

# RETAIL FOOD LICENSE READINESS CHECKLIST



Completion of this checklist does not guarantee inspection approval. This information is provided to prepare you for required Health inspection(s). If you have questions or require additional assistance, call 312-74-GOBIZ. The Department of Business Affairs and Consumer Protection routinely offers free workshops on owning and operating a restaurant in the City of Chicago. Visit [chicago.gov/BACP](http://chicago.gov/BACP) for info.

## NEW CONSTRUCTION AND/OR CONSTRUCTION REHAB TO EXISTING FACILITY

- Provide a floorplan, drawn to scale, of the food establishment in accordance with the Chicago Department of Public Health's "Food Establishment Plan Review Application" and requirements at [chicago.gov/CDPH](http://chicago.gov/CDPH). Plans must be submitted in digital format to the Chicago Department of Public Health/Food Protection Program at 2133 W Lexington St, Chicago IL 60612. Department of Buildings Self-Certified Architects are NOT required to submit plans to CDPH.
- Obtain a building permit from the Department of Construction and Permits. For permit application information visit [chicago.gov/DCAP](http://chicago.gov/DCAP).

## DOCUMENTATION

- Person-In-Charge must have the Sanitation Certificate (or proof of registration for an approved sanitation course) and be on-site. All certified food managers in "Risk 1" facilities must also complete an approved Allergen Training course.
- Extermination/Pest Control log book
- Commercial Dumpster service
- Consumer advisory (based on menu items)
- Vomiting & Diarrheal event clean-up policy
- Employee Health policy

## SITE REQUIREMENTS

- All doors are rodent proof
- All shelving storage surfaces are impervious/easy to clean
- Light shields
- All storage areas and basement are free of clutter
- Outside garbage area clean
- Ceiling, walls and floors are in good repair
- No Smoking signs are posted Outdoor signage must reflect "DBA"
- Basement area must be clean, clear, dry and free of vermin. Access to the basement must be made available to inspector regardless if basement is utilized.

## SINKS

- Stainless steel 3-compartment sink with grease trap, drain stoppers, drain board/rack if multi-use utensils are used to prepare food.
- Provide sanitizer test kit. Additional sinks may be required for special equipment.
- Mop/Slop/Utility sink
- Bathroom sink, ventilation in bathroom, self-closing door, soap and towels
- Hand wash sink in all food prep, utensil washing, food dispensing and bar area(s) with soap and paper towels
- Hot/Cold running water at all sinks

## TEMPERATURES

- Cold/Hot foods – coolers and/or hot holding units must be operating and at proper temperature levels
- Thermometers in place in all coolers
- Metal stem thermometer for taking internal food temperatures
- Dishwashing machine, if on site, must be commercial grade, operational and properly sanitizing, with proper sanitizer test kit on site

## LICENSE APPLICATION COMPLETION & INSPECTION

- License application payment should only be submitted if applicant is ready (all construction is complete, and premise is operationally fit) for inspection
- In approximately 3-10 business days from license application payment, a representative from the Department of Public Health will contact you to schedule an on-site inspection
- The applicant and/or a representative of the applicant must be onsite at time of the inspection. In the event that the inspector is unable to gain entry and/or conduct the inspection, the inspection result will be entered as failed. It is the responsibility of the applicant to directly contact the Department of Health to reschedule. The re-inspection request must be submitted by fax at 312/746-4240 or email at [cdphfood@cityofchicago.org](mailto:cdphfood@cityofchicago.org). Please note, after two (2) failed inspections, the applicant will be required to pay \$50 for each re-inspection