



City of Chicago  
Farmers Market  
Registration Application Guide

All farmers markets and farm stands are required to register for an annual permit.

## **START HERE!**

- 1) If your Farmers Market has one or more of the following elements:
  - Will close **City streets or requires curb lane parking** (e.g. for vendors or visibility)
  - Will serve alcohol
  - Will have tent(s) larger than 20 ft. x 20 ft. (400 sq. ft.)
  - Will have stage(s) taller than 2 ft.
- 2) Please log into the permit application interface and select **Festival and Athletic Event Permits**.
- 3) Follow the Farmers Market directions for that permit.

If none of the above is needed, please log into the permit application interface and select **Farmers Market Registrations**. **Registration is free!**

- ✓ DCASE Application is Online (no paper applications accepted)
  - Use Google Chrome
  - Document types must be PDF or JPEG
- ✓ Use your application # when communicating with DCASE
- ✓ Apply online at <https://ipi.cityofchicago.org>
- ✓ Instructions to create an account are [here](#)
- ✓ For Farmers Market Registration, please follow the instructions below.  
There is an **FAQ** at the end.



To manage your account, sign in using your credentials.

**City of Chicago** The City of Chicago's Official Site Inspections, Permitting & Licensing

## Manage Your Permits, Licenses, Registrations, and Dig Tickets

Welcome to the City of Chicago's Permit, Inspection, License, Registration, and 811 Chicago Portal. You can use this site to assist with the following processes for each of these departments:

- CDOT - Manage Permits, 811 Chicago, and Additional Services
- CDPH - Manage Permit Applications, Notices, and Periodic Renewals
- DOB - Manage your Annual Inspection Certifications

**Permits**  
🏠 [Permits Homepage](#)

**811 Chicago**  
🏠 [811 Chicago Homepage](#)  
📄 [Excavator Dig Ticket Job Read](#)

**Annual Inspection Certification**  
🏠 [AIC Homepage](#)

**Search**  
🔍 [Existing Permit](#)  
🔍 [Licensed Contractor](#)  
🔍 [Existing Dig Ticket](#)  
🔍 [Link to AIC Building](#)

**How To**  
📄 [Create Account and Manage Company Relationships](#)  
📄 [Pay Outstanding Fees](#)  
📄 [Apply for a Permit](#)  
📄 [Apply for a Public Way Work License](#)

**Open Data**  
Over 200 datasets presented in easy-to-use formats: [City of Chicago Open Data Portal](#)

**Sign In**  
Username  
Password  
[Sign In](#)  
[Forgot Login Info](#)  
[Create New Account](#)

**To manage your account, sign in**

If you need assistance, please contact support for the appropriate department.  
If your question is about an existing permit application, please include your application number or the address of your application.



## Create a new permit

- Click the 'Create New' drop-down
- Select 'Permit Application'

The screenshot shows the City of Chicago's official website. The header includes the City of Chicago logo and the text "The City of Chicago's Official Site" and "Inspections, Permitting & Licensing". Below the header, there is a navigation bar with "Lakshmi Kommaraju" and "Documentation" and "Cart (0)". The main content area features three icons: "Permit", "811 Chicago", and "AIC". A "Create New" dropdown menu is open, showing options: "Permit Application", "Dig Ticket", "Hit Report", and "Joint Meet". A blue callout box points to the "Create New" dropdown with the text "1. Click 'Create New'". Another blue callout box points to the "Permit Application" option with the text "2. Select 'Permit Application'".



## Select Application Type

Select the type of application you would like to complete. If you do not see the application type you are looking for, please [click here](#) for additional information.

### BACP Grant of Privilege Permits

Apply for a Grant of Privilege for Sidewalk Cafés, Collection Bins and other Public Way Use Permits. If you do not have a BACP Account Number you'll be required to complete and upload a [Business Information Sheet \(BIS\)](#). If you are applying for a Collection Bin, you can review the [City of Chicago Municipal Code for Collection Bins](#). If you are applying for a Sidewalk Café permit, you can review the [Sidewalk Café Ordinance](#), [Sidewalk Café Accessibility Requirements](#) and [Sidewalk Café Rules and Regulations](#).

### Expanded Outdoor Dining / Make Way for People

Apply for a permit to allow your restaurant to make use of the public right of way, or to apply for a Make Way for People platform in front of your business.

### Farmers Market Registrations

This application process handles registrations for Farmers Markets, which is required of all Farmers Markets. A permit is required for markets which include one or more of the following: located on public property (City streets, sidewalks, etc.), serves alcohol or serves prepared food and/or merchandise. If so, please click on Festival and Athletic Event Permits below.

### Festival and Athletic Event Permits

A Festival / Athletic Event Permit Application is required for outdoor events that have one or more of the following: street(s) will be closed, food will be served on City streets/sidewalks, alcohol will be served, have a tent(s) over 400 sq. ft. or a stage(s) over 2 ft. tall. Indoor Special Events are permitted through the Department of Business of Affairs and Consumer Protection (BACP). [Click here to visit the BACP website for additional information.](#)



Select Farmers Market  
Registration



1. Application Type

2. Event Description

3. Applicants

4. Emergency Contacts

5. Event Scope

6. Event Details

7. Documentation

8. Legal Agreement

9. Status

## Farmers Market Description

### Farmers Market Registrations

Enter the name and description of your Farmers Market.

*\* Required Information*

Name of Farmers Market

Pullman City Market



Start Date

07/06/2022



End Date

10/26/2022



Description of Farmers Market

Pullman City Market is a farmers market held Wednesdays from 7am - 1pm. We accept Link/SNAP and do Link Match.

Previous Step

Next Step

**In your Description,  
please list your market schedule  
(day and times) and whether you  
accept Link / Link match.**

Event organizer is the only required applicant. Production Company is optional.



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Lakshmi Kumaraju - Documentation Cart (0)

Home Permits Apply

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### Applicants

#### Festival and Athletic Event Permits - Festival

If you are the Event Organizer click 'Add Me'. Otherwise click 'Add Event Organizer' to add someone else to this application.

\* Required information

**Event Organizer \***  
If you are eligible, and wish to be listed as Event Organizer, click the 'Add Me' button. If you are not eligible, or wish to be listed as Event Organizer, click the 'Add Event Organizer' button to add them to this application.

[Add Event Organizer](#) [Add Me](#)

**Production Company**  
Click the 'Add Production Company' button to search for a company and add them to this application.

[Add Production Company](#) [Add Me](#)

[Previous Step](#) [Next Step](#)

Select the 'Add Event Organizer' button to add someone else as the responsible party

Select the 'Add Me' button to add yourself as the Event Organizer

Select the 'Add Production Company' button to search for your Production Company

Select the 'Add Me' button to add yourself as the Production Company





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## Emergency Contacts

### Farmers Market Registrations - Farmers Market

Provide the names and contact information of anyone that should be contacted in the event of an emergency.

\* Required Information

#### Emergency Contacts \*

Name

Phone

E-Mail

+ Add Emergency Contact Information

Previous Step

Next Step

Click the green + Add button to add the on-site emergency contact for the event

## Scope of Farmers Market

### Farmers Market Registrations - Farmers Market

Application Number - 1641931

Enter the scope of the Farmers Market below, which includes information such as whether food and alcohol will be served. If this event will take place on park district property it is a requirement to apply for a permit [through the park district website](#).

*\* Required Information*

Your application has been saved and will be available in your dashboard. You may leave and return at a later time to complete this application if you wish.

Will food be served at your event?	<input type="radio"/> Yes	<input type="radio"/> No	*
Will beer or wine be served at your event?	<input type="radio"/> Yes	<input type="radio"/> No	*
Are you selling spirits at your event?	<input type="radio"/> Yes	<input type="radio"/> No	*
Will you be selling merchandise at your event?	<input type="radio"/> Yes	<input type="radio"/> No	*
Is the event on public property?	<input type="radio"/> Yes	<input type="radio"/> No	*
Will amplified sound or a public address system be used?	<input type="radio"/> Yes	<input type="radio"/> No	*
Are you requesting a street	<input type="radio"/> Yes	<input type="radio"/> No	*

### REMINDER:

\* If you need street closure / curbside parking, you must fill out a **SPECIAL EVENT PERMIT** *instead of this Farmers Market Registration.*

\* Farmers Markets may **NOT** serve **alcohol**.

If the market is on Park District property you must fill out their permit, in addition to this one

Answer NO to everything on this page EXCEPT if you are using amplified sound and/or will be on Park District property.

If you have questions, please email [CityMarkets@cityofchicago.org](mailto:CityMarkets@cityofchicago.org)

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## Farmers Market Details

### Farmers Market Registrations - Farmers Market

Application Number - 1641931

Enter each date that the farmers market will take place in the schedule section below. If this will take place on multiple days, such as every Saturday through several weeks or months, each Saturday date must be entered.

*\* Required Information*

#### Location Information \*

Location	Street Closure	Additional Information
----------	----------------	------------------------

+ Add Location Information

**Add your location.**  
**\*\* Make sure to review the map that pops up for accuracy.**

#### DCASE Processing Fee:

Submitting a Special Event Application to DCASE fee starts at \$100 (60 or more days out) and increases the closer you get to the event date. An application must be submitted up to 180 days prior to the event.

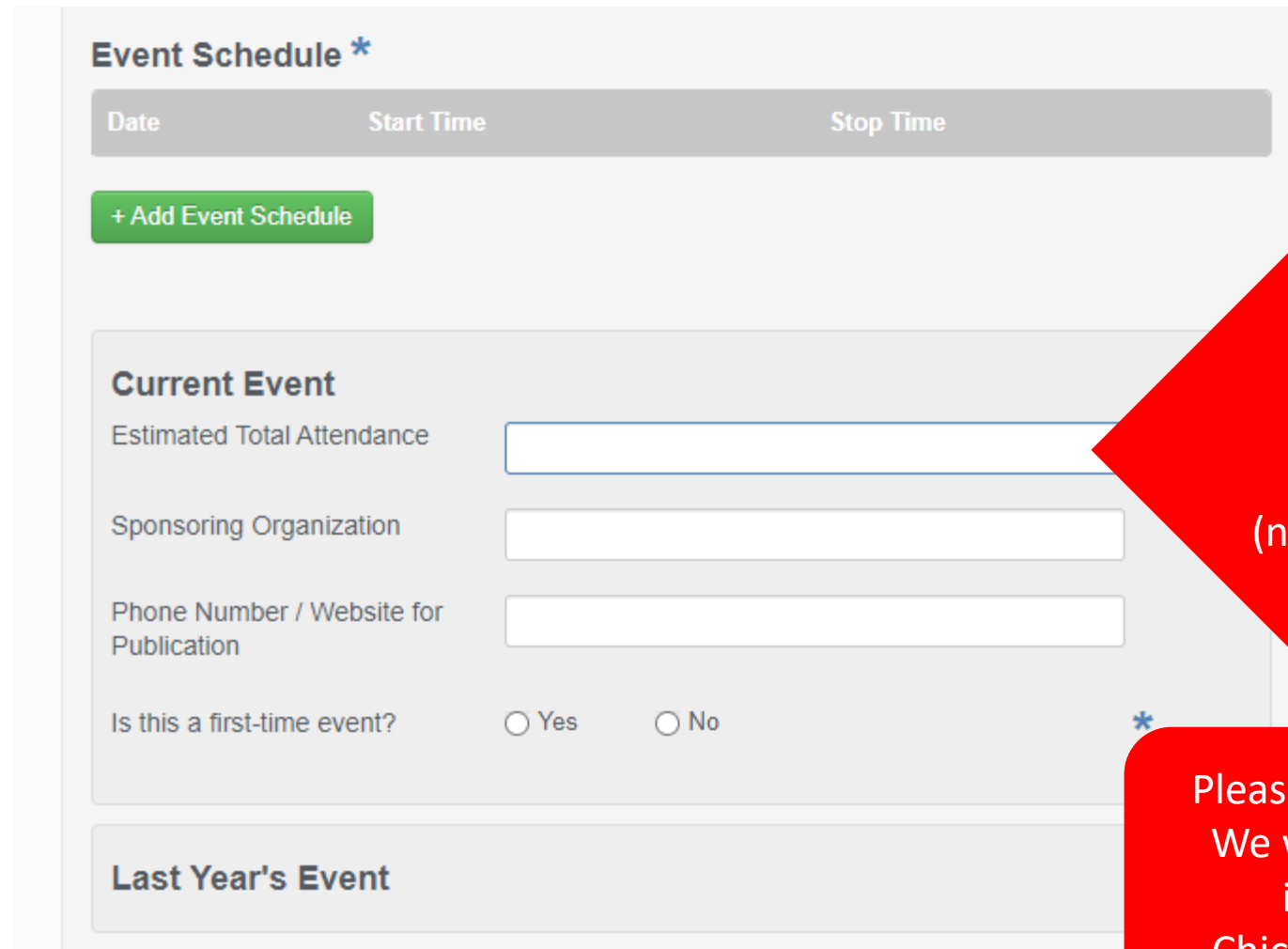
- \$100 (60+ days before event)
- \$200 (59-45 days before event)
- \$500 (44-30 days before event)
- \$1,000 (29-22 days before event)
- \$2,000 (21-14 days before event)
- NO Applications are accepted (less than 14 days before the event)

**Ignore – No fee!**

Click on green + Add Event Schedule to add each market date and time.

You must do this for EACH date of your market, (if you have 10 market dates, you will do this 10 times.)

Please note: It will only allow dates **180 days** and less out. If your market extends beyond that, please email [CityMarkets@cityofchicago.org](mailto:CityMarkets@cityofchicago.org) and we can add the remaining dates. Please include your Permit # in the subject line of your email.



**Event Schedule \***

Date	Start Time	Stop Time
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[+ Add Event Schedule](#)

**Current Event**

Estimated Total Attendance

Sponsoring Organization

Phone Number / Website for Publication

Is this a first-time event?  Yes  No \*

**Last Year's Event**

Estimated Total Attendance is PER WEEK (not whole season)

Please add your website. We will post all market information on [ChicagoCityMarkets.us](http://ChicagoCityMarkets.us)

Continue to fill in this page with as much info as possible. Directions continue on next page.



## Safety and Security Plan

Answer N/A for any questions that are not applicable for the event.

Note: If applying for a large scale event, a detailed security plan may be requested.

Private Security Company  
Name

\*

Address

\*

Phone Number

\*

Number of Private Security  
Personnel Per Shift

\*

Describe your security and  
safety plan, including the  
number of private security  
personnel hired per shift:

\*

Describe procedure for  
carding minors (if applicable):

\*

**Please fill in areas as applicable  
or write N/A.**



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## Documentation

### Farmers Market Registrations - Farmers Market

Application Number - 1641931

Upload any relevant documentation. You can refer templates for [Written Course Description](#), [Waste Management Plan](#), [Site Layout](#), [Security Safety Plan](#) and [Emergency Action Plan](#).

Document

Categories

+ Add Document

Previous Step

Next Step

Please add any applicable documents.

If you need assistance, please contact [support](#) for the appropriate department.

If your question is about an existing application, please include your application number or the address of your application.



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## Legal Agreement

### Farmers Market Registrations - Farmers Market

Application Number - 1641931

In order to finish your application, you must agree to the terms and conditions below.

\* *Required Information*

#### Certification

By accepting this agreement you are certifying that:

1. You have personally examined and are familiar with all the information submitted in response to the questions contained in this notice, and any attachments, and that you believe that all information submitted is true, correct, and complete; and
2. You understand and agree that clicking "I agree" will be deemed the equivalent of a signature in electronic form.

\* I Agree

Previous Step

Submit

You must click "I Agree" and click Submit in order to be Registered



**Success! This market is registered.**

Questions? Call 312-744-4276 or email  
[ChicagoCityMarkets@cityofchicago.org](mailto:ChicagoCityMarkets@cityofchicago.org)

## Permit Application Status

### Farmers Market Registrations - Farmers Market

Application Number - 1641931

Type	Farmers Market Registrations	
Status	Registered	



## FAQ

**Q:** What if the market is part of an event, do we still need to fill this out?

**A:** If your market is part of an event, then the event organizers are required to get a Special Event Permit. In that case, the vendors are considered Event Vendors and are required to fill out all of the associated paperwork.

**Q:** What if we only want to have alcohol once a month?

**A:** In order to sell or serve alcohol at your event, you must have a Special Event Permit.

**Q:** My farm stand is on private property. Do I still need to fill this out?

**A:** Yes! All farmers markets and farm stands need to register in order to operate in the City of Chicago.