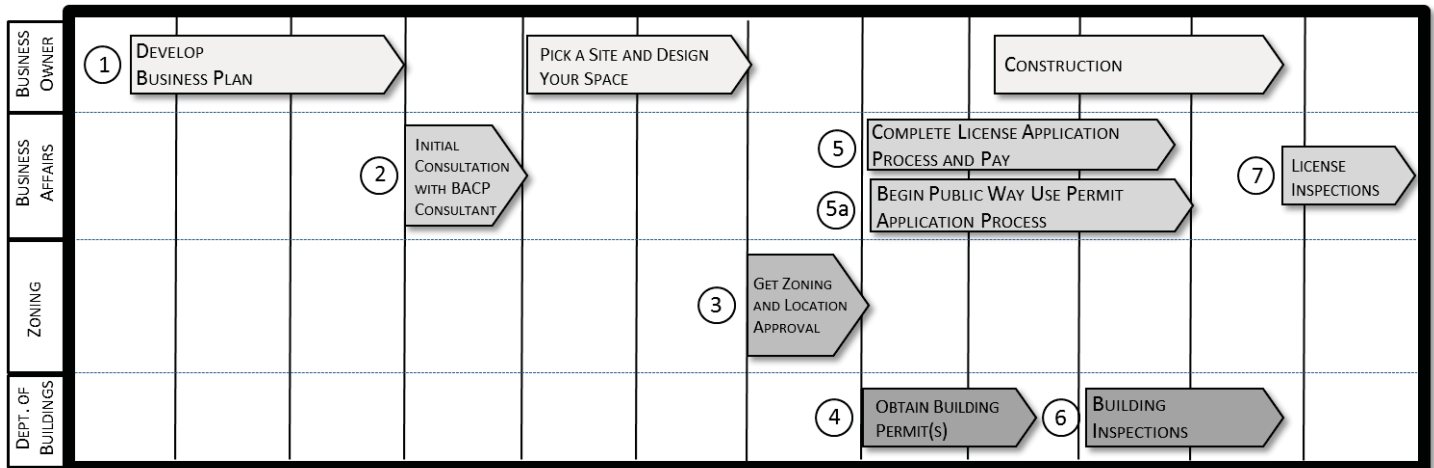




# RESTAURANT QUICK GUIDE TO LICENSES, PERMITS & INSPECTIONS

The information in this guide will save you time by showing you what you'll need in advance and which City agencies can assist you. Since each business is unique, this information serves only as a guide and is subject to change. If you have any questions, please contact us at [restaurant@cityofchicago.org](mailto:restaurant@cityofchicago.org) and we will be glad to help.

## Restaurant Start-up Timeline



Note: Refer to corresponding numbers below for detailed information.

**For the complete Restaurant Start-up Guide, please visit**  
**[www.cityofchicago.org/restaurant](http://www.cityofchicago.org/restaurant)**

### 1 Develop a business plan and determine legal entity

Before meeting with a BACP consultant, you should develop a business plan and determine your legal entity (i.e., Limited Partnership (LP), Limited Liability Partnership (LLP), Limited Liability Corporation (LLC), Corporation, or Not-for-Profit Corporation (NFP)). There are several resources available to help you:

- 1) Visit the Small Business Solution station every Tuesday (business counseling), Wednesday (legal assistance) and Thursday (financial assistance/loans) and get free business counseling from our trusted non-profit partner agencies.
- 2) Visit your local Chamber of Commerce, who can assist you on developing business plans (see C-5 of the Restaurant Start-up Guide for a list of Chambers of Commerce and other delegate agencies in the city of Chicago)
- 3) Visit the business library at Harold Washington Library, 400 S State St. 4<sup>th</sup> floor

### 2 Prepare for Initial Consultation with BACP Business Consultant

- ☐ Schedule an appointment with a BACP consultant by either calling 312-74-GOBIZ or visiting [www.cityofchicago.org/restaurant](http://www.cityofchicago.org/restaurant)



#### BACP Small Business Solution Station

BACP City Hall, Room 805 or make an appointment by calling 312-744-2086.

(See C-1 for the BACP Small Business Solution Station flyer for more information)




#### Helpful Hint

Your local Alderman's office and Chamber of Commerce have lists of available sites.



- ☐ Prior to meeting with a BACP consultant, fill out the **Restaurant Start-up Worksheet** (see pg 7 of the guide). Additional copies are available at [www.cityofchicago.org/restaurant](http://www.cityofchicago.org/restaurant) and BACP

- Describe your restaurant activity (e.g., liquor, fast-food)
- Identify potential sites and bring photos, if available (note: photos do not need to be printed out. They could be on your camera or phone)
- Check whether your potential sites have outstanding building violations. Go to [www.cityofchicago.org/dob](http://www.cityofchicago.org/dob) > Look Up Building Permits, Inspections and Violations Online 

- ☐ Obtain a Chicago Food Service Sanitation Certificate


All restaurants 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. At the time of application, one must provide proof of Sanitation Certificate. **(see C-10 of the Restaurant Start-up Guide for a list of training providers)**

- ☐ Register with the appropriate government entity **(see C-3 of the Restaurant Start-up Guide for more information)**

- If you plan to do business as a Sole Proprietor or General Partnership in Illinois, under an assumed name (a name other than your own), obtain an Assumed Name Certificate from the Cook County Clerk's Office
- Obtain a State of Illinois File Number through Illinois Secretary of State
- Obtain Federal Employer Identification Number (FEIN) through Internal Revenue Service (IRS)
- Obtain an Illinois Department of Revenue (IDOR) Account ID (formerly IBT#) through IDOR

- ☐ During your appointment with a BACP consultant, the consultant will guide you through the entire process, which will include checking for potential location restrictions, determining any Public Way Use permit requirements, and discussing food safety requirements.

### **3 Get Zoning and Location Approval**

The City of Chicago is divided into a variety of zoning districts that reflect the diversity of business and neighborhood uses. Each zoning district has different regulations regarding the types of business activities that are permitted. It is imperative that you check the zoning requirements of your proposed business location carefully. 

**Before taking out a business loan, signing a lease, or applying for a business license, ensure that the site where you intend to operate is in an appropriately zoned area** and that it complies with the Chicago Municipal Code. There are also other location restrictions (e.g., liquor dry area) that your business consultant can check for you. The Municipal Code is frequently updated so a new owner needs to check current zoning and code regulations; **do not assume the previous owner's zoning designation applies to your business.**

- ☐ **If construction is necessary**, apply for building permits and submit the following documents to the zoning department via Department of Buildings e-plan **(see Section E-11 of the Restaurant Start-up Guide for E-plan User Guide)** :



If there is an outstanding violation, the permitting and licensing process may be delayed until the violation is cleared. You could be financially responsible for correcting any violations.



**Interactive Zoning Map**

[www.cityofchicago.org/zoningmap](http://www.cityofchicago.org/zoningmap)


Also see Restaurant License and Zoning Reference Guide on F-2

- Architectural plans, floor plans and plat of survey for zoning approval (**see E-2 of the Restaurant Start-up Guide for more information on when a building permit is necessary**)
- If you have not met with a BACP consultant, submit the first page of the Restaurant Start-up Worksheet (**see form 1 in the Restaurant Start-up Guide**)
- If your establishment's occupancy will be more than 100 or you will be applying for a liquor license, submit an application for occupancy capacity signs for zoning approval (**see form 2 in the Restaurant Start-up Guide**)


☐ **If construction is not necessary**, submit the following documents to your BACP consultant:

- If applying for a liquor license, include floor plans and plat of survey for zoning approval (**see D-1 of the Restaurant Start-up Guide for examples**)
- If your establishment's occupancy will be more than 100 or you will be applying for a liquor license, submit an application for occupancy capacity signs for zoning approval. (**see form 2 in the Restaurant Start-up Guide**)

☐ If applying for a liquor license or a Public Place of Amusement (PPA) license, you must meet location restrictions. For example, your restaurant has to be more than 100 feet (or 200 feet, if applying for PPA) away from a library, church, school, hospital or home for the aged or indigent (**see F-5 and F-11 of the Restaurant Start-up Guide for detailed information on restrictions and regulations**). Submit a payment of \$250 to BACP for an on-site location approval. This fee will be credited toward your license fee. This approval will be valid for one year from the date of approval.

☐ **Outstanding Debt** - Any outstanding debts to the City owed by the business owner or an officer of the business must be paid before a license can be issued. These debts **include past due parking tickets, water bills, child support payments, or any other type of administrative hearing fines imposed by the City**. This also includes Illinois Sales Tax owed. If you have debt, you may apply for a license; however, a license will not be issued until all debt has been paid or you enter into a payment plan with the City. To find out if you have any debt and to find out about payment options, visit the Chicago Department of Revenue. 

#### ④ **Obtain Building Permits— If construction or alterations are necessary**

☐ Once zoning has approved your architectural plans and location, the Department of Buildings will review your architectural plans. You should have already submitted the following through e-plan (**see E-11 of the Restaurant Start-up Guide for E-plan User Guide**): 

- Zoning approved architectural plans
- Kitchen equipment specifications and menus. (**see E-3 of the Restaurant Start-up Guide standard plan process checklist**)

☐ Once plans have been approved, a building permit will be issued.

#### ⑤ **Complete License Application**

☐ Once zoning has approved your plans and location, submit your completed application for a retail food establishment license to BACP either online or in-person. You will also need to submit:



##### **Helpful Hint**

Even if you are not doing any construction, you will need to submit a site plan and a floor plan. See D-1 for examples.



##### **Chicago Department of Revenue**

33 N. LaSalle Street  
Suite 700

312-744-7275 or  
pay online at

[www.cityofchicago.org/finance](http://www.cityofchicago.org/finance)



##### **Helpful Hint**


To avoid delays, you should begin license application concurrently with permit application.



If you are using a self-certified architect, you are **strongly encouraged** to request an **on-site food consultation**. To schedule your on-site consultation, email [restaurant@cityofchicago.org](mailto:restaurant@cityofchicago.org)

- Business Information Sheet (BIS) (**see form 3 in the Restaurant Start-up Guide**)
- Lease or proof of ownership of the property
- Chicago Food Service Sanitation Certificate

☐ If applying for a liquor license, begin your liquor license application. The liquor license application can **only** be completed in-person (**see section F-1 through F-10 of the Restaurant Start-up Guide for a detailed list of all requirements, including eligibility requirements**)

- Submit zoning-approved occupancy capacity sign application
- Submit proof of liquor liability insurance and a Beverage Alcohol Sellers and Servers Education and Training (BASSET) 
- Schedule fingerprint-based criminal background check for any person with 5% or more ownership

☐ If applying for a Public Place of Amusement (PPA) license, begin your PPA license application. The term PPA includes but is not limited to bowling alleys, businesses with 2+ pool tables, nightclubs and dance clubs, and karaoke. PPA licenses application **can** only be completed in-person. It is important to note that there are additional zoning and location restrictions (**see F-11 of the Restaurant Start-up Guide for a detailed list of requirements**)

**5a** If your site requires **Public Way Use** or other permits, begin the application process with your BACP consultant. There are six (6) major types of use permits:

1. Sign installation permit - If you are installing a sign, submit a sign permit application to DOB (**see form 4 in the Restaurant Start-up Guide**)
2. Signs, canopies, and/or lights - If the site will have signs, or canopies, that will project into a public way, submit the application to BACP (**see G-11 of the Restaurant Start-up Guide for Public Way Use Bundle Permit Application and form5**)
3. Sidewalk café – If you are planning to have a sidewalk café, submit an application to BACP (**see G-25 of the Restaurant Start-up Guide for Sidewalk Café Application Information Package and form 6**)
4. If your site has a driveway, you must get a driveway permit (**see G-53 of the Restaurant Start-up Guide for the application process and form 7 for an application**)
5. If you do not have approved alley access for deliveries, your site needs a loading zone to load and unload deliveries. Submit a loading zone permit application to your alderman's office (**see G-51 of the Restaurant Start-up Guide**)
6. If your site needs a standing zone for non-commercial vehicles (e.g., drop-off and pick-up), submit a standing zone permit application to your alderman's office (**see G-51 of the Restaurant Start-up Guide**)

☐ Make your final payment and prepare for inspections

- If you are not applying for a liquor license, the Department of Public Health will contact you within 3 days of payment to schedule an inspection. **The inspector will not come until you have confirmed that you are ready.**
- If you are applying for a liquor license, you will schedule a license taskforce inspection through your BACP consultant. The taskforce inspection includes inspectors from BACP, Department of Buildings, Department of Fire, and the Department of Public Health. **On the day of the inspection, the taskforce will arrive within a 3-hour window.**



#### Helpful Hint

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



For more information on BASSET training, visit [www.illinoisrestaurants.org](http://www.illinoisrestaurants.org) Association.



#### Helpful Hint

Any use permit on public way requires City Council approval and the application process may take from **60-120 days**. Begin this process as early as possible to prevent any delays.



#### Helpful Hint

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 close immediately.



## 6 Building Inspections – If construction is necessary

We are excited to offer a team-based building inspection for your restaurant construction. Previously offered only to larger buildings, this service is now available for any restaurant undergoing construction.

- ☐ Prior to constructing your kitchen, schedule a free, optional **on-site food consultation** to ensure that your kitchen construction meets all relevant health codes. To schedule your on-site consultation, contact [restaurant@cityofchicago.org](mailto:restaurant@cityofchicago.org).
- ☐ To schedule the team-inspection option, refer to **E-2 of the Restaurant Start-up Guide** for instructions. You will also have the option of scheduling individual inspections but these requests can take longer to accommodate.

## 7 Quick Guide to the Licensing Taskforce and Food Safety Inspections

Completion of this checklist does not guarantee inspection approval. This information is provided to help you prepare for the necessary inspection(s) in starting your restaurant.

**Fire Inspection – Liquor License** (for a detailed fire inspection checklist, see **H-6 of the Restaurant Start-up Guide**)

Fire inspectors will visit your facility and check for safety measures. Their primary concern is verifying that you have proper exit structures in case of an emergency. They will verify that stairs, chimney, heating, and duct systems are in good condition and that aisles and exits are easily accessible and all fire extinguishers are in good working order.

Below are a few of the more common reasons why applicants fail fire inspections:

- Inadequate water supply for the automatic sprinkler system
- Impaired or non-existent access to elevators or man hoists
- Combustible construction debris or trash onsite
- Non-working, non-illuminated exit and stairs signs
- Storage under stairs
- Storage around heat-producing appliances
- Extinguishers that are not charged and/or tagged from current year's inspection
- Blocked aisles and exit areas/doors
- Accumulation of debris that creates a potential fire hazard
- Lack of panic bar on locked exits

**Building Inspection (SIP) – Liquor License and Occupancy Capacity Sign** (for a detailed building inspection (SIP) checklist, see **H-2 of the Restaurant Start-up Guide**)

Below are a few of the more common reasons why applicants fail building inspections:

- Structural defects (Roof, walls or floor joists need repair, etc.)
- Undersized exit doors, corridor width or stairways
- Insufficient number of exits or improper swing of the exit door
- Locking devices on exit doors



### Helpful Hint

If you conducted any construction, all permits must have passed final inspections prior to license inspections.

- Lack of exit signs or emergency lighting
- Lack of stamped, approved plans on construction site
- Open building permits (i.e., final inspections not completed and passed)

**BACP Inspection – Incidental Liquor License for Restaurants and Tavern** (for a BACP inspection checklist, see **H-5 of the Restaurant Start-up Guide**)

Below are a few of the more common reasons why applicants fail BACP inspections:

- The layout of the restaurant does not meet requirements of Incidental-Consumption on Premises license
- Restaurant floor layout does not match the floor plan that was approved and submitted to BACP and zoning
- Public Notice of Liquor License Application is not visibly posted

**Health Inspections (Food Protection) – Retail Food License** (for a detailed list of requirements, see **H-7 of the Restaurant Start-up Guide** for a complete guide to health inspection)

Chicago Department of Public Health inspects your facility to ensure food safety and proper sanitation. Inspections focus on food-handling practices, proper temperatures, personal hygiene, facility maintenance, and pest control. For the inspection, you or a person with a food sanitation certificate must be present at the time of inspection.

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

- Not ready for inspection, or physical build-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 that is large and deep enough to completely submerge cooking utensils in food preparation areas
- Lack of utility/mop sink with a backflow preventer for housekeeping practices
- Lack of plumbing back-flow devices at various plumbing fixtures
- Lack of adequate hand washing stations
- Lack of hot water at sinks or dishwashers
- 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
- Pest on site, no pest control log available
- Doors not sufficient to prevent pests

**IF YOU REQUIRE ANY RE-INSPECTIONS, PLEASE CONTACT [restaurant@cityofchicago.org](mailto:restaurant@cityofchicago.org) TO SCHEDULE.**



**Helpful Hint**

Refer to pg 24 of the Health Inspection Guide for a readiness checklist.



**Helpful Hint**

Updates to this list will be posted on-line at:

[www.cityofchicago.org/restaurant](http://www.cityofchicago.org/restaurant)



# RESTAURANT START-UP WORKSHEET

## CONTACT

Primary contact person: \_\_\_\_\_

First name

MI

Last name

Relationship to license applicant: ☐ Self ☐ Expediter ☐ Lawyer ☐ Other: \_\_\_\_\_

Contact phone number: \_\_\_\_\_

Contact e-Mail address: \_\_\_\_\_

If not license applicant, name of the applicant: \_\_\_\_\_

Official use only:  
Name of Business  
Consultant:

Date:

## BUSINESS ACTIVITY

Prepare food on premises: ☐ Yes ☐ No If yes, type of food \_\_\_\_\_

Serve liquor/beer/wine: ☐ Yes ☐ No

Amusement/entertainment: ☐ Yes ☐ No If yes, describe \_\_\_\_\_

Private event rooms: ☐ Yes ☐ No

Private events/banquets: ☐ Yes ☐ No If yes, max number of seats \_\_\_\_\_

Sit-down bar: ☐ Yes ☐ No If yes, number of seats/stools \_\_\_\_\_

Outdoor seating:

Patio: ☐ Yes ☐ No

Sidewalk Café: ☐ Yes ☐ No

Roof top deck: ☐ Yes ☐ No

Retail Sale: ☐ Yes ☐ No If yes, what will you be selling? \_\_\_\_\_

Wholesale: ☐ Yes ☐ No

Hours food will be served: \_\_\_\_\_

Hours liquor will be served: \_\_\_\_\_

Total Seating: ☐ less than 50 ☐ 50-100 ☐ 100-200 ☐ greater than 200

Number of Employees: ☐ 1-4 ☐ 5-10 ☐ 11-20 ☐ 21+

By signing below, I understand that any changes to business activity may impact licensing and zoning approvals. I will notify BACP and zoning of those changes.

Signature

## LOCATION

Any building permits: ☐ Yes ☐ No If yes, permit number \_\_\_\_\_

Official use only:  
Notes

Street Number(s)		Street Name		Apt/Suite
City		State	Zip Code	Most Recent Use of Space
Rough Square Footage:		<input type="checkbox"/> 0-4,500 sf	<input type="checkbox"/> 4,501-10,000 sf	<input type="checkbox"/> 10,001+ sf
Outstanding violations*?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Existing signage/canopy?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Any dedicated onsite parking on the property (i.e., not street)? If yes, # of spaces _____				

Official use only:  
Notes

Street Number(s)		Street Name		Apt/Suite
City		State	Zip Code	Most Recent Use of Space
Rough Square Footage:		<input type="checkbox"/> 0-4,500 sf	<input type="checkbox"/> 4,501-10,000 sf	<input type="checkbox"/> 10,001+ sf
Outstanding violations*?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Existing signage/canopy?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Any dedicated onsite parking on the property (i.e., not street)? If yes, # of spaces _____				

Official use only:  
Notes

Street Number(s)		Street Name		Apt/Suite
City		State	Zip Code	Most Recent Use of Space
Rough Square Footage:		<input type="checkbox"/> 0-4,500 sf	<input type="checkbox"/> 4,501-10,000 sf	<input type="checkbox"/> 10,001+ sf
Outstanding violations*?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Existing signage/canopy?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Any dedicated onsite parking on the property (i.e., not street)? If yes, # of spaces _____				

\*Go to [www.cityofchicago.org/buildings](http://www.cityofchicago.org/buildings) > Look Up Building Permits, Inspections, and Violations Online



## REGISTER WITH APPROPRIATE GOVERNMENT ENTITIES

- ☐ **If you plan to do business as a Sole Proprietor or General Partnership** in Illinois under an assumed name (a name other than your own), you will need to obtain an Assumed Name Certificate from the Cook County Clerk's Office. You may register:

- Online by downloading and printing an application: [www.cookctyclerk.com](http://www.cookctyclerk.com) > Vital Records > Assumed Business Name Registration;
- By mail: Bureau of Vital Records, Attn: Assumed Name Unit, P.O. Box 642570, Chicago, IL, 60664-2570; or
- In-person: Bureau of Vital Records, Assumed Name Unit, 50 W. Washington, West Concourse Level, Suite 114, in Chicago.

Please call Cook County Clerk's Office at 312-603-7790 for more information.

- ☐ **If you plan to do business as a legal business entity** in Illinois, regardless of if you are based in Illinois or not, you will need to register with the Illinois Secretary of State:

- Illinois based businesses may file a new application as a Limited Partnership (LP), Limited Liability Partnership (LLP), Limited Liability Corporation (LLC), Corporation, or Not-for-Profit Corporation (NFP). You will be provided a State of Illinois File Number, which you will need to provide on your license application.
- Businesses not based in Illinois are considered "foreign" and must file an application for authority to transact business in Illinois. You will be provided a State of Illinois File Number, which you will need to provide on your license application.

Register:

- Online: [www.cyberdriveillinois.com](http://www.cyberdriveillinois.com) > Business Services;
- By mail: 501 S. 2nd St., Room 350, Springfield, IL, 62756; or
- In-person: 69 W. Washington, Suite 1240, in Chicago.

Please call Illinois Secretary of State's Office at 312-793-3380 for more information.

- ☐ Obtain a **Federal Employer Identification Number (FEIN)**

A Federal Employer Identification Number (FEIN) is also known as a Federal Tax Identification Number, and is used to identify a legal business entity. Businesses are required to obtain a FEIN to file and pay any federal tax obligation.

You may register for a FEIN with the United States Internal Revenue Service (IRS):

- Online @ [www.irs.gov](http://www.irs.gov) > Businesses > Employer ID Numbers (FEINs);
- By mail @ Internal Revenue Service, Attn: EIN Operation, Cincinnati, OH, 45999; or
- In-person @ 230 S. Dearborn, in Chicago.

Please call IRS at 800-829-4933 for more information.



- ☐ Obtain an **Illinois Department of Revenue (IDOR) Account ID** (formerly Illinois Business Tax Number (IBT))

You must register with the Illinois Department of Revenue if you conduct business in Illinois or with Illinois customers. This includes sole proprietors (individual or husband/wife), and all legal business entities, including exempt organizations, who plan to hire employees, buy or sell products wholesale or retail, or manufacture goods.

You may apply for an IDOR Account ID Number:

- Online @ <http://www.revenue.state.il.us/Businesses/> > Business Registration;
- By mail @ Central Registration Division, Illinois Department of Revenue, PO Box 19476, Springfield, IL, 62794-9476; or
- In-person @ 100 W. Randolph, in Chicago.

Please call Illinois Department of Revenue at 800-732-8866 for more information.



# OVERVIEW OF BUILDING PERMIT PROCESS

## Why is a permit required?

A building permit is required to ensure that the project you are constructing conforms to the minimum standards of the Chicago Building Code. The Chicago Building Code exists to safeguard the public health, safety and welfare.

## What are you building?

If you are repairing existing elements on any buildings, you can use the Easy Permit Process.

If your project requires **architectural drawings**, then you must obtain proper building permits and go through the Standard Plan Review.

## Standard Plan Review

The Standard Plan Review (SPR) process is intended for small to mid-size new construction and alteration projects. **Architectural drawings prepared by a licensed architect are required.** Building permit applications must be created online and architectural plans must be submitted online via e-plan. Projects meeting the following criteria are eligible for SPR:

- Buildings not greater than 80 feet high
- Business and mercantile projects not greater than 150,000 square feet
- Residential projects with not more than 40 dwelling units
- Excavation work and foundations not more than 12 feet deep
- Removal of non-load bearing interior partitions
- Tents and platforms (over 400 sq. ft.)
- Projects using the Small Project Program and the Self-Certification Permit Program
- Projects NOT using a green technology (green roof, rain water harvesting, solar panels, solar thermal panels, wind turbines and geothermal systems)

**Only architects, structural engineers and expeditors can submit building permit applications for the SPR process.** These individuals must sign up for a City of Chicago login account. The login account will allow them to submit a permit application online. Architects and structural engineers must hold a current State of Illinois license. Expeditors must hold a current City of Chicago Expediter License.



# WHEN DO I NEED A BUILDING PERMIT?

**Disclaimer: This list is indicative only and non-exhaustive. For more information, go to [www.cityofchicago.org/buildings](http://www.cityofchicago.org/buildings)**

## Types of Projects That Require Permits

- Additions – room, upper floor, expansion to next unit
- Attic – finish, renovate
- Basement – finish, renovate
- Boiler – install, replace
- Carport – install, replace
- Chimneys – replace, erect
- Conversion of units – single to multiple, or multiple to single
- Deck – build, replace
- Demolition – garage, home, building
- Driveways – installation
- Electrical system – alteration, expansion
- Fence – taller than 5 feet, may not exceed 6 feet. ***For Landmark buildings only, a permit is needed for any solid fence of any height visible from a public street***
- Furnace – install, replace
- Garage – build attached, detached
- Gut rehab – complete modernization
- Hot Water Heater – install, replace
- Masonry – replace, install face brick
- Natural light and ventilation – skylight
- New Construction – homes, high-rise, retail, business
- Plumbing system – construct, alteration
- Porch – build, replace, enclose, renovate
- Security alarm – install
- Siding replacement – ***For Landmark buildings only***
- Roof – slope less than 5-in-12
- Ventilation system – mechanical, supply
- Windows and exterior doors – ***For Landmark buildings only***

## A building permit is NOT required for the following repair or replacement work:

- Interior finishes such as carpet, hardwood flooring, tile, paint and wallpaper
- Interior non-fire rated ceiling tiles (excluding grid)
- Cabinetry and furniture without electrical and plumbing connections
- In-kind replacement of non-fire rated interior doors
- At grade non-combustible walkways and patios
- Fences max. 5'-0" high on private property (excludes landmark buildings and landmark districts)
- Vinyl, aluminum, wood, EIFS or other similar nonstructural exterior finishes on all one story buildings except hazardous occupancy (excludes landmark buildings and landmark districts)
- Temporary tents max. 400 sq. ft. that comply with all zoning and construction type setback requirements and are not less than 2 feet from all property lines and not less than 6 feet from all residential buildings and erected for not more than 60 consecutive days



# RESTAURANT LICENSE AND ZONING REFERENCE GUIDE

Additional requirements and restrictions apply if your business has any of the following activities						
All Restaurants (A)	Restaurant Occupancy More Than 100 (B)	Liquor License – Consumption of Premises (COP) (C)	Liquor License – Tavern (D)	Outdoor Patio/Café (E)	Liquor License – Late Hour (F)	Public Place of Amusement (G)
Retail Food Establishment License <ul style="list-style-type: none"> <li>Lease or proof of ownership of the property</li> <li>Tax numbers (Illinois and Federal)</li> <li>Ownership information</li> <li>City of Chicago Food Service Sanitation Certificate</li> <li>Valid photo I.D.</li> <li>Department of Public Health inspection</li> </ul>	In addition to requirements listed in column A, need to apply for <b>occupancy capacity sign</b> . See form 3 of the <b>Restaurant Start-up Guide</b> .	In addition to requirements listed in column A, COP liquor license: <ul style="list-style-type: none"> <li>Individual History Form</li> <li>Spousal Affidavit</li> <li>Finger print based criminal background check</li> <li>Manager Statement</li> <li>Financial Disclosure Form</li> <li>Certificate of Liquor Liability</li> <li>BASSET Certificate</li> <li>Occupancy capacity sign application</li> <li>Business structure documents</li> <li>Site and floor plans</li> <li>Food service menu</li> <li>More than 100 feet away from a library, church, school, hospital or home for the aged or indigent</li> <li>Inspections by BACP, DOB-SIP, Dept. of Public Health, and Fire</li> </ul>	In addition to requirements listed in column C, a tavern liquor license requires: <ul style="list-style-type: none"> <li>Inspections by DOB-Plumbing, and DOB-Ventilation</li> </ul>	An Outdoor Patio License is required to sell alcoholic beverages in a privately owned outdoor location adjacent to premises with either a tavern, or COP license. In addition to requirements listed in column C or D, outdoor patio requires (for more detailed information see Section G-25 of the <b>Restaurant Start-up Guide</b> ): <ul style="list-style-type: none"> <li>Outdoor floor plan</li> <li>Sidewalk Café Permit if will be operating on the public sidewalk</li> </ul>	Businesses wishing to remain open beyond the regular time of closing (2 a.m. Monday through Saturday, and 3 a.m. on Sunday) may obtain a Late Hour Liquor License. In addition to requirements listed in column C or D, late hour liquor license application requires: <ul style="list-style-type: none"> <li>Registered voter petition</li> <li>Certified mail public notice mailing</li> </ul>	In addition to requirements listed in column A and C, PPA requires: <ul style="list-style-type: none"> <li>Inspections by DOB-Electrical, DOB-Plumbing, DOB-Ventilation</li> <li>More than 200 feet away from a church, school, hospital, or building used exclusively for educational purposes</li> </ul>

## License Requirements

Otherwise noted, see Section F of the complete Restaurant Start-up Guide for more detailed information. Visit [www.cityofchicago.org/restaurant](http://www.cityofchicago.org/restaurant)

<Zoning and parking requirements continued on next page>

	All Restaurants	Restaurant Occupancy More Than 100	Liquor License – Consumption of Premises (COP)	Liquor License – Tavern	Outdoor Patio/Café	Liquor License – Late Hour	Public Place of Amusement <sup>1</sup>		
	(A)	(B)	(C)	(D)	(E)	(F)	(G)		
Zoning Requirements	Zoning districts that allow restaurants: <ul style="list-style-type: none"><li>B1, B2, B3</li><li>C1, C2, C3</li><li>DC, DX, DS</li><li>M1, M2, M3</li><li>PMD#1B, PMD#2, PMD#3, PMD#4, PMD#5, PMD#6, PMD#7, PMD#8, PMD#9, PMD#10, PMD#11, PMD#12, PMD#13, PMD#15</li></ul>	Same as column A	Zoning districts that allow restaurants with COP liquor license: <b>Limited Restaurant</b> (i.e., no sit-down bar) – Same as column A <b>General Restaurant</b> (i.e., with a sit-down bar) – <ul style="list-style-type: none"><li>B3</li><li>C1, C2, C3</li><li>DC, DX, DS</li><li>M1, M2, M3</li><li>PMD#1B, #2, #3, #4, #5, #6, #7, #8, #9, #10, #11, #12, #13</li></ul>	Zoning districts that allow tavern liquor license: <ul style="list-style-type: none"><li>B3*</li><li>C1, C2, C3</li><li>DC, DX, DS</li><li>M1, M2, M3</li><li>PMD#1B, #2, #3, #4, #5, #6, #7, #8, #9, #10, #11, #12, #13</li></ul> New tavern licenses <b>cannot</b> be issued to any location that is within <b>400 feet</b> of existing tavern in a B3 zoning district	Zoning districts that allow outdoor patio/café: <b>At ground level</b> (e.g., side walk café) <ul style="list-style-type: none"><li>B1, B2, B3</li><li>C1, C2, C3</li><li>DC, DX, DS</li></ul> <b>Above ground level</b> (e.g., roof-top patio) <ul style="list-style-type: none"><li>B3*</li><li>C1*, C2*, C3*</li><li>DC, DX, DS</li></ul>	Same as column C or D	Zoning districts that allow Banquet Halls: B3, C1, C2, C3, DC, DX, DS <b>Small and medium venues</b> (occupancy smaller than 1,000): B1, B2, B3, C1, C2, C3, DC, DX, DS For other zoning districts, please contact a zoning representative For <b>large venues</b> (more than 1,000 occupancy), please contact a zoning representative		
Parking Requirements	Districts B1, B1.5, B2, C1, C2, M1, M2 – No parking requirement for first 4,000 square feet then 2.5 spaces per 1,000 square feet Districts B3, C3, M3 – No parking requirement for first 10,000 square feet then 2.5 spaces per 1,000 square feet Districts B5, C5, M5 – No parking requirement for first 35,000 square feet or 2 x the lot area (whichever is greater), then 1.33 spaces per 1,000 square feet  When calculating your parking space requirements, you must <b>round-up</b> to the nearest whole number (e.g., 1.33 to 2).  Note: For properties with multiple businesses, the square footage allotment is shared. For example, if another business has already claimed 3,000 square feet in a B3 district and your restaurant is 2,000 square feet, you will only get a waiver for the first 1,000 square feet. You will need 3 spaces for your additional 1,000 square feet.							Districts B1, B1.5, B2, C1, C2, M1, M2 – 1 space per 10 persons capacity; no parking requirement for live theater venues with less than 150 seats Districts B5, C5, M5- Banquet Halls require 1 space per 10 persons capacity; for all others, no parking requirement for first 35,000 square feet or 2 x lot area (whichever is greater) then 1.33 spaces per 1,000 sq ft	
Required Forms	Restaurant Start-Up Worksheet (form 1) Basic Information Sheet (form 3)	Same as column A plus: Application for Occupancy Capacity Signs (form 2)	Same as column A plus: Application for Occupancy Capacity Signs (form 2)	Same as column A plus: Application for Occupancy Capacity Signs (form 2)	Application for Side Walk Café (form 6)	No additional forms required	Same as column A plus: Application for Occupancy Capacity Signs (form 2)		

<sup>1</sup>Note: A new PPA license will require a zoning variation if within 125 feet of an R1, R2, or R3 residential zoning district





# FIRE DEPARTMENT INSPECTION CHECKLIST

This checklist is neither official nor complete, but is provided for your information to expedite the correction of most deficiencies found during the Business License Inspection.

An official Fire Code violation notice identifying all deficiencies found during the fire inspection will be mailed to you within a few days.

Below are a few of the more common reasons why applicants fail fire inspections:

- ☐ Poor condition of stairs
- ☐ Improper wall & ceiling material
- ☐ No stair rails
- ☐ Improper flame spread rating
- ☐ Storage under stairs
- ☐ Decorations, drapes, curtains are not fire retardant
- ☐ Improper ceiling or sidewalls
- ☐ Plaster holes in ceilings and walls
- ☐ Fire extinguishers not charged
- ☐ Fire extinguishers expired
- ☐ Fire extinguishers not present
- ☐ Fire extinguishers not visible
- ☐ Blocked aisles
- ☐ Obstruction around smoke pipes and vents
- ☐ Working exit and directional lights not present
- ☐ Defective chimney
- ☐ Non-working hood and duct system
- ☐ Incorrect storage of fuel
- ☐ Inward swing of exit door
- ☐ Overcrowding
- ☐ Exit door swings onto sidewalk
- ☐ Exits locked from inside and do not have panic bar
- ☐ Exits in need of repair
- ☐ Exits blocked
- ☐ No entry to building
- ☐ No entry to basement



## BACP INSPECTION CHECKLIST

During the on-site location approval, BACP inspectors will check for the following to determine if any exterior location restrictions exist that would prohibit issuance of a liquor license.

**In order to obtain a liquor license, the property line of your establishment cannot be within 100 ft of:**

- ☐ The property line of any public library except the Harold Washington Library.
- ☐ The property line of any school other than institutions of higher learning.
- ☐ The property line of a hospital.
- ☐ The property line of any home for the aged or indigent persons
- ☐ The property line of a home for veterans, their spouses, or children.
- ☐ The property line of a military base or naval station.
- ☐ Any church. In the case of a church, City policy is that the distance of 100 feet shall be measured to the nearest part of any building exclusively used for worship services or educational programs and not to property boundaries. In addition, the fact that a church is improperly zoned is not a factor in determining whether the church is subject to the 100-foot prohibition.
- ☐ Applicant premises for a Tavern license located in a B3 Zoning District cannot be within 400 feet of an existing licensed tavern (property line to property line measurement).

**BACP inspectors will check for the following during a license inspection based on the applicability to your business:**

- ☐ Incidental-Consumption on Premises activity must be secondary to another licensed activity (i.e., food service or amusement).
- ☐ Incidental-Consumption on Premises applicant must have adequate commercial kitchen and dining facilities when liquor service is intended to be secondary to food (i.e., restaurant).
- ☐ The outdoor patio location is adjacent to the primary premises and has a perimeter clearly defined by barriers.
- ☐ No dwelling or lodging units are accessible by the public directly from the premises (except in a hotel, private club, or when dwelling unit is occupied by applicant to be licensed).
- ☐ The majority of applicant's customers may not be children.
- ☐ Separate and adequate toilet facilities must be maintained for men and women.
- ☐ Floor plans clearly/completely indicate intended use of areas and match the construction and layout of premises.
- ☐ Construction is completed; equipment, fixtures, and furniture are in place according to plans.
- ☐ Public Notice of Liquor License Application posted within 5 days of making application and remaining clearly visible from the public way for a full 35-day period after the application date.



## DEPARTMENT OF BUILDINGS INSPECTION CHECKLIST

If you are applying for certain business licenses, including **liquor and public place of amusement**, and/or applying for an **occupancy capacity sign (required when the total occupancy by the public is 100 persons or more)**, Department of Buildings (DOB) inspectors will inspect your establishment to ensure that the building and commercial space provide a safe environment for patrons, customers and employees. DOB inspections focus on the safety of occupants. For example, a building inspector will check to make sure fire separation is included, an adequate number of exits are provided and are not blocked, and that an occupancy sign/drawing is posted, if required. Additionally, your license application may require an inspection from a DOB electrical, ventilation, and or plumbing inspector and other city departments who review your space for compliance to their respective codes.

A DOB building inspector, from Special Inspections (SIP), will check for the following, based on the applicability to your business (Disclaimer: The below list is indicative only and non-exhaustive. For more information, including the "Chicago Building Code" and "Code Clarifications and Interpretations," go to [www.cityofchicago.org/buildings](http://www.cityofchicago.org/buildings))

### Exit Requirements (see Figure 1 for a diagram)

- ☐ Sufficient number of exits

<i>Capacity</i>	<i>Minimum Number of Exits</i>
50 or less	1
51 to 300	2
301 to 1000	3
1000+	4

A minimum of two exits are required from every building, floor, space or room, except as outlined in Municipal Code (13-160-050). Also refer to the Municipal Code (13-196-050, 13-88-160, 13-84-170)

- ☐ Exits must be free of obstructions. Refer to the Municipal Code (13-160-070, 15-4-880)
- ☐ Where more than one means of exit is required from any room, space or floor of a building, they must be located remotely from one another
- ☐ Revolving doors may be used as required exits in occupancies of 100 persons or less. Refer to the Municipal Code (13-160-270)
- ☐ The means of exit from one story to another and to an outside exit must be continuous and uninterrupted
- ☐ From any point in the establishment, the travel distance to the nearest exit must be less than 150 ft
- ☐ Exit doors must swing in the direction of exit (i.e., swings out from inside to outside). This includes all doors along the exit path.
- ☐ Exit doors must be at least 36 inches wide
- ☐ Exit doors cannot have a key face lockset on the exiting side. This includes no slide-blots or similar devices.
- ☐ Exit doors cannot project onto a public way without the use of public way approval and must be protected with wheel stops/fixed barricade on the alley or parking side. Refer to the Municipal Code (13-160-070, 15-4-090, 15-4-880) See Figure 1
- ☐ Panic hardware must be installed on exit doors when total capacity exceeds 200
- ☐ Every exit and its pathway (e.g., public hall and stair well) must be well illuminated
- ☐ Exits designated with electric, battery back-up, exit signs, in good working order and in a metal frame housing

### **Stairway Requirements (see Figure 2 for a diagram)**

- ☐ Stairways must be clear of debris and no storage under stairways
- ☐ Stairways must be constructed of noncombustible materials when occupancy exceeds 100 persons. Refer to the Municipal Code (13-160-330)
- ☐ The underside of stairways of combustible stairways (when allowed) must be protected by noncombustible materials to provide at least 1-hour fire resistance
- ☐ All stairs and corridors used as exits must be at least 44 inches wide. Stair width is defined as the clear width of the stair tread used as the walking surface.
  - Exception: Stairs and corridors in buildings with a total occupancy of 50 persons or less above the grade level, shall not be less than 36 inches wide.
- ☐ If a stairway is used as an exit, it cannot have winder steps; generally wedge shaped.
- ☐ Vertical height of a flight of stairs between landings or between a floor and a landing must be 9 ft. or less, when occupancy exceeds 100 persons
- ☐ The width of a stairway, including the landing, shall not decrease in the line of travel. Refer to the Municipal Code (13-160-210 and 13-160-310)
- ☐ Depending on occupancy classification, the height of each stair riser must be 7.5 inches or less and they all must be equal in height. The minimum width of a tread must be 10 inches. The surface of treads and landings should not cause danger of slipping. Refer to the Municipal Code (13-160-300). All new stairs are required to have 7 inch risers and 11 inch treads.
- ☐ The ends of handrails must be returned and joined into the wall
- ☐ Height to the top of handrail(s) must be between 34 – 38 inches, measured from the stair tread or floor
  - If the width of stairs is less than 44 inches, then a handrail on at least one side must be provided
  - If the width of stairs exceeds 44 inches, handrails must be provided on both sides
  - If the width of stairs is greater than 88 inches, an intermediate handrail(s) must be provided
- ☐ Guardrails, installed at a minimum height of 42 inches above the finished floor, cannot have balusters or a pattern providing a ladder effect. Balusters spaced at 4 inches apart. See Figure 2

### **Enclosure Requirements**

- ☐ All stairways must be enclosed with wall and partitions providing fire resistance
  - A building that is three stories or lower: One-hour rated fire resistance
  - A building that is higher than three stories: Two-hour rated fire resistance
- ☐ Heating plants and boilers must be enclosed by walls, partitions, floors and ceilings
  - For occupancies less than 200: One-hour rated fire resistance
  - For occupancies over 200: Two-hour rated fire resistance
- ☐ All assembly rooms
  - Capacity under 300: One-hour rated fire resistance
  - Capacity over 300: Two-hour rated fire resistance
- ☐ To prevent spread of fire from floor to floor, all stairs, shafts and openings in floors and roof must be enclosed
- ☐ Basements with a capacity of over 100 persons, in restaurants and nightclubs, must be sprinklered
- ☐ Class A fire doors or shutters installed on both sides of openings in a fire wall
- ☐ Class B fire doors provided at openings in vertical shafts, stair wells, and other openings
- ☐ Minimum one hour fire resistant ceiling provided between basement and first floor
- ☐ Fire doors cannot be propped open

### **Miscellaneous Requirements**

- ☐ Proper building permits must be present for any construction and have received final construction approvals from the required inspection trades; as well as Certificate of Occupancy letter issued (if required for that permit)

- ☐ Foundation must be sound (e.g., no cracks)
- ☐ Exterior facade must be in sound condition (e.g., no tuck pointing required)
- ☐ Fire extinguishers must have up-to-date tags and be properly charged
- ☐ One carbon monoxide detector must be installed on every floor
- ☐ Curtains, scenery, and decorations shall be flame retardant for occupancies over 100 persons. Refer to the Municipal Code (15-4-620)
- ☐ The building must not have any structural problems (e.g., ceilings, floors, and roof are in good condition)
- ☐ Occupancy capacity sign is correct and properly displayed with the city approved and stamped drawing belonging to that specific issued occupancy capacity sign; the current physical space/layout must match that drawing. Exit diagrams must be posted for public places of amusements. Refer to the Municipal Code (13-84-400 and 4-156-380)



Figure 1: An Example of Exit Requirements

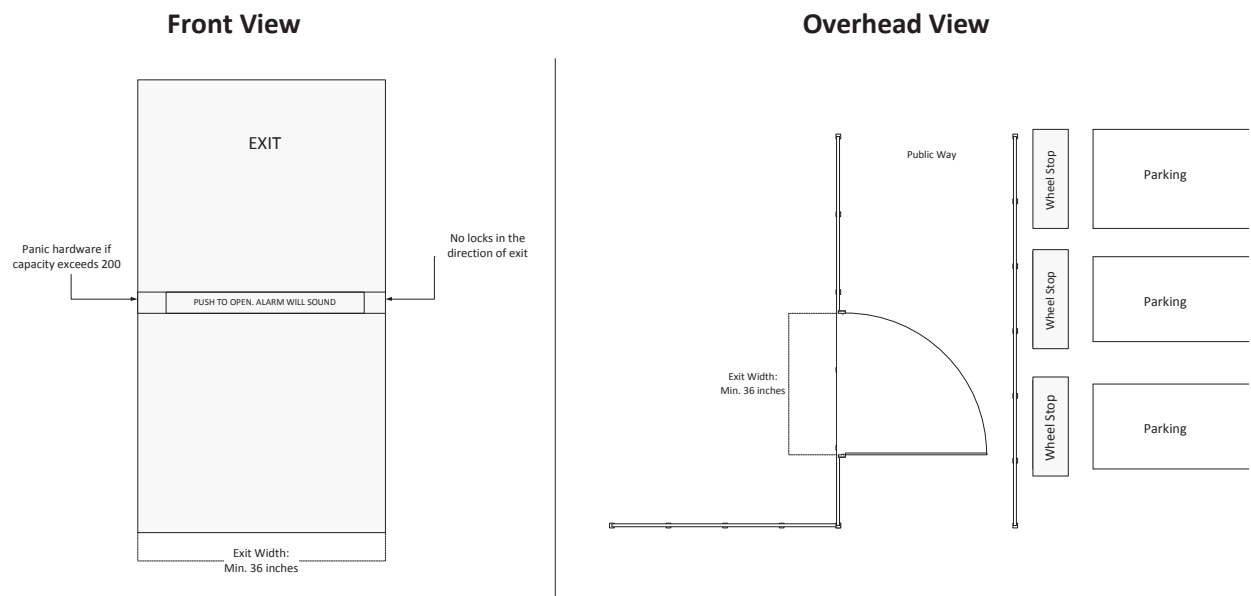
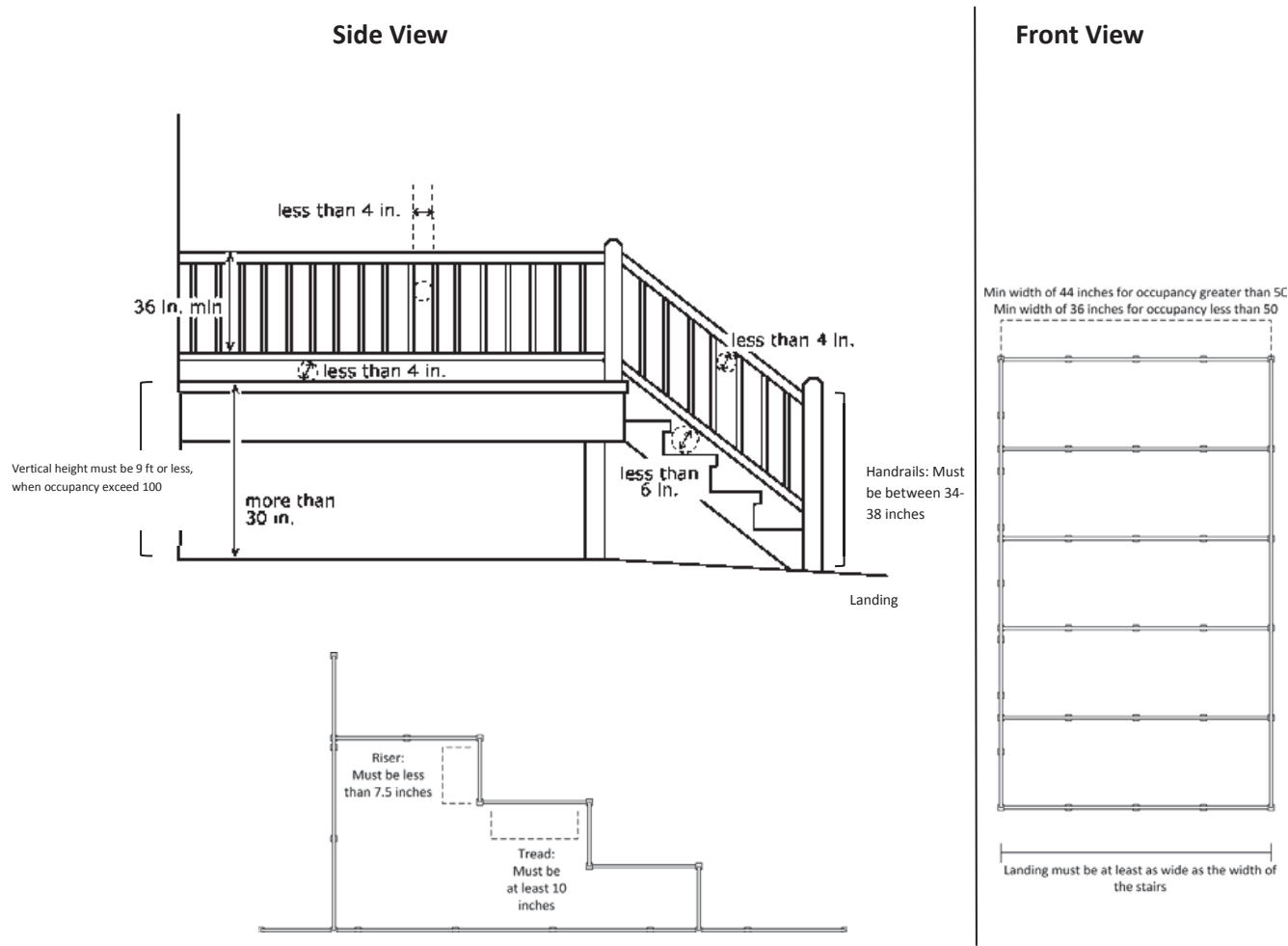


Figure 2: An Example of a Stairway





## DEPARTMENT OF PUBLIC HEALTH INITIAL HEALTH INSPECTION CHECKLIST

The items listed in this checklist are the areas that the public health inspectors will be looking during your initial health inspection.

For the complete Guide to Your Initial Health Inspection, visit [www.cityofchicago.org/restaurant](http://www.cityofchicago.org/restaurant)

### HAND WASHING SINKS FOR EMPLOYEES

- ☐ Hand sinks at the following locations :
  - a) Within each restroom - if less than 5 employees per shift, 1 unisex bathroom for the entire establishment, including for customers, is sufficient, otherwise separate restrooms for both men and women are required
  - b) Within the kitchen - at least one hand sink, provided that hand sink is within 25 feet of all food prep areas, the 3 compartment sink and the dish machine. Two or more hand sinks are required if there are separate rooms in the kitchen area (one hand sink per room, provided that hand sink is within 25 feet of all food prep areas, the 3 compartment sink and/or the dish machine).
  - c) Within the bar area – a separate hand sink is required within the bar area, if present.
- ☐ Hand sinks are fully functional and provide warm water
- ☐ Single service soap and towel dispensers at all hand washing sinks

### TIME AND TEMPERATURE RELATIONSHIPS

**Note: It is important that you turn refrigerators and freezers on at least 48 hours and your hot-holding equipment on at least 24 hours prior to your inspection.**

- ☐ Freezers maintained at 0°F or less
- ☐ Cold holding equipment that holds potentially hazardous foods maintained at 40°F or less
- ☐ Hot holding equipment that holds potentially hazardous foods maintained at or above 140°F
- ☐ Equipment for cooling of potentially hazardous foods such as shallow pans, chill paddles, or other rapid cooling equipment such as blast chillers are functioning
- ☐ Equipment for reheating potentially hazardous foods to 165°F for 15 seconds functioning

### PROTECTION FROM CONTAMINATION

- ☐ Multiservice utensils are being washed and sanitized using one of the following methods:
  - a) by hand in a stainless steel 3-compartment sink with an attached drain board and grease trap/ interceptor(wash-rinse-sanitize) – **Note: each compartment must be large and deep enough to completely submerge your largest piece of equipment or utensil that is to be washed, rinsed and sanitized.**
  - b) Test kit available to measure sanitizer
  - c) high temperature dish machine with rinse water reaching at least 180°F for 30 seconds or a low temperature dish machine that conforms to NSF standards
- ☐ Facility can maintain water at 110°F to 120°F (note: temperature requirement is higher than hand sinks) at the 3-compartment sink
- ☐ Faucet on the 3 compartment sink must reach all 3 compartments
- ☐ A prep sink is highly recommended, though not required

**WATER / HOT WATER**

- ☐ Potable supply of hot and cold water is available and protected from backflow contamination.
- ☐ Facility can maintain hot water of at least 120°F at all faucets (non-hand washing)

**LIQUID WASTE DISPOSAL**

- ☐ All liquid waste properly drains to an approved and fully functioning sewage disposal system
- ☐ All sinks drain properly
- ☐ Floor drains and floor sinks are functioning properly
- ☐ A separate mop/slop sink with a backflow preventer

**VERMIN**

- ☐ Facility is free from insects and rodents
- ☐ Outside doors and screen doors are in good repair and rodent proofed
- ☐ Facility is constructed and maintained so as to prevent entrance of vermin
- ☐ Air curtains are operating properly and in good repair

**FOOD SERVICE SANITATION CERTIFICATE**

- ☐ At least one employee has a City of Chicago Food Service Sanitation Certificate if potentially hazardous food is to be prepared, served or handled

**GENERAL FOOD SAFETY REQUIREMENTS**

- ☐ Food items and food related products are protected from dirt, unnecessary handling, over-head leakage, and other forms of contamination
- ☐ Hazardous substances (e.g. chemicals, cleaning supplies) are properly labeled and stored separately from food products

**FOOD STORAGE / DISPLAY / SERVICE**

- ☐ Sneeze guards at consumer self-service operations
- ☐ All food storage containers have lids
- ☐ Food products are properly labeled
- ☐ Shelving is a minimum of 6" off of the floor
- ☐ Restrooms are not used for the storage of food, equipment, or supplies

**EQUIPMENT / UTENSILS / LINENS**

- ☐ All equipment and utensils (e.g. stoves, grills, refrigerators, tables, sinks.) are clean and well maintained
- ☐ Inoperable equipment has been repaired, replaced or removed from the facility
- ☐ Damaged or unapproved utensils have been repaired or replaced
- ☐ Utensils are properly protected during storage
- ☐ Exhaust ventilation installed above cooking equipments and filters are clean and well maintained
- ☐ Adequate lighting is provided throughout the facility
- ☐ Light fixtures have approved safety covers (light shields or shatter-proof bulbs)
- ☐ A thermometer, accurate to + or -2°F, is provided at each refrigerator and freezer
- ☐ An accurate metal probe thermometer, suitable for measuring food temperatures, is readily available
- ☐ Cleaning equipment and soiled linens are properly stored

**PHYSICAL FACILITIES**

- ☐ Plumbing is in good repair
- ☐ All sinks are fully operable with hot and cold water at each faucet
- ☐ Outside trash bin lids are closed
- ☐ Outside premises and refuse areas are clean and well maintained
- ☐ Toilet facilities are clean, well maintained and in good working order
- ☐ All restrooms have ventilation/exhaust (or a window with a screen)
- ☐ Self-closing doors in toilet and dressing rooms are working properly
- ☐ Clothing and personal effects are stored separately from food products
- ☐ Floors are clean, well maintained and in good repair
- ☐ Walls, ceilings and windows are clean, well maintained and in good repair
- ☐ There are no living quarters within the facility

**SIGNS / REQUIREMENTS**

- ☐ Hand washing signs are properly posted
- ☐ No smoking signs are properly posted
- ☐ Customers are notified to obtain clean table ware when returning to self-service areas such as salad bars and buffets
- ☐ Consumer advisory is provided for ready-to-eat foods containing undercooked meat or raw egg







# RESTAURANT START-UP WORKSHEET

## CONTACT

Primary contact person: \_\_\_\_\_

First name

MI

Last name

Relationship to license applicant: ☐ Self ☐ Expediter ☐ Lawyer ☐ Other: \_\_\_\_\_

Contact phone number: \_\_\_\_\_

Contact e-Mail address: \_\_\_\_\_

If not license applicant, name of the applicant: \_\_\_\_\_

Official use only:  
Name of Business  
Consultant:

Date:

## BUSINESS ACTIVITY

Prepare food on premises: ☐ Yes ☐ No If yes, type of food \_\_\_\_\_

Serve liquor/beer/wine: ☐ Yes ☐ No

Amusement/entertainment: ☐ Yes ☐ No If yes, describe \_\_\_\_\_

Private event rooms: ☐ Yes ☐ No

Private events/banquets: ☐ Yes ☐ No If yes, max number of seats \_\_\_\_\_

Sit-down bar: ☐ Yes ☐ No If yes, number of seats/stools \_\_\_\_\_

Outdoor seating:

Patio: ☐ Yes ☐ No

Sidewalk Café: ☐ Yes ☐ No

Roof top deck: ☐ Yes ☐ No

Retail Sale: ☐ Yes ☐ No If yes, what will you be selling? \_\_\_\_\_

Wholesale: ☐ Yes ☐ No

Hours food will be served: \_\_\_\_\_

Hours liquor will be served: \_\_\_\_\_

Total Seating: ☐ less than 50 ☐ 50-100 ☐ 100-200 ☐ greater than 200

Number of Employees: ☐ 1-4 ☐ 5-10 ☐ 11-20 ☐ 21+

By signing below, I understand that any changes to business activity may impact licensing and zoning approvals. I will notify BACP and zoning of those changes.

Signature

## LOCATION

Any building permits: ☐ Yes ☐ No If yes, permit number \_\_\_\_\_

Official use only:  
Notes

Street Number(s)		Street Name		Apt/Suite
City		State	Zip Code	Most Recent Use of Space
Rough Square Footage:		<input type="checkbox"/> 0-4,500 sf	<input type="checkbox"/> 4,501-10,000 sf	<input type="checkbox"/> 10,001+ sf
Outstanding violations*?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Existing signage/canopy?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Any dedicated onsite parking on the property (i.e., not street)? If yes, # of spaces _____				

Official use only:  
Notes

Street Number(s)		Street Name		Apt/Suite
City		State	Zip Code	Most Recent Use of Space
Rough Square Footage:		<input type="checkbox"/> 0-4,500 sf	<input type="checkbox"/> 4,501-10,000 sf	<input type="checkbox"/> 10,001+ sf
Outstanding violations*?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Existing signage/canopy?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Any dedicated onsite parking on the property (i.e., not street)? If yes, # of spaces _____				

Official use only:  
Notes

Street Number(s)		Street Name		Apt/Suite
City		State	Zip Code	Most Recent Use of Space
Rough Square Footage:		<input type="checkbox"/> 0-4,500 sf	<input type="checkbox"/> 4,501-10,000 sf	<input type="checkbox"/> 10,001+ sf
Outstanding violations*?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Existing signage/canopy?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Any dedicated onsite parking on the property (i.e., not street)? If yes, # of spaces _____				



## Questions? Please contact us:

(312) 74-GOBIZ  
Restaurant@cityofchicago.org  
121 N LaSalle Street, 8<sup>th</sup> Floor  
Chicago, IL 60602

[www.cityofchicago.org/restaurant](http://www.cityofchicago.org/restaurant)



City of Chicago  
Rahm Emanuel  
Mayor

---