



Children's Activities Facility (CAF) Licensing in Chicago

Facts about operating a Children's Activities Facility (4-76). *Effective October 7, 2010.*

What is a Children's Activities Facility?

Any business that provides recreational, cognitive or educational activities to **children 17 years or younger**, such as the following:

- Play Centers
- Ballet/Tap/Jazz/Hip Hop Dance instruction (or any other type of dance offered for children)
- Martial Arts, Karate, or Taekwondo
- Gymnastics and Sports instruction
- Motor Skills Development instruction
- Art or other creative instruction
- Musical or Theatrical instruction

APPLICATION & LICENSE FEE: \$500.00 PER LOCATION (renewable every two years)

Permitted Activities:

The following are permitted activities so long as they are secondary to the primary activity of the business:

- Private events for children, such as birthday parties.
- Recitals, performances or tournaments at the facility, where the children are the participants. Performances include theatrical dramatic or musical. Other amusement type activities are prohibited.
- Have a Retail Food Establishment license.
- Have up to three (3) automatic amusement devices in the facility to be used by the children.

The following activities are NOT permitted:

- To have a Liquor license for the sale of alcohol, or permit consumption of alcohol at the facility.
- Have a license for the sale of tobacco products.

Who does NOT require this license?

- Any business that is licensed as a Public Place of Amusement by the City of Chicago.
- Programs run on the grounds of, or run by, private or public elementary or secondary schools, government agencies, colleges or universities.
- Programs operated primarily for religious instruction.
- Programs operated by hospitals, or other health care facilities.

License Requirements:

• Zoning

The following zoning districts allow Children's Activities Facilities: B1, B2, B3, C1, C2, C3, DX (downtown).

• Parking Requirements

- None for the first 4,000 sq. ft. for facilities located in the following zoning districts: B-1, B-1.5, B-2, B-3, C-1, C-1.5, C-2, C-3.
- None for the first 35,000 sq. ft. for facilities located in the following zoning districts: B-5, C-5.



For more information visit www.cityofchicago.org/bacp, or call (312) 74-GOBIZ / 744-6249

CITY OF CHICAGO · DEPARTMENT OF BUSINESS AFFAIRS & CONSUMER PROTECTION · CAF FACT SHEET



- **Inspections**
 - Part of the initial license process is passing an onsite inspection from the Departments of Buildings and Fire Prevention.
 - To ensure safety, every licensed Children’s Activities Facility will be inspected upon renewal of the business license, every two years.
- **Fingerprint Requirements**
 - A fingerprint-based criminal background check is required for every owner and/or officer having 5% of more interest in the business, as well as every onsite manager; a cost recovery fee of \$40, per person, will be assessed for the service of fingerprint processing.
 - The business is required to conduct a fingerprint-based criminal history background check for each employee who has contact with the children to verify they are compliant with the outlined eligibility requirements. The applicant shall keep the criminal background results for all employees onsite for inspection at all times.
 - The business is also required to identify, and report, to the City each employee who will have contact with children. Any changes in the application information shall immediately be reported to the Commissioner of the Department of Business Affairs & Consumer Protection (BACP) by submitting a completed Employee(s) Information Sheet (EIS), along with copies of the listed individuals’ photo IDs, either in-person at our address at the bottom of this page, or by e-mail at businesslicense@cityofchicago.org.

Who is ineligible to receive a Children’s Activities Facility License?

- Any person having contact with children who has been convicted of offenses against children.
- Any person found guilty, or liable, within the past ten years of a felony of any nature; unless the person has been determined to be rehabilitated.
- If the applicant has had a license of this type revoked within the last four years. A license will not be issued if a license at the location of the business has been revoked within 1 year of the date of the application. After one year, a new license may be issued.

The following documentation is required:

- Business entity registration documents (i.e. Articles of Incorporation, Limited Liability Company (LLC) Articles of Organization, Certificate of Limited Partnership, or Statement of Partnership Authority).
- Lease or proof of ownership of the business property.
- A certificate of general commercial liability insurance with limits of not less than \$300,000 per occurrence.
- Federal Employer Identification Number (EIN) and State of Illinois Business Registration Number.
- Business plat of survey/site plan and floor plan.
- Completed BACP forms (i.e. Business Information Sheet (BIS), Individual History Form (IHF), Manager’s Statement (MS), and Employee(s) Information Sheet (EIS)).
- Any City debt must be resolved prior to the issuance, or renewal, of any business license.

How do I apply?

You may apply in-person at BACP’s Business Assistance Center, 121 North LaSalle Street, Room 800.

- Application intake hours are from 8:30 AM through 3:30 PM, Monday through Friday.
- An appointment is recommended, and can be made:
 - Online @ www.cityofchicago.org/bacp > Schedule An Appointment With A Business Consultant, or
 - By calling (312) 74-GOBIZ / 744-6249.

