



Shared Kitchen & Shared Kitchen User Licensing in Chicago

Facts about obtaining a Shared Kitchen and/or Shared Kitchen User license (4-8). Effective September 6, 2011.

Two (2) Types of Shared Kitchen (Operator) Business License

1. **SHARED KITCHEN:** Any establishment used as a place of business for the exclusive or primary purpose of utilizing, leasing or renting its commercial kitchen space to individuals, or business entities, for food preparation, temporary extra production capacity, menu planning, training, taste testing, product development, food packaging, food storage or any other food-related purpose; or
2. **SHARED KITCHEN – SUPPLEMENTAL:** Any licensed retail or wholesale food establishment, that leases, rents or otherwise makes their commercial kitchen space available for utilization by individuals or business entities for food preparation, temporary extra production capacity, menu planning, training, taste testing, product development, food packaging, food storage or any other food-related purpose that is secondary or incidental to the establishment’s primary business activity of retail or wholesale food establishment.

Two (2) Types of Shared Kitchen User Business License

A shared kitchen user is any person who utilizes, leases, or rents kitchen space at any licensed shared kitchen. There are two types of Shared Kitchen Users:

1. **LONG TERM** - 2 years license term
2. **SHORT TERM** - 90 consecutive calendar days license term

APPLICATION & LICENSE FEES:

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| Shared Kitchen | <ul style="list-style-type: none"> ○ \$660.00 per shared kitchen. ○ Expires two years from the date of issuance. |
| Shared Kitchen – Supplemental | <ul style="list-style-type: none"> ○ \$330.00 per supplemental shared kitchen, which is in addition to the applicable retail or wholesale food establishment license. ○ Expires on the same date of the aforementioned applicable license. |
| Shared Kitchen User – Long-Term | <ul style="list-style-type: none"> ○ \$330.00 per long-term user. ○ Expires two years from the date of issuance. |
| Shared Kitchen User – Short-Term | <ul style="list-style-type: none"> ○ \$75.00 per short-term user. ○ Expires 90 consecutive calendar days from the date of issuance. |

License Application Requirements

Shared Kitchen (Operator)

- Business entity registration documents (i.e. Articles of Inc., Articles of Org., etc.); photo ID and SS# from all owners.
- A valid City of Chicago Food Sanitation Manager Certificate.
- Lease or proof of ownership of the business location property (not required for Shared Kitchen – Supplemental applicants).
- Federal Employer Identification Number (EIN), State of Illinois File Number; Illinois Department of Revenue Account ID (formerly known as an Illinois Business Tax (IBT) Number).
- Business location floor plan; a site plan may also be requested for Zoning Classification Review (not required for Shared Kitchen – Supplemental applicants).
- Any City debt must be resolved prior to the issuance, or renewal, of any business license.

Shared Kitchen User

- Individuals must provide a valid government-issued photo ID, and their Social Security Number.
- A valid City of Chicago Food Sanitation Manager Certificate.
- A signed “Statement of Intent”, or lease, from the owner or operator of the applicable shared kitchen.
- A menu of the food items the applicant intends to prepare, store, taste test, develop, package or otherwise handle or use for food related purposes at the applicable shared kitchen.
The menu must contain:
 - The individual, or business name, as it will appear on the photo ID badge;
 - The residential address of the applicant as it appears on their valid government-issued photo ID;
 - All food items (currently and in the future).
- Any City debt must be resolved prior to the issuance, or renewal, of any business license.



Zoning

- *Shared Kitchens* are allowed in the following zoning districts: B3, C1, C2, and C3.
- *Shared Kitchen – Supplemental* applications are not subject to Zoning Review, however, the licensee’s business activities are subject to the Zoning provisions of the applicable primary license.
- *Shared Kitchen Users* are not subject to Zoning Classification.

Heath Department Inspections

- *Health risk assessment:* Shared Kitchens are classified as a “Category 1 Facility” - a food establishment that presents a high relative risk of causing food borne illness based on the large number of food handling operations typically implicated in food borne outbreaks and/or the type of population served by the facility.
- *Consultation with Department of Health:* Prior to the issuance of any shared kitchen and shared kitchen user license, the license applicant must complete a consultation with the Department of Health to review equipment and food safety operations at the shared kitchen identified in the application. Additionally, the shared kitchen license applicant must complete an on-site inspection as well.
- *Periodic inspections:* All shared kitchens are subject to periodic inspections. In addition, the Department of Health may inspect a shared kitchen in response to any complaint.

Duties

- A *Shared Kitchen* licensee must:
 1. Ensure that any person engaged in the business of a shared kitchen user on the licensed premises is in compliance with all equipment and food safety requirements in the City Ordinance. The shared kitchen licensee and applicable shared kitchen user are jointly and severally liable for any violation of the requirements.
 2. Ensure that any person engaged in the business of a shared kitchen user on the licensed premises is properly licensed.
 3. Keep and maintain on file or otherwise make immediately available on the licensed premises the recordkeeping information as required in 4-8-038 (f)(3) of the City Ordinance.
 4. Provide access for inspection by the Department of Health or any other authorized City official to all locked equipment located in any storage area maintained by the shared kitchen licensee and used or made available for use by any shared kitchen user.
 5. Ensure that, at any given time, the number of shared kitchen users preparing food in the shared kitchen does not pose a health or safety risk.
- A *Shared Kitchen User* must:
 1. Conform to the menu approved by the Department of Health.
 - Prior to adding any new food item to the approved menu, a shared kitchen user must first obtain approval from the Department of Health.
 - The shared kitchen user must provide a copy of the updated menu approved by the Department of Health, and any written permission obtained from the Department of Health, to the shared kitchen owner/operator at which the shared kitchen user engages in the business of a shared kitchen user.
 2. Comply with all food safety requirements in the City Ordinance, and conform to any operational practice required or approved by the Department of Health.
 3. Have on site, at the shared kitchen, a person who holds a current sanitation certificate issued by the Department of Health, and upon request, by any authorized City official, the shared kitchen user must make such certificate immediately available for inspection.
 4. Have the City-issued shared kitchen user photo ID badge on site at all times when the shared kitchen user is utilizing a shared kitchen, and upon request, by any authorized City official, the shared kitchen user must make such photo ID badge immediately available for inspection.
 5. Keep and maintain on file, or otherwise make immediately available, the recordkeeping information as required in 4-8-039 (e)(5) of the City Ordinance.

How do I apply?

You may apply in-person at BACP’s Business Assistance Center, 121 North LaSalle Street, Room 800. Application intake hours are from 8:30 AM through 3:30 PM, Monday through Friday. An appointment is recommended, and can be made online at www.cityofchicago.org/bacp > Schedule An Appointment With A Business Consultant, or by calling (312) 74-GOBIZ / 744-6249.

