

Self-Inspection Checklist for Expedited Restaurant Licensing



Instructions: Complete this Checklist and submit a menu to CDPH.

Legal Name:		DBA:	
Address:			Zip Code:
Phone Number:		Email address:	
License Number:		Date Checklist Completed:	
Certified Manager:		Cert #:	Exp. Date:

Respond to the Checklist questions below. If the answer is No to an Item #, provide an explanation in the corresponding numbers at the bottom.

Item #	Question / Explanation	Yes or No
1	Does person in charge (PIC) have the City of Chicago Sanitation Certificate? (Once operating, Certificate must be posted and PIC on-site.)	
2	Are all handwashing sinks functioning and fully supplied with soap and paper towels?	
3	Does facility have hot and cold running water at all sinks? (Hot water for hand washing sinks must have a range from 100°F-120°F and at least 110°F for the 3-compartment sink(s)).	
4	Is all food holding equipment at proper temperature? (Cold holding equipment at 41°F or less and Hot holding equipment at 135°F or more. Need to provide adequate capacity to maintain the foods at proper temperatures.)	
5	Is there an accurate metal stem thermometer? (Thermometer to monitor food temperatures.)	
6	Is all food purchased from an approved/licensed supplier?	
7	Are toilet facilities in working order and properly supplied?	
8	Does establishment have pest control services by a licensed company? (Logbook and records must always be available for the inspection.)	
9	Is there a commercial dumpster with refuse removal? (Lids must not be broken and dumpster maintained.)	

Item #	Response if answered No to the above Items.
1	
2	
3	
4	
5	
6	
7	
8	
9	

Printed Name of Applicant/Authorized Representative Completing Checklist:

Signature:	Date:
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By signing above, the applicant attests that such approved menu, equipment, and food safety operations will be used and that no changes to such menu, equipment or food safety operations will be made without prior written approval by CDPH.

Confirm that the Employee Health Policy, Sample for Vomit and Diarrheal Events, and Readiness Checklist received from CDPH. Initials: _____

This checklist does not include all violations noted during a license inspection. If Food Code violations are found once operating, citations will be issued. **Specialized Food Processes (Vacuum packaging, Smoking for Preservation, Curing of foods, etc.) will need additional approvals. Contact the Supervising Sanitarian reviewing this checklist for additional information.**