CDPH | Special Event Inspection Request

Food vendors that are applying to participate in a Special Event or Summer Festival in the City of Chicago are required to have an inspection at their food establishment (or mobile food vehicle) within 6 months of applying for the Special Event. The information on this form is required to request an inspection.

Please complete and email your inspection request to **cdphfood@cityofchicago.org.**
Subject Line: Special Event Inspection

DBA (name of business as listed on license): _____

Address (as listed on business license): _____

Zip Code: _____

Business license number: _____

Contact phone number: _____

Name of contact (person in charge): _____

Business hours: _____

Only for Shared Kitchen Users:

Name (DBA) of Shared Kitchen that will be used: _____

Address of Shared Kitchen: _____

Zip Code: _____

License number: _____

Only for Mobile Food Vehicles:

Provide a few dates so that we can inspect while operating:

Option 1 Location - Date, Hours (time frame), address, and zip code:

Date	Hours	Address	Zip Code

Option 2 Location - Date, Hours (time frame), address, and zip code:

Date	Hours	Address	Zip Code

Option 3 Location - Date, Hours (time frame), address, and zip code:

Date	Hours	Address	Zip Code

If you are not able to complete the form, you can send an email requesting an inspection with all the required information listed on this form to ***cdphfood@cityofchicago.org.***
The inspection is expected within 7 business days based on the number of requests received.
If you have any questions, you may also call **312-746-8030.**