



# 2024 SPECIAL EVENTS RESOURCE GUIDE

## DEPARTMENT OF CULTURAL AFFAIRS AND SPECIAL EVENTS

78 E. Washington St. Room 400, Chicago, IL 60602



# Welcome to City of Chicago – Department of Cultural Affairs & Special Events

- Thank you for holding your event in our beautiful city, we look forward to working with all organizations to ensure all events are safe and successful!
- Permits are required for all outdoor events that have food or alcohol sales, including athletic events. They are required for City owned and private properties, as well as events on Chicago Park District Properties.
- If your event is on Chicago Park property, you will need a permit from the City as well. **Park District Special Event Permit. Website: [ChicagoParkDistrict.com](http://ChicagoParkDistrict.com)**
  - For events on Park District Property: any permit application for an event or activity with 10,000 or more attendees per day must receive provisional approval from the Board of Commissioners; such permit applications are further subject to the terms and procedures set forth in the Park District’s Special Event Permit Application.

## **ABOUT US.**

The City of Chicago Department of Cultural Affairs and Special Events (DCASE) supports artists and cultural organizations, invests in the creative economy, and expands access and participation in the arts throughout Chicago’s 77 neighborhoods.

As a collaborative cultural presenter, arts funder, and advocate for creative workers, our programs and events serve Chicagoans and visitors of all ages and backgrounds, downtown and in diverse communities across our city — to strengthen and celebrate Chicago. DCASE produces some of the city’s most iconic festivals, markets, events, and exhibitions at the Chicago Cultural Center, Millennium Park, and in communities across the city — serving a local and global audience of 25 million people.

The Department offers cultural grants and resources, manages public art, supports TV and film production and other creative industries, and permits special events throughout Chicago.

# 2024 Online Special Events Permit Application

DCASE processes Special Events applications for outdoor festivals, street and art/craft fairs and athletic events. Special Event Permits will be issued but are subject to change based on updated health and safety guidelines from either the City of Chicago or State of Illinois. All events must follow guidelines in place at the time of the event. **WE DO NOT PROCESS Block Party requests or promotional events.**

Applications must be completed in full with supporting attachments to prevent delays in processing. Contact [SEPermits@cityofchicago.org](mailto:SEPermits@cityofchicago.org) with any questions.

*(Application works best in Google Chrome)*

**Outdoor Events** held in the City of Chicago must complete a Special Event Permit Application if the event

- Will close City streets (street closures are not allowed for private events);
- Will prepare Food on a public street/sidewalk or private property (open to the public);
- Will sell/serve alcohol;
- Will sell merchandise;
- Have tent(s) larger than 20 ft. x 20 ft. (400 sq. ft.); OR
- Have stage(s) taller than 2 ft.
- Open to the public.

**Bar Crawls** must also complete an application if the event

- Expects to exceed 500 participants;
- Includes 5 or more stops/participating establishments; OR
- Includes 3 or more stops/participating establishments on the same street block.

## **DCASE Processing Fee:**

The processing fee for a Special Event Permit Application starts at \$100 **if submitted more than 60 days before the start of the event.** **The fee increases if submitted closer to the event.** Applications may be submitted up to 180 days prior to the event and must be submitted at least 21 days prior to the start of the event.

*Please note that additional fees for building permits, roadway closure permits, and other permits issued by city departments may be charged during the process. DCASE solely charges an application processing fee.*

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# GUIDELINES

## FOR PRODUCING A SPECIAL EVENT

THE CHICAGO DEPARTMENT OF CULTURAL AFFAIRS AND SPECIAL EVENTS AND THE DEPARTMENT OF BUSINESS AFFAIRS AND CONSUMER PROTECTION, HEREBY PROMULGATE THE FOLLOWING RULES AND REGULATIONS PURSUANT TO SECTION 10-8-335 (P) OF THE MUNICIPAL CODE OF CHICAGO:

These rules and regulations are effective January 1, 2024. They may be updated or changed at any time without notice. All appropriate applications must be submitted in a timely manner.

- No fee may be charged for admission to the public way in connection with any special event. A financial donation may be requested. Signs must be posted at all points of entry that clearly state that the donation is voluntary.
- Donation collection points must be clearly outlined on site plan.
- Food vendors must be licensed if selling food. If food will be sold or sampled, at least one person from the organization (or sponsoring organization) per booth must have a Summer Food Festival Food Service Sanitation Certificate.
- Liquor vendors must be licensed. The Local Liquor Control Commissioner determines whether to issue a special event liquor license. Issuance of a Special Event permit does not ensure issuance of liquor licenses. Approval of a special event does not include approval of a liquor license.
- Chicago Transit Authority Notification. All organizers are required to notify CTA prior to the event (if event is on CTA bus route) (888) 968- 7282.
- If merchandise other than food or liquor is sold at an event, the event organizer must obtain an “Itinerant Merchant License”.
- Sidewalk passage and fire lanes (at a minimum of 12 ft) must be open at all times. NO BOOTH, TENT, TRAILER, ETC. MAY BE PLACED ON SIDEWALK OR FIRELANE.

## FOR THE SPECIAL EVENT PERMIT APPLICATION

NOTE: BLOCK PARTIES DO NOT REQUIRE SPECIAL EVENT LICENSES. HOWEVER, YOU ARE REQUIRED TO CONTACT YOUR ALDERMAN FOR A PERMIT. BLOCK PARTY PERMITS WILL NOT BE ISSUED TO COMMERCIAL ENTERPRISES. BLOCK PARTIES DO NOT RECEIVE CITY SERVICES.

[www.chicago.gov/city/en/depts/cdot/provdrs/construction\\_information/svcs/block\\_party\\_permitinformation.html](http://www.chicago.gov/city/en/depts/cdot/provdrs/construction_information/svcs/block_party_permitinformation.html)

*Please read the following information carefully and obtain all the necessary permits and licenses for your Special Event.*

## GENERAL INFORMATION

- An organization (i.e., church, non-for-profit, for-profit) is required to obtain Special Events Permits to conduct any outdoor festival, street fair or carnival **located on the public way or outdoors on private property.**
- In case of multiple events, a separate Special Events permit application must be submitted for each event.
- All applications must be completed in their entirety.
- A Certificate of Insurance for \$1,000,000 Commercial General Liability, naming the City of Chicago-DCASE as an Additional Insured, must be attached to each Special Event Permit Application. The Certificate Holder is
- the City of Chicago, Chicago Cultural Center, 78 East Washington Street, Room 410, Chicago,
- IL 60602. (The Organization's existing insurance policy may be utilized to meet this requirement.)
- All organizers must submit a completed application to include: security plan, emergency action plan, medical plan and site map.
- Large scale pub crawls must also fill out the special event packet and receive approvals from the commander and alderman. If the event is expected to have participants that exceed 500, or there are more than 5 stops/participating establishments or if 3 or more stops/participating establishments within the same block.

## Cost of Submitting Special Event Application

### 10-8-335 OUTDOOR SPECIAL EVENTS

Unless the special event is to be conducted in January or February, applications must be filed in the calendar year in which the event is to take place. If the event is to take place in January or February, the application must be filed no earlier than one year prior to the event. Each application submitted by the sponsor of an outdoor special event shall be accompanied by a nonrefundable processing fee of:

- (1) \$100.00 if the application is submitted sixty days or more prior to the date of the event.
- (2) \$200.00 if the application is submitted between fifty-nine and forty-five days prior to the date of the event.
- (3) \$500.00 if the application is submitted between forty-four and thirty-seven days prior to the date of the event.
- (4) \$1,000.00 if the application is submitted between thirty-six and twenty-nine days prior to the date of the event.
- (5) \$2,000.00 if the application is submitted between twenty-eight and twenty- one days prior to the date of the event.

**NO APPLICATION FOR A SPECIAL EVENT PERMIT SHALL BE ACCEPTED LESS THAN TWENTY-ONE (21) DAYS PRIOR TO THE DATE OF THE SPECIAL EVENT. ISSUANCE OF A CHICAGO PARK DISTRICT PERMIT DOES NOT NECESSARILY MEAN THAT THE EVENT IS PERMITTED.**

**The following policies are in place for Special Events applications:**

DCASE shall inform the applicant the application is approved or disapproved within 35 business days after the application and any amendments are received by the Department.

If the permit is for a special event that will require the closing of a street, the applicant shall pay an additional fee of \$100.00 per block, per day, if the street closure is in the Central Business District as described in Section 9-4-010, or \$50.00 per block, in the rest of the City for each day the street will be closed. This fee does not apply to neighborhood block parties.

For the purposes of this section, "block" means both sides of a street that lies between two or more intersecting streets, as the term "street" is defined in section 9-4-010 of this Code, up to the crosswalk bordering the intersection.

# COMMUNITY ENGAGEMENT GUIDELINES

Timely neighborhood outreach is recommended to minimize community impact, mitigate concerns, and ensure affected neighbors and businesses are aware of the event activity and have an opportunity to provide feedback.

At minimum, organizers are recommended to complete the following:

- **Communicate details and solicit feedback from Aldermanic Office**
- Submit a Community Engagement Plan
- For multi-day event permits, hold at least one community engagement meeting.
- Mail and/or canvas residences and businesses in the zip codes affected by the event no less than 30 days before load in begins; notices should include the following:
  - times of load in, event, and tear down
  - street closures
  - phone number contact email contact
  - provide bilingual notices if event is in a bilingual community
- Post public notices within a 4-block radius no fewer than 14 days in advance of load-in (e.g. yard signs in park and other authorized areas)
- Provide residents and businesses with information regarding potential impacts of large festival events
- Solicit community feedback and factor it into event plans
- Engage community members in meaningful ways. This can include anything from volunteer clean up days and local hiring to holiday donations or a contribution to park programming and facilities
- Secure vendors and/or staff from the community area (security, ticket agents, food, etc.)

## COMMUNITY ENGAGEMENT MEETING

**(RECOMMENDED FOR MULTI-DAY EVENTS ONLY)**

### SUGGESTIONS FOR A SUCCESSFUL MEETING

- Be thoughtful about the date and time of the meeting to ensure working people can attend
- Provide a minimum of 14 days advance notice
- Provide interpretation and/or a translator if event is in a bilingual community Partner with local community organizations, elected officials, businesses to get the word out about the meeting, or try to join an existing community meeting where attendance is high
- Capture contact information for potential follow up meeting content
- Organizer presents a plan to the community including the following information:
  - ✓ Basic event information (date, location, etc.)
  - ✓ How this event will benefit and affect the community (jobs, complimentary tickets, down time for park, traffic closures etc.)
  - ✓ Any significant changes in event from last year and explain why the changes were made



- ✓ Acknowledge solvable past issues that have been voiced and provide plan to address/explain why no changes are being recommended
- ✓ Solicit feedback from the community
- Allot time after the presentation for the community to provide feedback on the plan and discuss any concerns or issues
- Capture major themes from feedback Contact attendees after the meeting to:
  - ✓ Thank everyone for participating
  - ✓ Provide a summary of feedback gathered
  - ✓ Offer additional information/address unanswered questions if necessary
  - ✓ If any new solvable concerns are raised that could not be addressed at the meeting, follow up with a solution and solicit additional feedback
- Organizers please send invitations to [sepermits@cityofchicago.org](mailto:sepermits@cityofchicago.org) for all community engagement meetings

# CHICAGO DEPARTMENT OF TRANSPORTATION (CDOT) GUIDELINES FOR STREET CLOSURES AND USE OF PUBLIC WAY

A certificate of commercial general liability insurance with not less than \$1,000,000 in limits for bodily injury, personal injury and property damage liability is required for any street closure or use of public way. The policy must name the City of Chicago as an additional insured and indemnify and hold the City harmless from any action. The certificate holder will be the City of Chicago, Chicago Department of Transportation (CDOT) 121 N. LaSalle St, Rm 905, Chicago IL 60602. A copy of this policy and a \$50 fee per block, per day for a festival and \$100 processing fee for an athletic event is required for a street closure permit. A copy of the Certificate of Insurance submitted with the Special Event Permit Application can also be utilized for the street closure permit. The City reserves the right to require additional traffic aides/personnel to assist with traffic control.

CDOT requires a Traffic Control Plan (TCP) for all events that close an arterial street, boulevard, or signalized intersection in the City of Chicago. The TCP must show details of the proposed detour route, with signage, of vehicular and CTA bus traffic. Proposed detour should redirect traffic to comparable streets (i.e... arterial streets to arterial streets or residential streets to residential streets). Applicants can refer to the CDOT manual on Regulations for Openings, Construction and Repair in the Public Way, Chapter 4 - Section 3, Work Zone Traffic Control and Detour Plan for additional details and guidance.

The proposed traffic and reroute plan must be attached to your Special Event application and must be in written form with directions. A map may be submitted with the application but will not serve as a substitute to the written route.

Separate permits must be obtained from the Permit Division, 121 N. LaSalle, Room 905, City Hall for reviewing stands, exhibits in the public way, etc. Reviewing stands must not be placed within an intersection. Parades proposed for a downtown location are not to exceed two hours and fifteen minutes.

A street closure in an area where there is a public garage, tenant indoor parking or off-street activity requiring driveway access will require a mechanism for entry, security, and a ten-foot fire lane. [https://www.chicago.gov/city/en/depts/dca/supp\\_info/street\\_closure.html](https://www.chicago.gov/city/en/depts/dca/supp_info/street_closure.html) Partial street closures and curb lane closures are considered street closures. **YES** must be selected on the application for street closure, and street closure form must accompany the application.

In addition to permitting, detour signs and barricades are required for all street closures. Organizers are responsible for all traffic control equipment used for detouring vehicular and pedestrian traffic for the event. This shall include any electronic sign messaging equipment required as part of the TCP. Street closures for all Special Events must be cordoned off with Type III barricades. Applicants must provide all Type III barricades. The City of Chicago will not provide barricades for street closures. Type III barricades must extend completely across a roadway and its shoulders or from curb to curb. Where access is provided through the Type III barricade, responsibility should be assigned to a person to assure proper closure. The applicant or organization must supply proof that they have obtained the proper number of Type III barricades needed to comply with the terms and conditions of the federal law. In cases where collapsible street closure systems

are present in the public way, organizers are to solicit approval of the use of said system by Chicago Police Department and/or Office of Emergency Management Communications as a condition of approval for the event permits, as alternate to Type III barricades system protocol.

All businesses located on the street to be used or closed must be notified of the event dates and times.

Street closure permits may be issued for no longer than 14 days. When completing the Street Closure application be sure to include set-up and tear down times as well as all locations and times for loading in and out.

The following will be taken into consideration when issuing a street closure or use of public way permit:

- public health or safety
- the previous issuance of a permit for another event, public assembly or similar event at the same location
- the proximity of another event in the area at the same time

Bus Reroutes - street closures associated with events (set up, event and clean up) must be provided to CTA in order to reroute bus service where needed. Once the City of Chicago has approved the event permit application, bus service will be rerouted as necessary.

Bus and Rail Service - additional bus and rail service will be provided where ridership warrants. Dates and location of event in previous years assists CTA with analyzing ridership on impacted bus routes and rail lines.

Customer Information/Alerts - for information about upcoming impacts to CTA rail and bus service, visit <http://www.transitchicago.com/alerts/>

Advertisement of event on CTA (i.e. car cards, vehicle wrapping) - for information about advertising on CTA, visit [www.transitchicago.com/advertising](http://www.transitchicago.com/advertising)

# CHICAGO DEPARTMENT OF BUILDINGS (DOB)

## GUIDELINES FOR ERECTING OR INSTALLATIONS OF TENTS OR CANOPIES

### Temporary Tent Permitting Procedures

*This page describes requirements for tents that will be temporary (installed at the same location for 180 days or less). Tents and similar structures that will be installed at the same location for more than 180 days must follow permitting requirements and processes for permanent structures.*

#### ➤ When is a Building Permit Required?

##### For coverage up to 400 square feet:

A temporary tent that will cover a ground area of 400 square feet or less and will have no point more than 15 feet above the ground does **not** require a building permit. The structure and installation must still meet all applicable requirements of the Chicago Construction Codes.

##### For coverage from 401 up to 600 square feet

A temporary tent that will cover more than 400 square feet or exceed 15 feet in height requires a building permit. A temporary tent that will cover a ground area of 600 square feet or less and will have no point more than 15 feet above the ground may obtain a building permit based on drawings prepared by any responsible person, such as an employee of the contractor that will install the tent. A permit application for a tent that meets these criteria may use the [Easy Permit Process \(EPP\)](#).

##### For coverage greater than 600 square feet

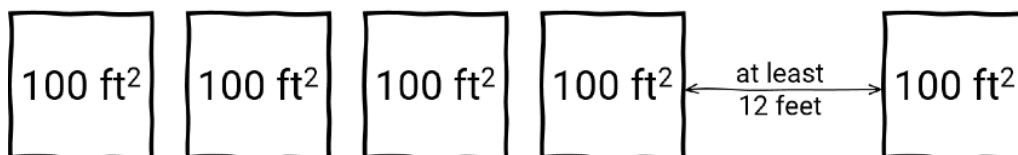
A temporary tent that will cover a ground area of more than 600 square feet or exceed 15 feet in height requires additional information as part of the permit application, including drawings prepared by an Illinois-licensed architect or structural engineer. This type of permit application must use either the [Standard Plan Review \(SPR\)](#) process or [Self-Certification Permit Program](#), if eligible. This type of permit application must be submitted through [E-Plan](#).

#### ➤ Measuring coverage area

Generally, all tents with a horizontal separation distance of less than **12 feet** are considered together when determining if a permit is required based on area of coverage.

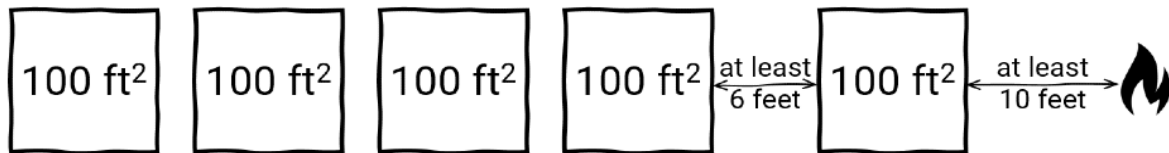


**Permit required:** area of group exceeds 400 ft<sup>2</sup>



**No permit required:** no group exceeds 400 ft<sup>2</sup>

Where a [Special Event Permit](#) is required, if the event organizer certifies in writing that no cooking or heating devices, fuel, or open flames (e.g. candles) will be used inside of or within 10 feet of the tents, the horizontal separation distance used to determine whether tents are considered together in determining if a permit is required based on area of coverage is Reduced to **6 feet**.



**No permit required:** no group exceeds 400 ft<sup>2</sup> & no cooking/heat

- A.** The site plan must be drawn to scale and indicate dimensions to property lines and any buildings on the site where the temporary structure will be erected.
- B.** The permit application must be accompanied by a certificate of fire resistance executed by an approved agency certifying that the structure meets the flame propagation performance requirements of NFPA 701. If the treatment indicated on the certificate is not of the permanent type, the certificate must be dated within 360 days preceding the last date of intended use. If the tent fabric is certified as having been rendered permanently fire-resistant during manufacture, or is made of an inherently fire-resistant fabric, then the certificate must be dated no earlier than seven years prior to the last date of intended use. The certificate must indicate the type of fabric and method of compliance with NFPA 701.
- C.** The high winds action plan must specify the wind speed and time period before arrival of a storm at which the temporary structure must be evacuated, the means by which the permit applicant will monitor weather conditions, and the individual(s) responsible for carrying out evacuation and/or disassembly, if needed.
- D.** Portable fire extinguishers must be provided where cooking will occur beneath or within 20 feet of \ the structure.
- E.** Battery-backup emergency lighting complying with the Chicago Electrical Code must be provided if the structure will be used for more than 48 hours at the same location.

Required Document	Coverage Area		
	Up to 600 square feet	601 to 1,000 square feet	Over 1,000 square feet
<a href="#">Easy Permit Program (EPP)</a> application form	●		
<a href="#">Building Permit Application (Form 400)</a>		●	●
Letter of intent from licensed general contractor	●		
Copy of general contractor's City of Chicago license certificate		●	●
Letter of intent from event manager / organizer including erection and removal dates	●	●	●
Scaled site plan <sup>A</sup> drawn by a responsible person	●		
Scaled floor plan and elevation drawn by a responsible person	●		
Anchorage detail(s) drawn by a responsible person	●		
Scaled site plan <sup>A</sup> prepared by an Illinois-licensed architect or structural engineer including name, address/location and dates of event (erection and removal dates)		●	●
Scaled floor plan, including egress details, and elevations prepared by an Illinois-licensed architect or structural engineer		●	●
Structural details, including anchorage details, prepared by an Illinois-licensed architect or structural engineer		●	●
Structural (wind resistance) calculations prepared by an Illinois-licensed architect or structural engineer		●	●
Flame spread certificate <sup>B</sup>		●	●
High winds action plan <sup>C</sup>	●	●	●
<a href="#">Sidewalk cafe permit</a> or <a href="#">expanded outdoor dining permit</a> , if applicable	●	●	●
Fire extinguisher details <sup>D</sup>		●	●
Emergency lighting information <sup>E</sup>			●
<a href="#">Chicago Park District letter</a> , if applicable	●	●	●
<a href="#">Special events permit</a> , if applicable	●	●	●

## Permit Application Requirements

The following documents are required as part of the permit application:

- **Reinstatement**

Tent permits issued through the [Standard Plan Review \(SPR\)](#) process or [Self-Certification Permit Program](#) can be reinstated up to five years from the original permit issue date when using the same quantity, size, connection details and location as well as the same architect or structural engineer and general contractor. Temporary structure reinstatement permits must be submitted electronically using [E-Plan](#). The words "TENT REINSTATEMENT" followed by the quantity and size of all tents must be included in the field labeled "description of work." A copy of the previously approved (City stamped) drawings must be uploaded in the **reference drawings folder**. All required drawings must be updated for the current year. Resubmission of out-of-date documents/drawings will not be accepted.

Reinstatement applications submitted less than 14 calendar days before the planned erection/installation date are subject to a tripled permit fee.

- **Permit Fees for Temporary Structures**

If the total area of all temporary structures for an event is 2,500 square feet or less, and all structures are submitted on the same permit application, the permit fee is \$325 (including a \$75 zoning fee). If multiple permit applications are submitted for the same event, this fee will apply to each permit.

If the total area of all temporary structures on a permit application exceeds 2,500 square feet, the minimum permit fee is \$377 and the permit fee is calculated as \$75 + 9.5 cents per square foot.

Where a complete permit application for installation of a temporary structure is submitted to the City of Chicago less than 14 calendar days before the intended installation date, the permit fee is tripled.

Additional fees may apply if inspections outside of normal business hours are requested or required.

## Temporary Outdoor Stage Permitting Procedures

*This page describes permitting procedures for outdoor stages that will be temporary (installed at the same location for 180 days or less). Outdoor stages and other structures that will be installed at the same location for more than 180 days must follow permitting requirements and processes for permanent structures.*

### Is a Building Permit Required?

#### Stages up to 24" high

A temporary stage that will not be higher than 24 inches above the ground and will not have any elements such as a roof, backdrop, or sound and lighting supports that will exceed 15 feet above the ground **does not require a building permit**. The structure and installation must still meet all applicable requirements of the [Chicago Construction Codes](#).

### **Stages exceeding 24" high, coverage up to 400 square feet**

A temporary stage that is more than 24 inches above the ground, will cover a ground area of 400 square feet or less, and will not have any elements such as a roof, backdrop, or sound and lighting supports that will exceed 15 feet above the ground does not require a building permit. The structure and installation must still meet all applicable requirements of the [Chicago Construction Codes](#).

### **Stages exceeding 24" high, coverage from 401 to 600 square feet**

A temporary stage that is more than 24 inches above the ground and will cover more than 400 square feet or that will include any elements that exceed 15 feet in height **requires a building permit**. A temporary stage that is more than 24 inches above the ground, will cover a ground area of 600 square feet or less, and will not have any elements such as a roof, backdrop, or sound and lighting supports that will exceed 15 feet above the ground may obtain a building permit based on drawings prepared by any responsible person, such as an employee of the contractor that will install the stage. A permit application for a stage that meets these criteria may use the [Easy Permit Process \(EPP\)](#).

### **Stages exceeding 24" high, coverage exceeding 600 square feet or with elements taller than 15 feet**

A temporary stage that is more than 24 inches above the ground and will cover a ground area of more than 600 square feet, or any size or height of stage that will include elements such as a roof, backdrop, or sound and lighting supports that will exceed 15 feet above the ground requires additional information as part of the permit application, including plans prepared by an Illinois-licensed architect or structural engineer. This type of permit application must use either the [Standard Plan Review \(SPR\)](#) process or [Self-Certification Permit Program](#), if eligible. This type of permit application must be submitted through [E-Plan](#).



# Permit Application Requirements

The following documents are required as part of the permit application:

Required Document	Category		
	EPP eligible	Not EPP eligible, height less than 20 feet	Not EPP eligible, height of 20 feet or more
<a href="#">Easy Permit Program (EPP) application form</a>	●		
<a href="#">Building Permit Application (Form 400)</a>		●	●
Letter of intent from licensed general contractor	●		
Copy of general contractor's City of Chicago license certificate		●	●
Letter of intent from event manager / organizer including erection and removal dates	●	●	●
Scaled site plan <sup>A</sup> drawn by a responsible person	●		
Scaled stage plan (showing stairs and guard rails) and elevation drawn by a responsible person	●		
Anchorage detail(s) drawn by a responsible person	●		
Scaled site plan <sup>A</sup> prepared by an Illinois-licensed architect or structural engineer including name, address/location and dates of event (erection and removal dates)		●	●
Scaled floor plans and elevations prepared by an Illinois-licensed architect or structural engineer		●	●
Structural details, including anchorage details, prepared by an Illinois-licensed architect or structural engineer		●	●
Structural (wind resistance) calculations prepared by an Illinois-licensed architect or structural engineer		●	●
Flame spread certificate, <sup>B</sup> if applicable		●	●
High winds action plan <sup>C</sup>	●	●	●
Weather station details <sup>D</sup>			●
<a href="#">Chicago Park District letter</a> , if applicable	●	●	●
<a href="#">Special events permit</a> , if applicable	●	●	●

- **Reinstatement**

Stage permits issued through the [Standard Plan Review \(SPR\)](#) process or [Self-Certification Permit Program](#) can be reinstated up to five years from the original permit issue date when using the same quantity, size, connection details and location as well as the same architect or structural engineer and general contractor. Temporary structure reinstatement permits must be submitted electronically using [E-Plan](#). The words “STAGE REINSTATEMENT” followed by the quantity and size of all stages must be included in the field labeled “description of work.” A copy of the previously approved (City stamped) drawings must be uploaded in the **reference drawings folder**. All required drawings must be updated for the current year. Resubmission of out-of-date documents/drawings will not be accepted.

Reinstatement applications submitted **less than 14 calendar days** before the planned erection date are subject to a tripled permit fee.

- **Permit Fees for Temporary Structures**

> If the total area of all temporary structures for an event is 2,500 square feet or less, and all structures are submitted on the same permit application, the permit fee is \$325 (including a \$75 zoning fee). If multiple permit applications are submitted for the same event, this fee will apply to each permit.

> If the total area of all temporary structures on a permit application exceeds 2,500 square feet, the minimum permit fee is \$377 and the permit fee is calculated as \$75 + 9.5 cents per square foot.

Where a complete permit application for installation of a temporary structure is submitted to the City of Chicago **less than 14 calendar days** before the intended installation date, the permit fee is tripled.

Additional fees may apply if inspections outside of normal business hours are requested or required.

# DEPARTMENT OF ANIMAL CARE AND CONTROL

## GUIDELINES FOR USING/DISPLAYING ANIMALS (DACC)

If animals will be involved in the event, the event coordinator will be required to obtain a Temporary Animal Exhibition Permit from Chicago Animal Care and Control. The permit only applies to exhibitions of 30 days or less. The Permit requirement is effective as of January 1, 2013. You must send the application which is located in the Special Event License Packet 30 days prior to the date of the exhibition and fee of \$275.00 to: Chicago Animal Care and Control; Attn: Temporary Animal Exhibition Permit; 2741 S. Western Ave., Chicago, IL 60608. Health, vaccine records and shipping documents are required for all animals to be used; a copy of a valid exhibitor's license issued by the USDA; and proof of insurance must all be included with the application. If there are any changes to the original application the applicants must notify CACC at least 15 days prior to the event date.

***(If live animals are included in permit, a designated contact person and number are required. This person must be present day of event for clean-up & communication with DSS).***

If you have any questions, please call 312-747-1384. The city reserves the right to inspect the exhibition.

For more information please visit:

[www.chicago.gov/city/en/depts/cacc/provdrs/animal\\_control\\_andrescue/svcs/temporary\\_animalexhibitionpermits.html](http://www.chicago.gov/city/en/depts/cacc/provdrs/animal_control_andrescue/svcs/temporary_animalexhibitionpermits.html)

# DEPARTMENT OF STREETS AND SANITATION

## GUIDELINES FOR CITY SERVICE REQUESTS (DSS)

### CITY SERVICES AND OVERTIME CHARGES

City services may be provided by the Department of Streets and Sanitation during regular city working hours but will be subject to availability. Services from the Department of Streets and Sanitation may include posting of NO PARKING signs, towing & street sweeping. No weekend or holiday street sweeping unless organizer assumes the overtime cost. The City will not provide blue barricades, Type III barricades, electrical generators, or electrical services for carnival rides or cooking equipment.

All outdoor events must include a waste management plan in the application. Plan must include collection schedule and hauler/dumpster company information. Note that all vehicles that have been towed from event locations posted with NO PARKING signs will be impounded and strictly enforced. Owners of such vehicles will be required to redeem their vehicle from the City of Chicago Auto Pound.

Event organizers can also hire qualified private contractors for set-up and event needs, provided that all Building and Municipal Codes are met, and all necessary permits issued in time. The following Rate Chart is for planning purposes only. Organizers MUST call Streets and Sanitation at (312) 744-1912 to schedule a meeting more than 60 days in advance to determine actual city services availability and final costs.

### CITY SERVICE PRICE SCHEDULE OF OVERTIME RATES FOR NEIGHBORHOOD FESTIVALS, PARADES AND ATHLETIC EVENTS (Evenings and Weekends):

Service	Evening & Saturday Rate* (Time and a half)	Sunday and Holiday Rate (Double Time)
Posting of No Parking Signs	\$60.82 per hour (laborer & MTD)	\$81.10 per hour (laborer & MTD)
Towing	\$60.82 per hour (MTD)	\$81.10 per hour (MTD)
Street Sweeping	\$59.58 per hour/driver	\$79.44 per hour/driver

#### CONDITIONS:

1. There is a four-hour minimum for all services.
2. Equipment and services above are subject to availability.
3. Prices are subject to change without notice.
4. Reimbursements must be pre-paid to the City of Chicago by certified check at least one week before date of event.
5. The rates mentioned above do not apply to the Jumping Jack Program.
6. For Police overtime at Sporting Events, call (312) 744-7430.

*\*Prices and services are subject to change without notice.*

# DEPARTMENT OF STREETS AND SANITATION

## GUIDELINES FOR RECYCLING AT A SPECIAL EVENT

All special event organizers shall implement an effective recycling program at each licensed event. Cooperation and coordination among all vendors, merchants, and organizers is important to ensure the successful separation and collection of recyclable materials at your events. As the organizer, it is essential to communicate the recycling program to everyone involved.

When contracting with a private waste hauler for garbage collection, you must implement a recycling program in accordance with Chapter 11-5 of the Chicago Municipal Code, popularly known as the Chicago Recycling Ordinance. The code requires separate bins for recycling the single stream materials that are accepted in Chicago's Blue Cart program and are listed in section 11-5-080(a). Cardboard boxes, paper, plastic bottles, glass bottles and metal cans are common examples of acceptable materials. Organizers need to coordinate with their private haulers to determine what materials will be recycled and the method of collection.

If you have any questions, or would like a review of your recycling plan, call the Department of Streets and Sanitation Recycling office at 312-744-2413.

### ORGANIZER RESPONSIBILITIES:

- Determine types of recycling materials at your event
- Organizers **MUST** call Streets and Sanitation at (312) 744-1912 more than 15 days in advance to determine actual City Services availability
- Contract or arrange for garbage and recyclables collection services
- Implement effective public way recycling for cans and bottles
- Work with your vendors to coordinate paper material recycling collection
- Procure and use recyclable materials at your event whenever possible
- Monitor recycling during the event

# GUIDELINES FROM THE POLICE DEPARTMENT (CPD)

## **The following points must be considered regarding Special Events:**

- Contact the Commander of the district where the event is being held and schedule a meeting with their representative.
- Be prepared to discuss location, time, and anticipated problems and give the Commander the Special Events Police District Commander's Review Letter to fill out.
- Locate the event at a site with adequate parking for patrons if possible.
- Maintain a traffic lane for emergency vehicles.
- Designate individuals to monitor the conduct of patrons.
- Individuals acting as monitors should wear some type of identification, such as: a badge, armband, jacket, or cap.
- Submit a required SITE PLAN and a SECURITY PLAN if applicable, that lists private security firms or individuals associated with the event who are acting as security guards.
- Designate a secure location on the event grounds as a "Command Post."
- Establish a communications system between monitors and command post (two-way radio).
- Designate a responsible individual to act as a liaison between festival sponsors and city departments, such as the Chicago Police Department, Chicago Fire Department, Department of Streets and Sanitation, Chicago Department of Cultural Affairs and Special Events, etc.

# GUIDELINES FROM THE OFFICE OF EMERGENCY MANGEMENT AND COMMUNICATIONS (OEMC)

- Applicant must provide the following: weather contingency plans and adequate sheltering options with signed agreement(s); public way vs. private property considerations and plans (residential, owner/manager, lessor/lessee); residential access impacts study/plan; community outreach timeline with deliverables, traffic flow and signage plan; parking restrictions/impacts outreach plan, and hostile vehicle mitigation. Event organizers must provide proper wayfinding signage/communications for pedestrian and vehicular traffic, type 3 barricades including the name of the company, and appropriate vehicle barriers to ensure pedestrians and vehicles are appropriately isolated.
- Based on the size and impact of the event, be prepared to discuss, and present your planning efforts in a meeting(s) with numerous City Departments. Meeting documents or handouts you may need to provide include agendas, maps, plans, and an electronic presentation.
- Based on the size and complexity of the event, Command Post capabilities shall include, but not be not limited to: electricity, phone, internet, tables/chairs, heat/air conditioning, restrooms(s), designated parking, and adequate meeting space.
- Command Post representatives must be capable of making decisions, acting on requests, and gathering/sharing information.
- Be prepared to discuss any event sponsors or vendors that may require additional or special planning efforts.
- Permits must be complete and up-to-date, including all documentation, before submitting or they will be 'denied' instead of marked 'incomplete.' Submitting the previous year's documents is unacceptable.
- Event size will dictate the event's location(s) (necessary vs. requested street closures, set-up/tear-down times, etc.)
  - Arterial Streets
  - DuSable Lake Shore Drive
  - NO HEELS AND WHEELS!!!
  - Cones and verticades are not acceptable means of separation!
- Organizers are responsible for sheltering locations and/or warming/cooling contingencies
- Questions regarding staff and volunteer training subjects/materials can be directed to the Office of Emergency Management and Communications 312-746- 9412
- Consider setting up a telephone hotline for your event that citizens can call for questions and concerns.



CHICAGO DEPARTMENT OF PUBLIC  
HEALTH FOOD PROTECTION SERVICES

# SPECIAL EVENT FOOD VENDOR REQUIREMENTS

EVENT ORGANIZER'S CHECKLIST

## 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

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.

## 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](mailto:CDPHFood@cityofchicago.org)  
If you have questions for the DCASE Permits Team email: [SEPermits@cityofchicago.org](mailto:SEPermits@cityofchicago.org)



# CHICAGO DEPARTMENT OF PUBLIC HEALTH (CDPH)

## GUIDELINES FOR FOOD HANDLING AT OUTDOOR SPECIAL EVENTS

The Food Vendor Application must be submitted twenty (20) days prior to your event. The commissary or retail food establishment used for base of operations shall have a passing inspection within six months prior to the application date. The event organizer and all food **vendors must** attend a mandatory class given by the Department of Health before submitting any applications. The Application will be reviewed and forwarded to the Department of Public Health (CDPH) for its approval. The Chicago Department of Cultural Affairs and Special Events will contact you to pay the license fee at the Department of Business Affairs and Consumer Protection (BACP), Room 805, City Hall and pick up the license. Please note that the permit will not be available on the day you submit your application(s). The fee is \$75 per vendor. The license must be displayed at the licensed location for the duration of the event. Vendors who opt to receive the 10 days, 180 days or 1 year license can contact Lawrence Smith at BACP at [Lawrence.Smith@cityofchicago.org](mailto:Lawrence.Smith@cityofchicago.org) for the application process and further information.

Only those time/temperature control for safety foods requiring limited preparation, upon approval of the Health Department, shall be prepared or served. Any unapproved menu items that are offered to the public may be destroyed, and the vendor's permit to operate will be suspended.

A Special Event Food License may be issued by the Mayor for an event for a period not to exceed 10 consecutive days. It is illegal to operate a temporary food establishment without such a license. These temporary food establishments must follow all rules and regulations. The Health Officer may prohibit the sale of some or all time/temperature control for safety foods. The Health Officer may waive or modify requirements of these rules and regulations when in their opinion a health hazard is not likely to result from such modification.

CDPH may, without warning or hearing, suspend any permit to operate a special retail food establishment if the permittee: does not comply with the requirements of these rules and regulations, fails to correct violations within the time frame specified in an inspection report, or fails to comply with the lawful directives of the Health Officer. CDPH shall suspend the permit of a special retail food establishment whenever the operation constitutes a substantial hazard to public health. The permit suspension is effective upon service of written notice. When a permit is suspended, the food service operations shall immediately cease.

**Without exception, at all times when food is being handled, a person who has completed the Summer Festival Sanitation training for the current year must be present at the booth, with their original certificate. Operations without such supervision shall be immediately suspended.**

**MANDATORY SANITATION SEMINAR** – You must attend a sanitation seminar and become certified. You can contact the following:  
[https://www.chicago.gov/content/dam/city/depts/cdph/environmental\\_health\\_and\\_food/Summer\\_Festival\\_Food\\_Service\\_Sanitation\\_Certificate%2006-06-2022.pdf](https://www.chicago.gov/content/dam/city/depts/cdph/environmental_health_and_food/Summer_Festival_Food_Service_Sanitation_Certificate%2006-06-2022.pdf)

If there are any questions or pre-event consultation is needed, please contact the Food Protection Division of Chicago Health Department at (312) 746-8030.

## **FOOD**

- 1) All food shall be clean, wholesome, free from adulteration and misbranding.
- 2) All food and drink sold or served must originate from licensed food sources.
- 3) All fruits and vegetables, for cooking and ready-to-eat, must be washed with clean drinking water prior to service at licensed commissary.
- 4) No food or drink cooked or prepared in the home or other unlicensed facility (home canning and baking included) will be allowed to be sold, served or given away.
- 5) Only clean drinking water, such as commercially bottled drinking water, may be used for food preparation tasks, cooking, cleaning and hand washing.

## **CONTAINERS AND LABELS**

- 1) All beverages must be sold in the original container or from dispensers filled in licensed facilities. Food not in an original container shall be properly labeled.
- 2) Use of dairy based products or any other time/temperature for safety food in a frozen beverage machine is not allowed.

## **FOOD PROTECTION**

- 1) Effective barriers shall be provided to protect food from contamination.
  - a) Examples include but are not limited to: covers, sneeze guards, or a six-foot separation from the customer.
- 2) Customer self-service is prohibited.
- 3) Mechanical refrigeration shall be used at all temporary food establishments that prepare, hold, serve, or provide time/ temperature control for safety foods.
- 4) Hot holding units shall be used at all temporary food establishments that prepare, hold, serve, or provide hot time/temperature control for safety foods.
- 5) All perishable foods shall be stored in a manner to protect against spoilage.
  - a) All time/temperature control for safety foods requiring refrigeration must be maintained at an internal temperature of 41° F or below.
  - b) Hot foods, after appropriate cooking, shall be kept hot (>135 °F) until served.
  - c) Precooked food (permitted only from licensed facilities) must be rapidly reheated to at least 165° F prior to hot holding or service.
- 6) Ice shall be obtained from a licensed commercial source in chipped, crushed, or cubed form and shall be received in single use closed bags. Ice must be stored in clean and sanitized storage containers that are self-draining and easily cleanable. The ice must be protected from dust, insects, and other potential contaminants.
- 7) All food, equipment, utensils, and single-service items shall be stored off the ground or floor on pallets, tables, or shelving.
- 8) Packaged food shall not be stored in direct contact with ice or water if the food is subject to the entry of water because of the nature of its packaging, wrapping, or container.
- 9) The food preparation area shall be sanitized after each use to minimize cross-contamination.
- 10) Frozen time/temperature control for safety foods must be thawed in a mechanical refrigerator (41° F or below), or in cold running potable water at a licensed facility or cooked frozen.
- 11) All time/temperature control for safety foods must be cooked to the required internal temperature. Improperly cooked product will be disposed of.
  - a) Preheated cooked foods, poultry and stuffed meats shall be cooked to an internal temperature of 165° F.

- b) Pork and hams, 155° F.
  - c) Beef, 145° F. Ground meat for hamburgers, etc., and other comminuted meat products shall be cooked to an internal temperature of 155° F.
- 12) Condiments shall be provided in a method to prevent contamination by food employees, patrons, insects, or other sources. Pump-style dispensers, squeeze bottles, shakers, or similar dispensers shall be tethered to the booth to prevent contamination, or condiments are to be dispensed in single-service packaging.
  - 13) No bare hand contact with ready-to-eat foods. All food and ice shall be handled with scoops, tongs, spoons, deli paper or other appropriate utensils. Ice shall not be hand-dipped or dispensed by dipping into the ice with a glass or cup; ice tongs or scoops are required.
  - 14) Serving utensils shall be stored either:
    - a) In food with the handle extending out of the food
    - b) Clean and dry
  - 15) All time/temperature control for safety foods must be removed from the booth at the end of the day. Foods requiring refrigeration overnight (at 41°F or below) must be stored within the monitored refrigerated vehicles at the site or stored at the originating licensed retail food establishment. Leftover prepared foods must be properly disposed of at the end of each day. No re-service of leftovers is permitted.
  - 16) Each mechanically refrigerated unit shall be provided with a thermometer which is accurate to plus or minus 2°F.
  - 17) Each stand that serves time/temperature control for safety foods shall have and use a metal stem-type food thermometer to assure the attainment and maintenance of the temperature requirements. This thermometer shall be numerically scaled in 2° F increments from at least 0° F to 185° F, and be accurate to plus or minus 2° F.

## **BOOTH CONSTRUCTION**

- 1) The temporary food establishment shall be covered with a canopy or other type of overhead protection, to protect against the elements, windblown dust and debris.
- 2) The ground should be concrete, machine-laid asphalt. If the ground is dirt, grass, or gravel it shall be covered with mats, removable platforms, duckboards, cardboard, or other DEPARTMENT approved materials that effectively control dust and mud.
- 3) Adequate lighting by natural or artificial means shall be provided in accordance with the applicable City of Chicago Municipal Code laws and rules.

## **TOXIC MATERIAL**

- 6) No toxic material or chemicals shall be stored in or around the food service area. Any chlorine solution container, when used, must be properly labeled, and handled under the direct supervision of the Summer Festival Certificate holder.

## **PERSONNEL PERSONAL HYGIENE**

- 1) The following individuals shall NOT work in a food establishment:
  - a) Personnel with infected cuts, burns, or boils on their hands or arms, and/or
  - b) Personnel with diarrhea or who are carriers of a food-borne pathogen, and/or
  - c) Personnel with respiratory infections.
- 2) Fingernails shall be cleaned and trimmed; excessive jewelry shall not be worn.
- 3) Hands and arms shall be washed with clean water and soap, before starting work, after using the toilet,

handling money, handling raw products, coughing, and sneezing and as frequently as necessary to maintain clean hands and arms.

- 4) Hand washing facilities shall be provided and used in each facility. The minimum acceptable arrangement shall be a self-contained unit that provides water under pressure, has separate fresh water and wastewater holding tanks, and provided with soap, paper towels and a waste receptacle. Common towels are prohibited.
- 5) Personnel shall wear clean outer clothing. No sleeveless shirts, such as tank or halter tops, are permitted.
- 6) Personnel shall wear effective hair restraints, such as hairnets or billed "baseball caps" where the hair is covered and contained. Visor caps or hair spray are not considered adequate. Mustache or beard restraints shall be used for any facial hair exceeding one (1) inch in length.
- 7) Eating, smoking or other use of tobacco is prohibited in the food preparation area.

## **FOOD EQUIPMENT**

- 1) Only single-service customer utensils (forks, spoons, knives, cups and plates) shall be provided to the customer. No single-service article may be reused.
- 2) Single-service articles shall be stored off the ground and protected from contamination in storage and dispensing. The utensils shall be dispensed handle-first from containers.
- 3) Single-service cups shall be dispensed from an approved tube dispenser or from the original plastic shipping wrap surrounding each stack of cups. The cups shall be dispensed in a manner that prevents contamination of the interior or exterior lip of the cup.
- 4) On-site dishwashing is not permitted; vendor must supply enough sanitized cutting boards and utensils to meet the daily needs. All dirty utensils and equipment must be taken to a licensed facility for washing, rinsing and sanitizing.
- 5) Food contact equipment and surfaces shall be smooth, easily cleaned, non-absorbent, in good repair, and of food- grade material. Chipped or glazed enamelware, galvanized surfaces, and non-food grade wood surfaces (i.e. not an approved wooden cutting board) are not approved food contact surfaces. Wooden daubers are prohibited.
- 6) Cooking surfaces shall be cleaned at least once a day, and more frequently if needed.
- 7) Wiping cloths used for cleaning food contact and non-food contact surfaces shall be kept clean and stored in separate, clearly labeled containers. These containers shall contain a sanitizing solution of 100 pp chlorine (1 tablespoon per gallon of water). The water shall be changed every four (4) hours during operation.

## **WASTE**

- 1) Wastewater: A minimum of one 55-gallon drum open at one end, covered with tightly fitted 1/4" mesh screening shall be required of each vendor to receive food preparation wastewater. Additional drums may be necessary for large operations. Each wastewater drum (including beer icing barrels) shall be pumped out nightly by a contractor who has vacuum truck equipment. The accumulated water must be delivered to the Metropolitan Water Reclamation District for Disposal. Do not dispose of this wastewater in the public sewers at the site.
- 2) Cooking oils and grease: Each vendor who performs deep-frying shall be required to provide one (1) open end 55-gallon drum with a solid lid in which all generated waste oil and grease will be disposed of. This waste must be collected nightly by a grease rendering contractor for proper disposal. Do not dispose of this waste grease in the public sewers at the site.

- 3) Charcoal ash: Any vendor who operates a charcoal fire cooking table shall be required to provide one open end 55-gallon drum with a tightly fitting lid for ash disposal. Additional drums may be necessary as the ash is not collected until the end of the event to minimize the residual fire potential.
- 4) Container identification: Each vendor's drum's purpose shall be clearly marked on its side and each shall be color coded as follows:
  - a) Blue – wastewater
  - b) Black – grease
  - c) Red – charcoal/ash waste
  - d) Yellow or brown – trash

If there are any questions or a pre-event consultation is needed, please contact the **Food Protection Division of the Chicago Health Department** at (312) 746-8030.

# DEPARTMENT OF BUSINESS AFFAIRS & CONSUMER PROTECTION (BACP)

## GUIDELINES FOR POP-UP RETAIL

The event organizer is required to complete the Pop- Up application. Along with the application, the organizer must submit a list of the participating vendors\* which includes the vendor's name, address, Illinois Business Tax Number and a description of the products to be sold. The application and the vendor list must be submitted to the Chicago Department of Business Affairs & Consumer Protection ten (10) days prior to the event. A license will then be issued to the organizer covering the participating vendors for the length of the event (up to 10 days).

The fee is \$25.00 per vendor.

\*Participants who are only exhibiting and not selling need not be included.

# LOCAL LIQUOR CONTROL COMMISSION (LCC)

## GUIDELINES FOR SPECIAL EVENT LIQUOR VENDORS

The Special Event Liquor License Application must be submitted to the Chicago Department of Cultural Affairs and Special Events twenty (20) days prior to the event. Each for-profit liquor vendor must be a licensed liquor retailer in the City of Chicago and State of Illinois. Corporations or non-profit organizations applying for a Special Event Liquor License must be in good standing with the State of Illinois Secretary of State for the duration of the event. The vendor will be required to provide proof of good standing at the request of the Local Liquor Control Commission. Under special circumstances, the Local Liquor Control Commission may request a meeting with an event coordinator.

**The following is a broad outline of the liquor license process:**

1. Applicant submits state application (and City of Chicago application, if applicable) with supporting documentation (listed below) to Chicago Department of Cultural Affairs and Special Events (DCASE).
2. Once applicant submits completed application(s) with all supporting documentation, DCASE will review the application, affix a stamp, and route the application to Local Liquor Control Commission.
3. Local Liquor Control Commission will review the application and supporting documentation.
4. If approved, for-profit entities will pay \$150 per licensee to Department of Business Affairs and Consumer Protection (BACP), Room 805 – 121 N. LaSalle, and receive a City of Chicago Special Event Liquor License, which must be displayed at the licensed location at all times for the duration of the event, up to 10 consecutive days.
5. If approved, both for-profit and not-for-profit entities will pay a fee to Illinois Liquor Commission and receive a state liquor license.

Dram shop Insurance in an amount not less than \$300,000, is required for all events at which liquor is sold. The description box on the Certificate of Insurance must state the name, date(s), and hours of the event, and the exact location of the liquor booth(s). The certificate holder is Local Liquor Control Commission, 121 N. LaSalle, Room 805, Chicago, Illinois 60602. There must be a 30-day cancellation notice included on the certificate.

**All liquor sales and consumption must end at 10:00pm.**

### LIQUOR LICENSE FEE SCHEDULE

License Class	License Prefix	License Fee – effective September 1, 2016	
		New Applications and Non-Online Renewals	Online Renewals
Special Event Retailer (*no charge)	4A	\$25	\$25
Special Use Permit – 1 day	4B	\$15	\$100
Special Use Permit – 2 days or more	4C	\$25	\$150

# CHICAGO FIRE DEPARTMENT (CFD)

## BUREAU OF FIRE PREVENTION GENERAL INFORMATION

Below is a list of the Code Sections of the Chicago Municipal Code, which pertain to festivals and other outdoor activities. These codes will provide some necessary guidelines for the safe operation of the event.

### FIRE PREVENTION REGULATIONS AND RECOMMENDATIONS FOR CHICAGO OUTDOOR FESTIVALS

- **Code Section 13-96-490**
  - **Tents** - All canvas tents, booths or canopies used for cooking or vending shall be of fire-retardant material. Certificate of approval by an approved testing laboratory certifying fire retardance shall be required.
  
- **\*Code Sections 15-16-160 15-16-640**
  - **Fire Extinguishers** - Every tent, booth or canopy used for cooking or vending shall require an approved fire extinguisher. These extinguishers shall be CO2 (Carbon Dioxide) or ABC (Multi-Purpose Dry Chemical) a minimum of twenty (20) pounds. A Type K fire extinguisher is required for any type of grilling. Fire extinguishers must be visible and accessible to all employees.
  
- **\*Code Sections 15-26-540,15-26-590, 13-96-490**
  - **L.P.G. (Liquefied Petroleum Gas)** The total capacity of L.P.G. at any one vendor booth shall not exceed 100 pounds, with-out the approval of the Deputy Fire Commissioner in charge of the Bureau of Fire Prevention. L.P.G. cylinders shall be located on the outside of any booth on a firm level base protected from mechanical Injury and secured in an upright position. There shall be no L.P.G. cylinders located in tents or canopies. The minimum clearance between the tent and the L.P.G. cylinders is 10ft. L.P.G. cylinders shall be approved and equipped with a control valve. All valves, fittings, piping, hose or accessories shall be of a type approved for use with Liquefied Petroleum Gas. Tents and canopies exceeding 240 square feet in area shall require a building permit based on plans submitted to the Department of Buildings and must be erected by a tent erector licensed by the city. Storage of empty and spare full cylinders shall be in accordance with safety clearances established in Section 15-26-700 for open-air assembly units. Cooking appliances shall be approved for use with Liquefied Petroleum Gas.
  
- **\*Code Sections 13-84-230 13-84-270**
  - **Seating** - Temporary seating in a place of assembly shall be secured together in units of not less than five (5) seats, and not more than fourteen (14) seats per row. A clearance of thirty-four (34) inches shall be required between rows of seats. Aisle space shall be a minimum of thirty-six (36) inches.



- **\*Code Section 15-4-950**
  - **Rubbish Containers** - Sufficient metal containers with metal covers shall be provided for the storage of combustible rubbish or spent charcoal.
- **\*Code Section 15-24-310**
  - **Flammable liquids or highly flammable materials** shall not be stored within or in the rea of any tent, booth or canopy used for the cooking or vending of any food.
- **\*Code Section 15-4-970**
  - **Rubbish** shall not be allowed to accumulate in or adjacent to any tent or booth. All rubbish shall be stored in metal containers with metal covers.
- **\*Code Section 13-160-070**
  - **Tape edges and seams of tarpaulins** used to cover artificial turf so it will not move or cause someone to trip on seam or edge in an emergency. Dial 9-1-1 **in case of emergency.**

**\*ADDITIONAL RECOMMENDATIONS:**

- **Electrical cords** should be taped down, and multiple outlets are recommended. Avoid overloading and prevent rainwater or any other liquids from coming into contact with electrical equipment. Cords should be a safe distance from heat producing appliances and propane.
- **Fire lanes** for Fire Suppression or Emergency Medical Services vehicles are recommended. Make certain that vehicles are not blocking access to fire hydrants.
- **In Case of Emergency** - What to do prior to the arrival of an ambulance:
- Give a street location and have someone meet the Paramedics to guide them to the victim.
- Clear a pathway for the Paramedics.
- Stay calm and reassure patient.
- Avoid any patient movement.
- Protect patient from the weather.
- Relate any medical information to the Paramedics.

**\* Basic C.P.R. and First Aid courses are recommended for staff members.**

**\* Fire safety literature is available upon request.**

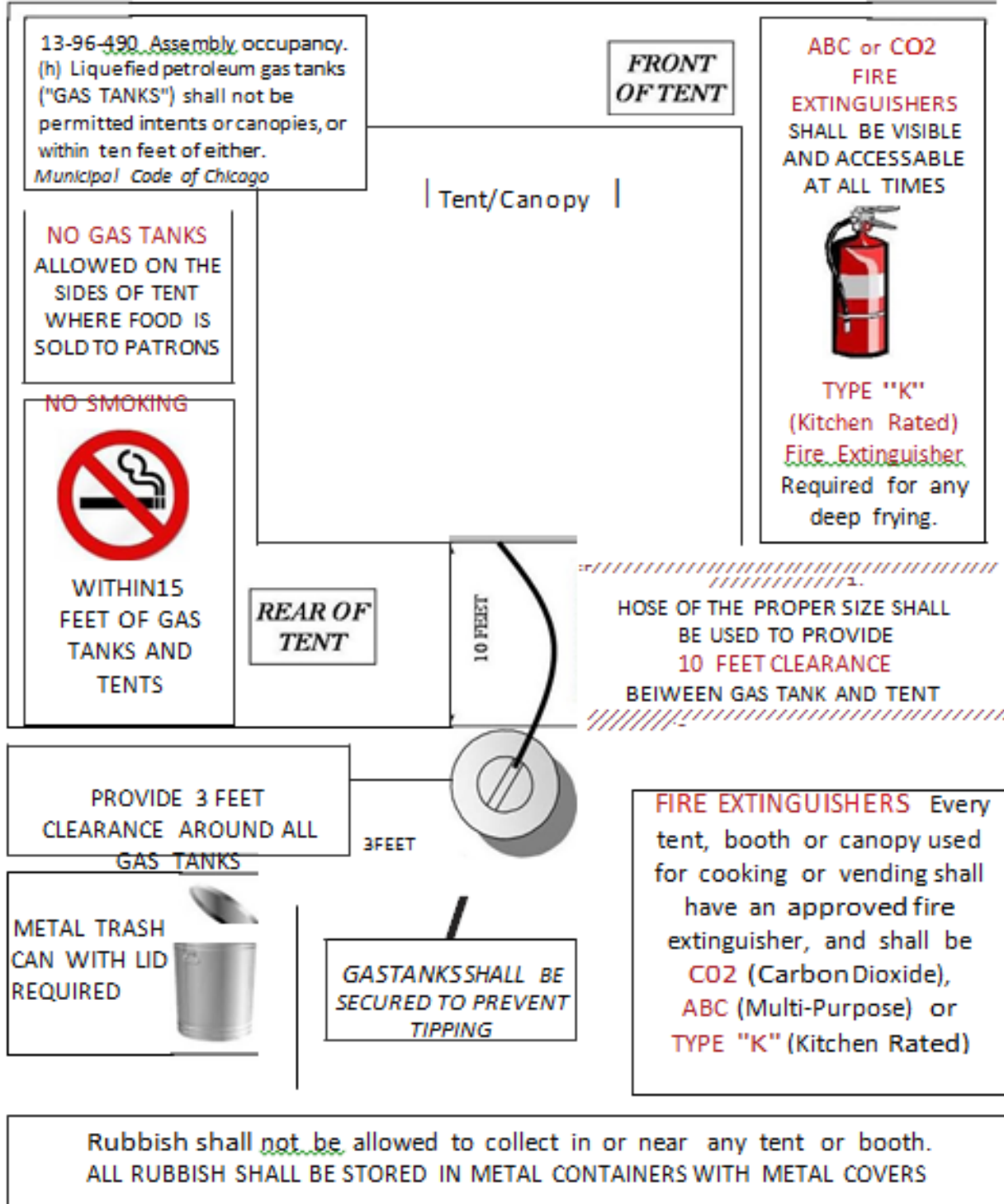
**\* All Fire Department vehicles are IN-SERVICE and will respond to other alarms.**

**Contact the American Red Cross at 312-279-6100 to arrange for a First Aid Station.**

**Any questions should be directed to:  
CHICAGO FIRE DEPARTMENT, Bureau of Fire Prevention, Headquarters Section,  
444 North Dearborn Street, Chicago, Illinois 60610 (312) 744-4762**



FIRE PREVENTION REGULATIONS FOR CHICAGO OUTDOOR FESTIVALS



# EMS STANDARDS FOR EVENT PERMITS PROCESS

These standards included minimum requirements that are intended to provide effective, efficient, and safe protective services that operate on a sound basis to prevent incidents and reduce risk to lives and property, dealing with incidents. It sets minimum standards considered necessary for the provision of public events. It addresses the structure and operations of organizations providing such services, and others assigned to emergency response responsibilities, which include EMS special operations at special events.

All disaster plans and weather contingency plans must be submitted as part of the application process for events permitted by DCASE. All submitted documents are subject for review by respective city agencies.

## 4-68-062 Applicability of Illinois Emergency Medical Services Systems Act.

Every person who operates or maintains an ambulance within the City of Chicago shall observe all requirements imposed by the Illinois Emergency Medical Services Systems Act, 210 ILCS 50/1, et seq., as amended, and any regulations promulgated pursuant thereto.

(Amend Coun. J. 7-30-97, p. 50612)

## 4-68-064 Availability of names of state-licensed emergency medical technicians.

Any person who is granted an ambulance license under this chapter shall provide to the department of business affairs and consumer protection, upon its request: (1) a list of names of all emergency medical technicians employed by the licensee who perform duties in the city, pertinent to permit requests for special events; and (2) evidence of the state licensure of such technicians.

(Amend Coun. J. 7-30-97, p. 50612; Amend Coun. J. 11-19-08, p. 47220, Art. V, § 5)

## 10-8-335 Outdoor special events.

All information provided on the application shall be complete and truthful. If, prior to the event, the sponsor of the event changes any of the information required by subsection (c) that would necessitate additional city services or would require approval from any city department, the sponsor of the event must submit an amended application to the department no later than 45 days prior to the date the event is scheduled to begin.

(k) For any violation of the special event permit or the rules and regulations promulgated under this section, including the failure to amend the permit pursuant to subsection (c), the sponsor of the event shall be fined not less than \$200.00 nor more than \$1,000.00 for each violation. If the sponsor of the event is found guilty of four or more violations at the same event or six or more violations within a 180-day period, no new special event permits shall be issued to the sponsor of the event for the remainder of the year of that event and for the following calendar year.

(r) The sponsor of the event shall be responsible for ensuring that each vendor participating in the event obtains the proper licenses. In the event that an unlicensed or improperly licensed vendor is found at the event, the sponsor of the event shall be fined pursuant to subsection (k) for each unlicensed or improperly licensed vendor. This shall be in addition to any fines and/or penalties which may be issued to the individual vendor **All special events must have Emergency Medical Services (EMS) Region XI approved provider on site for the duration on the permit. Use of EMS providers that are not members of Region XI must be approved by a Region XI resource hospital and must be coordinated by a Region XI approved EMS agency. At no time will a permit be approved with EMS scheduled outside of the permit times. Approved Region XI providers link: <https://chicagoems.org/providers/>**

MINIMUM EVENT EMERGENCY SERVICES STAFFING REQUIERMENTS						
Non - Athletic Events						
Anticipated Attendance	BLS Non-Transport Team(s)	ALS Non-Transport Teams(s)	BLS Ambulance(s)	ALS Ambulance(s)	Medical Tent	MD
1000 - 3000	1 team of EMTs	0	0	0	Not Required	Not Required
3001 - 5000	1	0	0	0	Not Required	Not Required
5001 - 7500	1	0	1	0	Required	Not Required
7501* - 10000*	*	*	*	*	Required	Not Required
10001* - 20000*	*	*	*	*	Required	Consider
20001*+	Event Specific Staffing Plan Required					

### Alcohol Sponsored Events

Anticipated Attendance	BLS Non-Transport Team(s)	ALS Non-Transport Teams(s)	BLS Ambulance(s)	ALS Ambulance(s)	Medical Tent	MD
1000 - 3000	1 team of EMTs	0	0	0	Not Required	Not Required
3001 - 5000	1 team on EMTs	0	1-BLS Ambulance	0	First Aid Station	Not Required
5001 - 7500	2	1	1	1	Consider	Not Required
7501* - 10000*	*	*	*	*	Required	Consider
10001* - 20000*	*	*	*	*	Required	Consider
20001*+	Event Specific Staffing Plan Required					

### Endurance (Races, Runs and Walks)

Anticipated Attendance	BLS Non-Transport Team(s)	ALS Non-Transport Teams(s)	BLS Ambulance(s)	ALS Ambulance(s)	Medical Tent	MD
1000 - 3000	1 team of EMTs	0	1	0	Consider	Not Required
3001 - 5000	2	0	0	1	Required	Not Required
5001 - 7500	2	1	1	1	Required	Consider
7501* - 10000*	*	*	*	*	Required	Consider
10001* - 20000*	*	*	*	*	Required	Consider
20001*+	Event Specific Staffing Plan Required					

**\*For any event with anticipated attendance of over 7,500, a specialized staffing plan is REQUIRED, including approval by Chicago Fire Department Office of Special Events**

PLEASE NOTE: Failure to meet the minimum staffing requirements listed on an approved permit at the time of the event will result in allocation of Chicago Fire Department resources and appropriate cost recovery. The event sponsor/organizer will then be responsible for reimbursing the Chicago Fire Department for all appropriate costs and or revocation of permit.

**Any special event that will be using liquefied petroleum gas for any purpose and/or any type of pyrotechnics must have a meeting with the Chicago fire Departments, Fire Prevention Bureau at least 14 days prior to the event.**

**House Bill 4848 Narcan Requirements:**

[www.ilga.gov/legislation/BillStatus.asp?DocNum=4848&GAID=16&DocTypeID=HB&SessionID=110&G A=102](http://www.ilga.gov/legislation/BillStatus.asp?DocNum=4848&GAID=16&DocTypeID=HB&SessionID=110&G A=102)

'Replaces everything after the enacting clause. Amends the Liquor Control Act of 1934. Defines "music venue" as an indoor or outdoor location with a capacity of more than 800 persons used as a space to hold a live concert or musical performance. Provides that if a licensee operates as a music venue, the licensee shall ensure that, during its hours of operation as a music venue, it has opioid antagonists available at the premises and that there is a staff member on the premises who has been sufficiently trained on how to properly administer an opioid antagonist. Provides that a person who has been certified in the administration of opioid antagonists by a governmental or private entity, regardless of when the person received that certification, is deemed to be sufficiently trained.'

# ILLINOIS DEPARTMENT OF REVENUE

## BINGO LICENSE INFORMATION

### DEFINITIONS

Bingo is the form of lottery authorized by the Bingo License and Tax Act (230 ILCS 25/1.1), in which prizes are awarded on the basis of designated numbers or symbols on a card for which consideration has been paid, conforming to numbers or symbols selected at random.

- An organization can obtain a "regular license" which is defined as the license authorizing the holder to conduct one session of bingo per week on the date and at the time and location stated on the license.
- To be eligible for a regular license an organization must have been organized in Illinois and during the entire five-year period preceding application must have had a bona fide membership engaged in carrying out its objectives. However, the five-year requirement shall be reduced to two years if the Illinois organization is affiliated with and chartered by a national organization which meets the five-year requirement. The organization must fall within one of the following categories: Charitable • Educational • Religious • Fraternal • Veterans • Labor • Youth Athletic • Senior Citizens

### APPLICATIONS

Application for a regular license must be made on the form prescribed by the Illinois Department of Revenue and must be accompanied by a license fee of \$200.00 in the form of a certified check or money order payable to Illinois Department of Revenue. Each regular license shall be valid for one year from its date of issuance.

The Application must be submitted to the Illinois Department of Revenue 30 days prior to your event. (See address below)

### SPECIAL OPERATOR'S PERMITS

A regular license entitles the licensee to obtain up to two special permits each license year. A special permit authorizes the licensee to conduct one session per day for up to seven consecutive days on premises other than those used by the organization for bingo under its regular license.

**PROCESS:** <https://tax.illinois.gov/forms/misc/rb-3.html>

- To apply for a special permit, a licensee must submit a request for the permit, in writing, to the Illinois Department of Revenue, Office of Bingo and Charitable Games, Post Office Box 19480, Springfield, Illinois 62794.
- Requests for special permits should be received by the Department at least 30 days before the desired starting date for the special permit.
- The request must state the proposed date(s), beginning and ending times, and location of the sessions to be played under the special permit. If the person or organization providing the premises for bingo under the special permit has a provider's license issued by the Department, the provider's license number must be included in the request and a copy of any lease or rental agreement must accompany the request.
- An organization may not conduct bingo under both its regular license and a special permit on the same day.

## **LIMITED LICENSES**

Any organization which would be eligible for a regular license, but which does not hold one is eligible for a limited license to conduct bingo. A limited license authorizes the licensee to conduct bingo at no more than two indoor or outdoor festivals during the calendar year for which the license is issued for a maximum of five consecutive days on each occasion.

## **PROCESS:**

The application for a limited license must be made on the form prescribed by the Illinois Department of Revenue and must be accompanied by a license fee of \$50.00 in the form of a certified check or money order payable to the Illinois Department of Revenue. Each limited license shall be valid for one year from its date of issuance.

## **MISCELLANEOUS PROVISIONS**

1. The entire net proceeds from bingo must be exclusively devoted to the lawful purposes of the licensed organization.
2. No admission fee may be charged for entrance onto premises on which bingo is to be conducted. Nor may any minimum requirement be imposed as to the purchase of bingo cards.
3. No person under the age of 18 years may play or participate in the conducting of bingo.
4. No organization may conduct bingo without having in its possession a valid license issued by the Department of Revenue
5. Every organization shall display its license in a prominent place in the area where it is to conduct bingo.

## **FOR MORE INFORMATION:**

Illinois Department of Revenue  
Office Of Bingo and Charitable Games  
Post Office Box 19480  
Springfield, Illinois 62794  
(217) 524-4164



# DEPARTMENT OF BUSINESS AFFAIRS AND CONSUMER PROTECTION (BACP)

## RAFFLE LICENSE INFORMATION

Any organization planning a game of chance such as a raffle drawing, is required to obtain a Raffle License. A Raffle License is required for bona fide religious, charitable, labor, fraternal, educational or veterans' organizations. The organization must have been in existence continuously for the past 5 years to qualify for a Raffle License. A separate Raffle License is required for each raffle.

Each organization must complete a Business Information Sheet so that BACP may create an appropriate license application.

### APPLICATION DOCUMENTS:

- You will need to provide the following documents along with your application:
- Provide a sworn statement attesting to the Not-for-Profit character of the applicant signed by its presiding officer and secretary.

### LICENSE FEE

- \$100.00

### BUSINESS LOCATION INFORMATION

Be prepared to answer the following questions at the time of application:

- ✓ Are you a bona fide religious, charitable, labor, fraternal, educational or veterans' organization located within the corporate limits of the City of Chicago?
- ✓ Has your membership been engaged in carrying out your organization's objectives over the past five years?
- ✓ What is the location where the raffle will be sold or issued?
- ✓ How will the winning chances be determined?
- ✓ When will the winning chances be determined?

For information, questions or to set up an appointment, please call **Department of Business Affairs & Consumer Protection** at (312) 74 GOBIZ (312-744-6249)

**For more information regarding the operation of a raffle in the City of Chicago**, please refer to the Chicago Municipal Code, Chapter 4-156 available at the City Clerk's Office located at City Hall, Room 107, 121 North LaSalle Street. This Fact Sheet is provided for general information only and does not represent the entire contents of the ordinance.

# DEPARTMENT OF TRANSPORTATION (CDOT)

## GUIDELINES FOR LIGHTPOLE BANNERS

In order to process your streetlight pole banner request, you must include the following:

- ❑ A written request on your organization's letterhead addressed to:

**Department of Transportation**

**Division of Electrical Operations**

**2451 South Ashland Avenue Chicago, Illinois 60608**

*Your written request must include the event or organization to be recognized on the banner, the date of the event, and any other significant aspect to your request.*

- ❑ A completed Banner Permit Application.
- ❑ A copy of the proposed banner's graphics.

Street pole banner requests can be faxed to 312-746-4432. If you have any questions regarding your request, please call 312-746-8118.

Requests that do not include, and comply with, all three of the above requirements.  
**will not be accepted.**

# CONTACTS

## CITY OF CHICAGO

Chicago Department of Cultural Affairs and  
Special Events Recorded Information..... 312-744-3370  
Department of Transportation,  
Permits Division ..... 312-744-4656  
Office of Emergency Management  
& Communication ..... 312-746-9412  
Department of Buildings,  
Tent, Canopy & Stage Permits ..... 312-744-3449  
Department of Streets  
and Sanitation ..... 312-744-1912  
Department of Environment..... 312-744-7606  
Animal Care and Control Commission . ....312-747-1484  
Department of Fire .....312-745-3705  
Department of Fire Prevention..... 312-744-4762  
Department of Health Food  
and Dairy Protection (Health Inspector) ... 312-746-8030  
Department of Business Affairs  
and Consumer Protection ..... 312-744-6249  
Illinois Department of Revenue  
(Bingo License) ..... 217-785-5864  
Illinois Secretary of State ..... 312-793-3380  
Illinois Liquor Control Commission ..... 312-814-2206

## CHICAGO PARK DISTRICT

Department of Park Services ..... 312-742-5369

**CHICAGO TRANSIT AUTHORITY** ..... 888-968-7282

## CHICAGO POLICE DEPARTMENTS

**1st District - Central,**  
1718 S. State St., 60616 .....312-745-4290  
**2nd District - Wentworth,**  
5101 S. Wentworth Ave., 60609 .....312-747-8366  
**3rd District - Grand Crossing,**  
7040 S. Cottage Grove Ave., 60637 .....312-747-8201  
**4th District - South Chicago,**  
2255 E. 103rd St., 60617 .....312-747-7581  
**5th District - Calumet,**  
727 E. 111th St., 60628 .....312-747-8210  
**6th District - Gresham,**  
7808 S. Halsted St., 60620.....312-745-3617  
**7th District - Englewood,**  
1438 W. 63rd St., 60636.....312-747-8223  
**8th District - Chicago Lawn,**

3420 W. 63rd St., 60629 ..... 312-747-8730  
**9th District - Deering,**  
3120 S. Halsted St., 60608 ..... 312-747-8227  
**10th District - Ogden,**  
3315 W. Ogden Ave., 60623 ..... 312-747-7511  
**11th District - Harrison,**  
3151 W. Harrison St., 60612 ..... 312-746-8386  
**12th District – Blue Island,**  
1412 S. Blue Island, 60608 ..... 312-746-8396  
**14th District - Shakespeare,**  
2150 N. California Ave., 60647 ..... 312-744-8290  
**15th District - Austin,**  
5701 W. Madison Ave., 60644 ..... 312-746-8303  
**16th District - Jefferson Park,**  
5151 N. Milwaukee Ave., 60630..... 312-742-4510  
**17th District - Albany Park,**  
4650 N. Pulaski Rd., 60630 ..... 312-742-4410  
**18th District - Near North,**  
1160 N. Larrabee Ave., 60610..... 312-742-5870  
**19th District - Town Hall,**  
850 W. Addison, 60613 ..... 312-744-8320  
**20th District - Foster,**  
5400 N. Lincoln Ave., 60625 ..... 312-742-8714  
**22nd District - Morgan Park,**  
1900 W. Monterey Ave., 60643 ..... 312-745-0570  
**24th District - Rogers Park,**  
6464 N. Clark St., 60626 ..... 312-744-5907  
**25th District - Grand Central,**  
5555 W. Grand Ave., 60639312 .....312-746-8605