



CHICAGO

GAS STATION OPERATORS COMPLIANCE GUIDE

THE CHICAGO DEPARTMENT OF BUSINESS AFFAIRS AND CONSUMER PROTECTION (BACP) ENSURES A FAIR AND VIBRANT MARKET PLACE FOR BOTH BUSINESSES AND CONSUMERS.

BACP investigators inspect businesses and issue violations, where necessary, to ensure compliance with City laws.

BACP INVESTIGATORS EXAMINE:

- Filling Stations' Rules
 - Ensure all gas pumps and scales are properly sealed
- Retailers' Rules
 - Scan for outdated merchandise offered for sale on the premises (i.e. shelf-stable products, perishable foods, over-the-counter medicine)
 - Ensure proper price marking and display
 - Observe a refund and return policy
 - Review receipt information and tax compliance
 - Confirm compliance with plastic bag recycling (i.e. maintains a recycling bin and the sales of carryout reusable bags)
- Tobacco Sellers' Rules
 - Check for the sales or storage of illegal tobacco products (i.e. unstamped cigarettes, flavored liquid nicotine, cigarettes wraps)
 - Review records for all tobacco products stored and offered for sale
 - Request for safes and locked doors to be unlocked on the premises
 - Conduct investigations regarding the sales of tobacco products to minors which includes checking the required warning sign is conspicuously posted
- Compliance with face mask mandate (as of 08.20.21 until further notice)

PLEASE REFER TO THE FULL LIST OF RULES & MUNICIPAL CODES FOR YOUR INDUSTRY FOR FULL COMPLIANCE

KNOW HOW TO IDENTIFY A CITY OF CHICAGO INVESTIGATOR

BACP INVESTIGATORS WILL:

1. Identify themselves with a City of Chicago employee ID and an investigator star badge
2. Investigate all business activity observed and address the Municipal Code
3. Will not facilitate or request onsite payment for fines assessed

**REPORT ANYONE IMPERSONATING A CITY INVESTIGATOR TO
THE CHICAGO POLICE DEPARTMENT BY CALLING 911**



BACP

Business Affairs and
Consumer Protection

chicago.gov/BACP