CDPH

CHICAGO DEPARTMENT OF PUBLIC HEALTH FOOD PROTECTION SERVICES

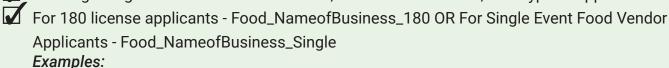# SPECIAL EVENT FOOD VENDOR REQUIREMENTS

EVENT ORGANIZER'S CHECKLIST

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.*
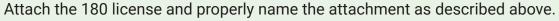
NAMING CONVENTION

- ☑ 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