



Special Event – Food Vendor Approval Requirements

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Date: April 26, 2024



Agenda

- Event Application's checklist
 - Organizer (event coordinator)
- Types of Applications
 - Single Event (Booth or Mobile)
 - 180-Day (Booth or Mobile)
- Application Summaries
 - Booth
 - Mobile Food Vehicle
- Shared Kitchen Users
- Shared Kitchen Supplemental
- Requesting an Inspection

★ Event Application

- The entire event (as a whole) must receive a permit from the Department of Cultural Affairs and Special Events (DCASE)
- The event permit is filed online
- Event organizer/coordinator should disclose full list of vendors participating
- Timely (minimum 21 days)

CDPH
CHICAGO DEPARTMENT OF PUBLIC HEALTH FOOD PROTECTION SERVICES
SPECIAL EVENT FOOD VENDOR REQUIREMENTS
EVENT ORGANIZER'S CHECKLIST

NAMING CONVENTION

PLEASE FOLLOW THIS CHECKLIST SO THAT EVENTS CAN BE REVIEWED IN A TIMELY MANNER.

- PREFERABLY ONE ATTACHMENT PER FOOD VENDOR APPLICANT. INCLUDE ALL FOOD-RELATED DOCUMENTS PER BUSINESS UNDER ONE SCAN/ATTACHMENT.
- ORGANIZERS MUST LABEL THEIR UPLOADED (PDF) DOCUMENTS. REFER TO NAMING CONVENTION TO PROPERLY LABEL.

The beginning should state the word Food, then business name, then type of applicant.
 For 180 license applicants - Food_NameofBusiness_180 OR For Single Event Food Vendor Applicants - Food_NameofBusiness_Single
Examples:
1. Business name is Healthy and have a 180 license, then the attached document should be - Food_Healthy_180.
2. Business name is Very Good and applying for a Single Event, then the attached document should be Food_VeryGood_Single

REQUIRED DOCUMENTS

For 180 license applicants:
 Attach the 180 license and properly name the attachment as described above.
For Single Event Food vendor applicants:
 The application must be filled out completely.

- Ensure all questions are answered. Type or Print clearly.
- Booth layout must be clearly labeled, including hand sink location.

 Attach a clear scanned copy of at least one Summer Festival certificate that will be on-site.
 Ensure the last inspection date is within 6 months. If restaurant/commissary is outside the City of Chicago, must attach the inspection report. The report cannot have outstanding Priority or Priority Foundation (critical/serious) violations.
 If not using own restaurant, must operate out of a licensed shared kitchen.

- Submit a recent notarized letter dated within 30 days.

SOME COMMON REASONS FOR NOT APPROVING APPLICATIONS

1. Using older version of Special Event application. Ensure that recent version is submitted.
2. Incomplete applications, such as missing:
 - BACP Account number; Address of Food Suppliers; Hand sink nor refrigeration (if cold foods) not on booth layout.
3. 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

Event Application

- Organizers apply for Special Event Permit for the festival
 - **Single event food vendors** -
 - Application and supporting documentation
 - **180-day food vendors** -
 - 180-day City of Chicago license

★ Types of Applications

1. Single Event Food License Application
2. Single Event Food Truck License Application
3. 180 Day Special Event Food Booth License Application (BACP → CDPH)
4. 180 Day Special Event Food Truck License Application (BACP → CDPH)
5. Special Event Food Sampling Application

Food Applications

Single Event Food License Application

Single Event Food Truck License Application

180 Day Special Event Food Booth License Application

180 Day Special Event Food Truck License Application

Special Event Food Sampling Application

★ Types of Applications

- Obtain from DCASE's website
- **Single event applications -**
 - Generally facilitated by the event organizer/coordinator
 - The event coordinator uploads completed application with supporting documents to Infor portal
- **Multiple event applications (180 day) -**
 - Completed applications with supporting documentation submit to BACP:
 - In-person @ City Hall – 8th floor or;
 - Email to Lawrence Smith – Lawrence.Smith@cityofchicago.org
 - BACP will forward to Health for review
- *NOTE: Participation in special events for **food trucks** (mobile food dispenser or mobile food preparer) must have either a single event license or a multiple event (180-day) license.*

Single Event Food License Review Process (Booth, Truck, or Sampling)

- Collection and submission by event organizer (coordinator)
- Event organizer then uploads the completed applications to the online special events portal. ONLY event coordinators can access the portal. Individual food vendors should **NOT** use the online portal.
- Should be submitted at least 21 days prior to event.
- Health uploads follow-up questions / concerns to online portal. We may email event coordinator and food vendor as needed.
- Late applications may not be reviewed in time for the event.
- Paper license issued and a copy is emailed.

★ Obtaining a Special Event Food booth license

- Completed Application – make sure it's the new version
- Commissary/restaurant/Shared kitchen/User
 - Inspected w/in 6 months
- Notarized letter if not own commissary/restaurant
 - **Must be from a shared kitchen or shared kitchen supplemental**
- Summer Certificate(s)
 - Proof of enrollment or receipts are not accepted

Provide the full name and complete address of the licensed food establishment to be used for the initial food preparation and the storage and sanitation of the equipment to be used. If you are not using your own facility, attach a **notarized commissary letter** from the 3rd party location owner/operator. If the 3rd Party location is in Chicago, it must be a licensed shared kitchen or have a supplemental shared kitchen license. **Note: NEITHER FOOD OR EQUIPMENT MAY BE STORED IN THE HOME.**



Obtaining a Special Event Food booth license continued

- Application (no blanks, otherwise incomplete)
- Include food supplier - Food and food ingredients must be obtained from an approved source, such as a licensed wholesaler

List where you purchase all your ingredients used to make food at the event. Provide the full name(s) and complete addresses of the food supplier(s) used for the event (wholesalers, distributors, etc.). Retain all receipts for inspection.

- Date of most recent **passed** inspection (provide copy)
- Passed with Conditions with no certified manager, must submit a copy of their City of Chicago sanitation certificate.
 - Can accept recent proof of enrollment (w/in 3 months) or receipt for the City certificate. Class scheduled prior to event.
- Shared Kitchen User licensee needs own inspection (not commissary inspection)



Obtaining a Special Event Food booth license continued

- If restaurant / commissary is located outside of Chicago:
 - License / permit
 - Recent inspection within 6 months
 - Notarized letter if not own commissary/restaurant
- *Refer to Application summary slide for additional information.*

★ Application – Notarized letter

- Commissary agreement/letter
 - If using another business as a commissary, a contract or **notarized letter** of permission from host business must be provided and if business is in Chicago, it must have a shared kitchen supplemental license or shared kitchen operator license
 - Both sign, name of business and address
 - State purpose (initial food preparation, storage, and cleaning and sanitizing food-related equipment/utensils)
- Dated within 30 days of application
- *Note: Food cannot be prepared or stored in a residential home*

★ Application – Notarized letter (sample)

NOTARIZED LETTER	NOTARIZED LETTER
<p>Name of Shared Kitchen/Restaurant: _____ Address: _____ City, State Zip Code: _____ Business phone number: _____ Business License number: _____</p> <p>DATE: _____</p> <p>I, _____, owner/person in charge of _____, grant full permission to _____ to use my food establishment for food preparation, storage, and dishwashing. I understand that they will have full access to our kitchen facilities for cooking and food preparation needs. They will be held liable for the safety of any products or services they provide to the public. I will provide them with a copy of our city business license and our most recent health inspection report. This letter clarifies our agreement from _____.</p> <p>If any further information is required, I can be reached at () - .</p> <p>Print name of owner/person in charge: _____ Signature of owner/person in charge: _____</p> <p>Print First Name and Last Name of Special Event Food Vendor: _____ Print name of Business of Special Event Food Vendor: _____ Signature of Special Event Food Vendor: _____</p> <p>Notary Public signature, stamp, and date: _____</p>	<p>Name of Shared Kitchen/Restaurant: <u>ABC Restaurant Inc.</u> Address: <u>2133 W Lexington St.</u> City, State Zip Code: <u>Chicago, IL 60612</u> Business phone number: <u>(312)000-0000</u> Business License number: <u>12345678</u></p> <p>DATE: <u>April 9, 2024</u></p> <p>I, <u>Virginia Smith</u>, owner/person in charge of <u>ABC Restaurant</u>, grant full permission to <u>Anita Williams</u> to use my food establishment for food preparation, storage, and dishwashing. I understand that they will have full access to our kitchen facilities for cooking and food preparation needs. They will be held liable for the safety of any products or services they provide to the public. I will provide them with a copy of our city business license and our most recent health inspection report. This letter clarifies our agreement from <u>April 9, 2024 through October 9, 2024</u>.</p> <p>If any further information is required, I can be reached at (<u>312</u>) <u>000</u> - <u>0000</u>.</p> <p>Print name of owner/person in charge: <u>Virginia Smith</u> Signature of owner/person in charge: <u><i>Virginia Smith</i></u></p> <p>Print First Name and Last Name of Special Event Food Vendor: <u>Anita Williams</u> Print name of Business of Special Event Food Vendor: <u>Anita's Sweets</u> Signature of Special Event Food Vendor: <u><i>Anita Williams</i></u></p> <p>Notary Public signature, stamp, and date: _____</p>

Application – Notarized letter (sample)

NOTARIZED LETTER

Name of Shared Kitchen/Restaurant: _____

Address: _____

City, State Zip Code: _____

Business phone number: _____

Business License number: _____

DATE: _____

I, _____, owner/person in charge of _____, grant full permission to _____ to use my food establishment for food preparation, storage, and dishwashing. I understand that they will have full access to our kitchen facilities for cooking and food preparation needs. They will be held liable for the safety of any products or services they provide to the public. I will provide them with a copy of our city business license and our most recent health inspection report. This letter clarifies our agreement from _____.

If any further information is required, I can be reached at (____) _____ - _____.

Print name of owner/person in charge:

Signature of owner/person in charge:

Print First Name and Last Name of Special Event Food Vendor:

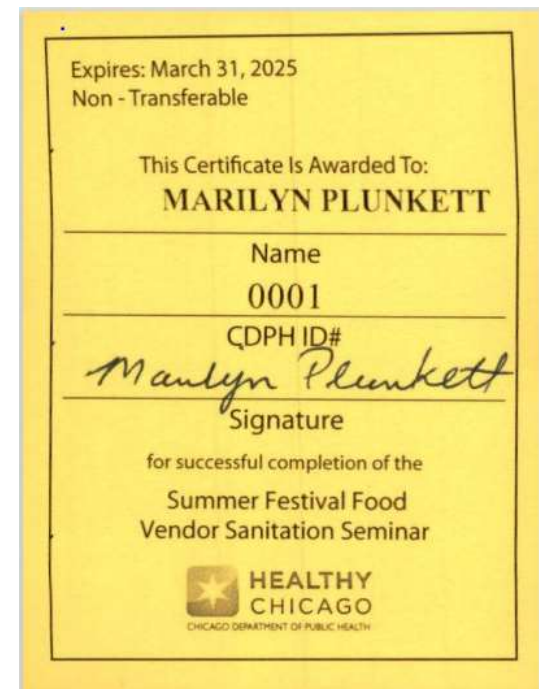
Print name of Business of Special Event Food Vendor:

Signature of Special Event Food Vendor:

Notary Public signature, stamp, and date:

★ Application - Summer certificate (for booths)

- Attach a clear copy to the application
- No receipts or proof of enrollment are accepted
- Take class as soon as possible
- Inspection at festival - The person with the SFFVC and their original SFFVC is required to be onsite and available for inspection.





180 Day Special Event Application – Multiple Event Food Vendor Permit

- For vendors that wish to operate at multiple events over a period, up to 180 days
- Application is very similar to single event application
- BACP will forward the completed application to Health for review
- Health will reach out to applicant by email with any questions/concerns
- Paper license issued and emailed by BACP
- Provide license to Event organizer/coordinator

Food trucks at Special Events

Food trucks must be licensed in the City of Chicago to apply for Special Events.

To be able to apply and participate at a Special Event in Chicago:

- **First requirement** - Mobile Food Preparer (MFP) or Mobile Food Dispenser License (need Mobile decal on windshield)
- Then to participate in special events –
 - Apply for a single event food truck license or a (180 day) multiple event license.
- City of Chicago Foodservice manager certificate is required for MFP
 - Not the summer certificate

★ Applications summary – Booth

- **Own Commissary / restaurant in Chicago**
 - 1) Completed application
 - 2) Summer certificate(s)
 - 3) Passed Inspection within 6 months – Provide copy
- **Own Commissary / restaurant outside Chicago**
 - 1) Completed application
 - 2) Summer certificate(s)
 - 3) Passed inspection within 6 months – Provide legible copy
 - 4) Permit / license to operate food establishment

★ Applications summary – Booth (continued)

- **Shared Kitchen User (SKU)– Chicago**
 - 1) Completed application
 - 2) Summer certificate(s)
 - 3) Passed Inspection of SKU within 6 months – Provide copy
- **Using someone else’s establishment – Chicago (not SKU)**
 - 1) Completed application
 - 2) Summer certificate(s)
 - 3) Notarized letter dated within 30 days of application
 - 1) Agreement with a licensed shared kitchen or a restaurant w/ Shared Kitchen Supplemental
 - 4) Passed Inspection within 6 months – Provide copy

★ Applications summary – Booth (continued)

- **Using someone else's establishment – Outside Chicago**
 - 1) Completed application
 - 2) Summer certificate(s)
 - 3) Notarized letter dated within 30 days of application
 - 1) Agreement with a licensed restaurant/commissary
 - 4) Passed inspection within 6 months – Provide legible copy
 - 5) Permit / license to operate food establishment
 - 6) Drawn layout of establishment – Pictures may be required
 - 7) List of equipment (matching layout)

★ Applications summary – Booth (continued)

- **Additional verification/documentation may be required if operating outside of Chicago**
 - Example – A jurisdiction does inspection on SKU, no permit issued
- **Other**
 - Contact Health department
- ***Reminder: If results are Passed w/ Conditions, also submit a copy of the City of Chicago Sanitation certificate.***

Application summary – Food Truck

Mobile Food Preparer

- 1) Completed application
- 2) City of Chicago Sanitation certificate(s)
 - 1) Not the summer certificate
- 3) Passed Inspection within 6 months – Provide copy
- 4) City of Chicago Business license – Provide copy
 - 1) VIN # required

Mobile Food Dispenser

- 1) Completed application
- 2) Passed Inspection within 6 months – Provide copy
- 3) City of Chicago Business license – Provide copy
 - 1) VIN # required
- 4) (Certificate not required since food is pre-packaged.)



Common send-back items on applications

- Incomplete application
 - IDOR# & Dept. of BACP Account #
 - Information not legible
 - Supporting documents are not clear
- Incomplete menu processes
- Incomplete / Incorrect booth layouts
- Inadequate equipment
 - No mechanical refrigeration provided
- Food trucks must be licensed prior to applying
 - Trailers (not allowed in any form)
- No copy of actual summer fest certificate provided (letters, proof of registration NOT accepted)
- Commissary agreement letter not notarized at licensed shared kitchen operator or licensed shared kitchen supplemental (for those not licensed as Shared Kitchen Users)
- No recent passed inspection at commissary kitchen

Shared Kitchen Users and Special Events

- Shared kitchen users must arrange their own inspection at the shared kitchen
 - The inspection will take place under the shared kitchen user's own license number with the shared kitchen user present
 - Shared kitchen user must be operating at time of inspection
 - Reminder - Copy of inspection report must be included with application



Shared Kitchen Supplemental requirements

- Business Application + Fee
- Lease / proof of ownership
- Passed inspection within 12 months
- Detailed (labeled) drawing of layout
 - Specify areas used for Shared Kitchen Users
 - List of equipment (must match layout)
- Menu (Label with business information DBA, Address, and Zip Code)
 - Consumer advisory (if applicable)
- City of Chicago Sanitation certificate
 - OR Receipt for certificate w/in 3 months
- Additional documentation may be required based on information provided

Contacting CDPH for Inspection

-Make sure your facility is ready for the inspection.

-It may take CDPH one week to come out for an inspection (based on the number of requests)

-If an inspection is needed for the restaurant / commissary / shared kitchen user, send email to: food@cityofchicago.org

Subject line: Special Event inspection

Don't forget to include:

- DBA (name of business)
- Address (as listed on business license)
- Zip code
- Contact phone number
- Business hours
- License number
- (If you are a shared kitchen user, include the DBA and address of the Shared Kitchen.)



Thank You!



[Chicago.gov/Health](https://www.chicago.gov/Health)



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