



Special Event Inspection Request

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

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

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

Address (as listed on business license): _____

Zip Code: _____

Business license number: _____

Contact phone number: _____

Name of contact (person in charge): _____

Business hours: _____

Only for Shared Kitchen Users:

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

Address of Shared Kitchen: _____

Zip Code: _____

License number: _____

Only for Mobile Food Vehicles:

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

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

Date Hours Address Zip Code

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

Date Hours Address Zip Code

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

Date Hours Address Zip Code

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