

City of Chicago

BACP – Apply for a Sidewalk Cafe Permit

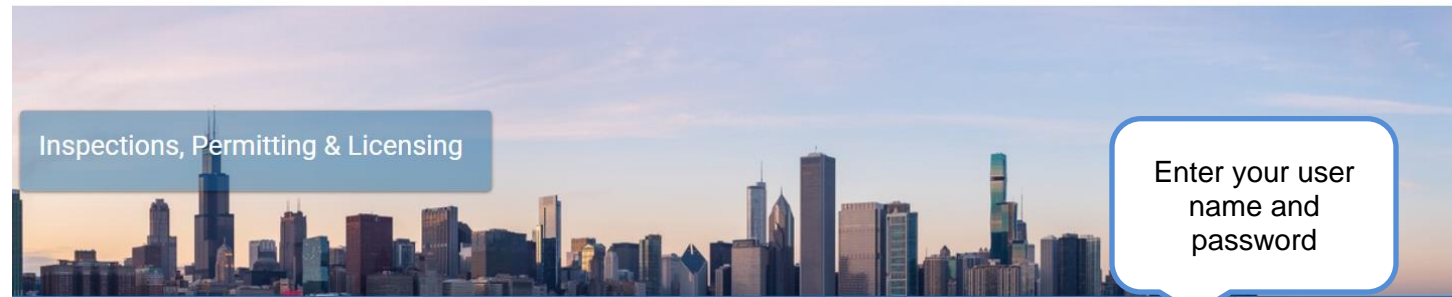
User Guide [Ver. 1.0]

Contents

Web Portal	3
Log into the application.....	3
Select Application Type.....	5
Creating an application – Sidewalk Cafe (New Address).....	6
Application Information – Add Primary Applicant	7
Emergency Contacts.....	9
Permit Details	11
Documentation	13
Legal Agreement.....	14
Status page.....	15

Web Portal

Log into the application



Welcome to the City of Chicago's Permit, Inspection, License, Registration, and 811 Chicago Portal. You can use this site to assist with the following processes for each of these departments:

Department of Transportation (CDOT)

[CDOT Department Homepage](#)[Apply for a CDOT Permit](#)[CDOT Permit Application Instructions](#)[Public Way Work License Application](#)[Dumpster License Application](#)

Click on the
'Sign In' button

Sign In

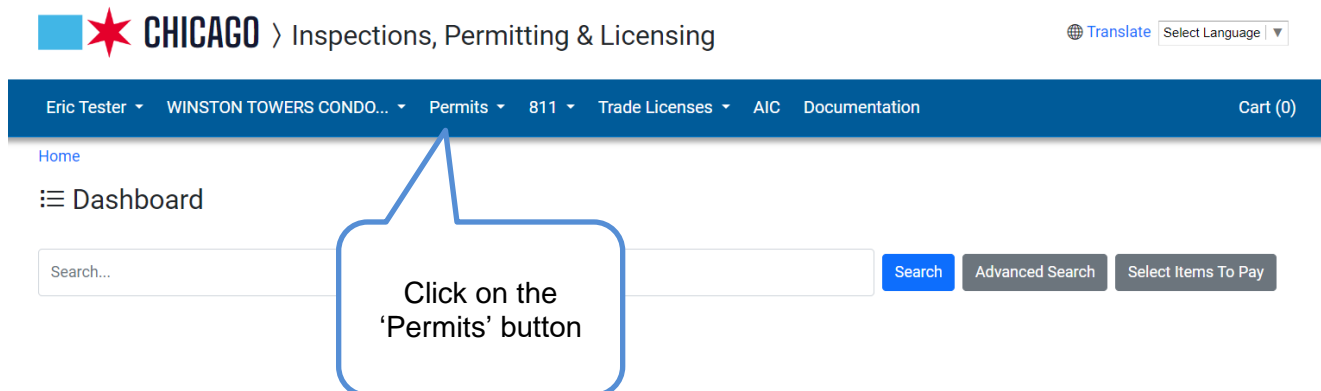
Username
erictest1

Password

Sign In

[Forgot Login Info?](#)
[Create New Account](#)

- Click on the Permits button



- Click on the 'Create Permit' button

Eric Tester ▾ Permits ▾ 811 ▾ Trade Licenses ▾ AIC Documentation

[Home](#) > [Permits](#)

Application

Home


Search Permits

Create Permit

Click on the
'Create Permit'
button

Select Application Type

- Click on the 'Let's get started' button for the 'BACP Sidewalk Café Permits' option

 BACP GP

BACP Sidewalk Café Permits

Renew your Sidewalk Café Permit for the March 1, 2024 through February 28, 2025 season beginning on January 1, 2024. Do not renew prior to January 1, 2024, as this will result in your new permit expiring before the start of the new season.

Apply for Sidewalk Café Use Permit. Sidewalk cafes may extend in front of a single neighboring property that is not a retail food or retail liquor establishment. If you have an active sidewalk cafe permit and would like to extend in front of a neighboring property, please submit a new application for the extended café. If you do not have a BACP Account Number you'll be required to complete and upload a [Business Information Sheet \(BIS\)](#). You may review the [Sidewalk Café Ordinance](#), [Sidewalk Café Accessibility Requirements](#) and [Sidewalk Café Rules and Regulations](#).

Let's get started

Click on the
'Let's get
started'
button

Creating an application – Sidewalk Cafe

- Fill in the required Information by entering an address
- Click on the Search button

Location Form

×

Street Number From
333

*

Street Number To
333

Direction
S

▼

*

STATE

*

Street Type
ST

▼

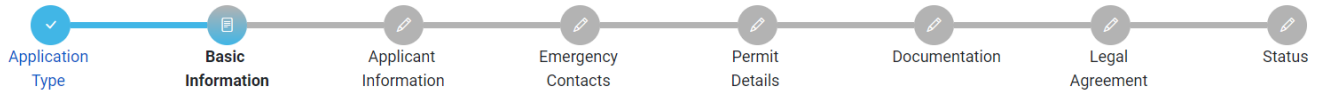
Search

Click on the
'Search'
button

- Fill out all required information
- Click on the 'Next Step' button

[Home](#) > [Permits](#)

BACP Sidewalk Café Permits



Enter a brief description of your request and optionally add a recognizable title.

**Required Information*

Basic Information

Application Title

Sidewalk Cafe Test

Description of Request

Sidewalk Cafe Test

Previous Step

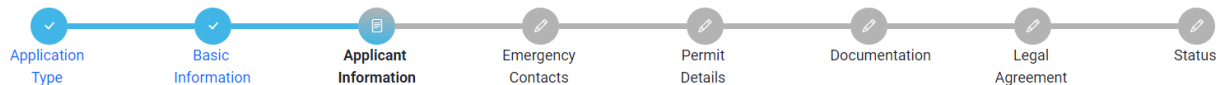
Next Step

Click on the 'Next Step' button

Application Information – Add Primary Applicant

- Click on the 'Add Primary Applicant' button or 'Add Company' button

BACP Sidewalk Café Permits - Sidewalk Cafe



If you are the Primary Applicant click 'Add Me'. Otherwise click 'Add Primary Applicant' to search for a contact and add them to this application.

**Required Information*

Primary Applicant *

Click the 'Add Primary Applicant' button to search for a company and add them to this application.

Add WINSTON TOWERS CONDO ASSOC

Add Primary Applicant

Previous Step

Next Step

Click on the 'Add Company' button

Click on the 'Add Primary Applicant' button

- If you select the 'Add Primary Applicant' button, enter a name in the search box or you can leave it blank to bring back all applicants.

Search For Primary Applicant

Search by Name

Infor Team Dupe

Close Search

Click on the 'Search' button

- Click on the 'Select' button of the applicant you want

Select Primary Applicant

Contact

Infor Team Dupe Chicago IL 60604	Select
-------------------------------------	--------

Close Search Again Add New Contact

Click on the 'Select' button

- Click on the Next Step button

If you are the Primary Applicant click 'Add Me'. Otherwise click 'Add Primary Applicant' to search for a contact and add them to this application.

**Required Information*

Primary Applicant *

Name	Action
Infor Team Dupe 1 E Jackson St. Chicago IL 60604	<button>Remove</button>

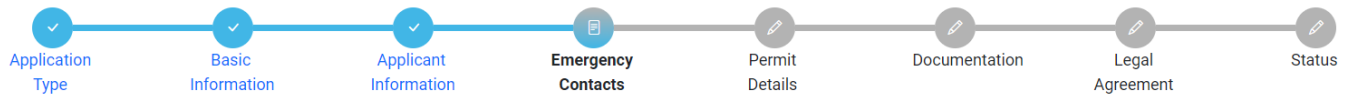
Previous StepNext Step

Click on the 'Next Step' button

Emergency Contacts

- Click on the '+ Add Emergency Contact Information' button

BACP Sidewalk Café Permits - Sidewalk Cafe



Provide the names and contact information of anyone that should be contacted in the event of an emergency.

**Required Information*

Emergency Contact

Name	Phone	E-Mail	Additional Information
<button>+ Add Emergency Contact Information</button>			

Previous StepNext Step

Click on the '+ Add Emergency Contact Information' button

- Fill in required information
- Click on Add Emergency Contact Information button

Add Emergency Contact Information
✕

Name

TEST

*

Phone

888-888-8888

*

E-Mail

TEST@GMAIL.COM

*

Additional Information

test

*

i

All fields with a * are required.

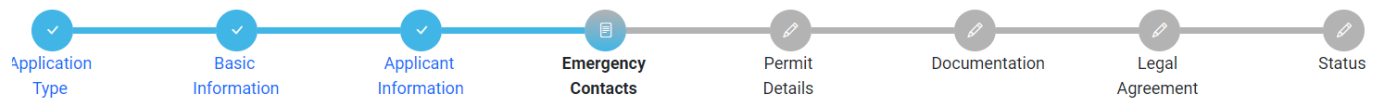
Cancel

Add Emergency Contact Information

- Click on the Next Step button

Click on the 'Add Emergency Contact Information' button

BACP Sidewalk Café Permits - Sidewalk Cafe



Provide the names and contact information of anyone that should be contacted in the event of an emergency.

**Required Information*

Emergency Contact

Name	Phone	E-Mail	Additional Information	
test	(888)888-8888	test@gmail.com	test	Edit Delete

+ Add Emergency Contact Information

Previous Step Next Step

Click on the 'Next Step' button

Permit Details

- An application number has been generated and application has been saved
- Enter your BACP account number (You must have a valid retail food establishment license)
- Enter the Site number for the location
- Enter Permit Year
- Enter Proposed Sidewalk Café Seating Capacity
- Enter Proposed Days and Hours of Operation
- Business location grid is pre-populated with the location you entered initially

Home > Permits

BACP Sidewalk Café Permits - Sidewalk Cafe

(Application Number - BACP1900734)

Application number has been created

Application Type Basic Information Applicant Information Emergency Contacts Permit Details Documentation Ag

Renew your Sidewalk Café Permit for the March 1, 2024 through February 28, 2025 season beginning on January 1, 2024. Do not renew prior to January 1, 2024, as this will result in your new permit expiring before the start of the new season.

A valid City of Chicago business account is required to apply for this type of permit. If you do not know your business account number and/or site number, valid account information can be found at the [BACP Business License Lookup](#) site. If you do not have a business account with the City of Chicago you can upload a [BIS Sheet](#) on the Documentation step instead, and an account will be created for you.

***Required Information**

✓ Your application has been saved and will be available in your dashboard. You may leave and return at a later time to complete this application if you wish.

BACP Account Information Details

BACP Account Number

Site Number

[Click here to look up your BACP Account Number](#)

[Business Information Sheet \(BIS\)](#)

Sidewalk Café Information

Permit Year

Proposed Sidewalk Café Seating Capacity

Sidewalk Café Hours of Operation

Proposed Days and Hours of Operation

Business Location

Location Half Address

Sidewalk Café Location and Dimensions

Exact Street Location (ie. S. State Street)	Length (ft.)	Width (ft.)	Will the sidewalk café extend in front of a neighboring property?	Location on Sidewalk
+ Add Sidewalk Café Location and Dimensions				

Business location grid is pre-populated with the location you entered

Enter your BACP Account Number and Site Number

Enter Permit Year and Proposed Sidewalk Café Seating Capacity

Enter Proposed Days and Hours of Operation

*If you don't know what your BACP account number is, you can click on the BACP Account Number link above to follow the instructions on how to look it up or create a new one

- Click on '+ Add Sidewalk Café Location and Dimensions' button

Sidewalk Café Location and Dimensions

Exact Street Location (ie. S. State Street)	Length (ft.)	Width (ft.)	Will the sidewalk café extend in front of a neighboring property?	Location on Sidewalk
+ Add Sidewalk Café Location and Dimensions				

Click on '+ Add Sidewalk Café Location and Dimensions' button

- Fill out all required information
- Click on 'Add Sidewalk Café Location and Dimensions' button

Add Sidewalk Café Location and Dimensions

Exact Street Location (ie. S. State Street) *

Length ft. *

Width ft. *

Will the sidewalk café extend in front of a neighboring property? ☐ Yes ☒ No *

Location on Sidewalk *

Cancel Add Sidewalk Café Location and Dimensions

- Click Next Step

Sidewalk Café Location and Dimensions

Exact Street Location (ie. S. State Street)	Length (ft.)	Width (ft.)	Will the sidewalk café extend in front of a neighboring property?	Location on Sidewalk
S. State	5	5	No	Curb side of sidewalk Edit Delete

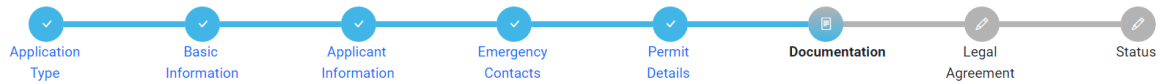
Maximum number of Sidewalk Café Location and Dimensions records reached (1).

Previous Step Next Step

Click on the 'Next Step' button

Documentation

- The yellow box will indicate what documents are needed to move forward (Templates/examples are available at the links below)
- Click on the + Add Document button



Please upload any relevant documentation. This process requires all documents to be uploaded one document type at a time. For Site Plan documents, please include all plans as a single upload. Templates / examples are available at the links below:

- [General Liability Insurance and Policy Endorsement](#)
- [Sidewalk Café Site Plan](#)
- [Legal Agreement](#)

The following documentation is required for this application:

- General Liability insurance and Policy Endorsement page Upload Required - This action can be completed on the Documentation page
- Business license Upload Required - This action can be completed on the Documentation page
- Photograph Upload Required - This action can be completed on the Documentation page
- Siteplan Upload Required - This action can be completed on the Documentation page

Documents

+ Add Document

Previous Step Next Step

Click on the 'Next Step' button

- Click on the Choose File button to find your document to upload
- Select the option that meets what you are uploading (Each document you are uploading will need to be done separately)
- Click on Upload button

Add Document

Approved File Types: jpg, pdf, png

Choose File Business License Certificate.jpg

Select the type(s) of documents that are included in the selected file:

- ☒ City of Chicago Business License Certificate(s)
- ☐ General Liability Insurance and Policy Endorsement
- ☐ Legal Agreement with Applicant Signature
- ☐ Neighboring Business Notification Letter
- ☐ Photograph(s) of Proposed Site
- ☐ Sidewalk Café Site Plan

Cancel Upload

Click on the 'Choose File' button

Choose option that meets documentation you are uploading

Click on the 'Upload' button

- When all documentation has been uploaded, messages will be gone
- Click on the Next Step button

Basic Information Applicant Information Emergency Contacts Permit Details Documentation Legal Agreement Status

Please upload any relevant documentation. This process requires all documents to be uploaded one document type at a time. For Site Plan documents, please include all plans as a single upload. Templates / examples are available at the links below:

- [General Liability Insurance and Policy Endorsement](#)
- [Sidewalk Café Site Plan](#)
- [Legal Agreement](#)

Documents

Document	Categories	
Business License Certificate.jpg	<ul style="list-style-type: none">City of Chicago Business License Certificate(s)	Edit Remove
Insurance.jpg	<ul style="list-style-type: none">General Liability Insurance and Policy Endorsement	Edit Remove
Photograph.jpg	<ul style="list-style-type: none">Photograph(s) of Proposed Site	Edit Remove
Site.jpg	<ul style="list-style-type: none">Sidewalk Café Site Plan	Edit Remove

+ Add Document


Previous Step **Next Step**

Required documentation messages are gone

Click on the 'Next Step' button

Legal Agreement

- Read legal agreement
- Provide your signature
- Click on Accept button



In order to finish your application, you must agree to the terms and conditions below.

**Required Information*

Legal Agreement

I hereby understand and accept the terms and conditions relative to the issuance of the Sidewalk Café permit, and by signing below, I acknowledge that I must adhere to the City of Chicago's Municipal Code 10-28-800 through 10-28-885 (Article XII. Sidewalk Cafés), the Rules and Regulations for Sidewalk Cafés, as well as all the additional requirements promulgated herein:

I understand it shall be my duty as the permit holder, and as a condition of the permit, to:

- comply with all the requirements defined within Chicago's Municipal Code, the Rules and Regulations, as well as the requirements promulgated herein;
- upon submission of the Sidewalk Café Application, furnish the Certificate of Insurance;
- upon the introduction of the permit ordinance at City Council, pay the non-refundable applicable Sidewalk Café annual permit fee (minimum \$600.00, varies with size and location);
- resolve all Account Holds since failure to do so will prevent the issuance of this permit application;
- install or maintain the Sidewalk Café after the issuance of the permit by the Commissioner of Business Affairs and Consumer Protection; and
- install and/or maintain the Sidewalk Café in a manner that complies with all applicable accessibility requirements under local, state or Federal law, including but not limited to those set forth in the "Accessibility Requirements for Sidewalk Cafes in the City of Chicago" section of this Sidewalk Café Application Information Package.

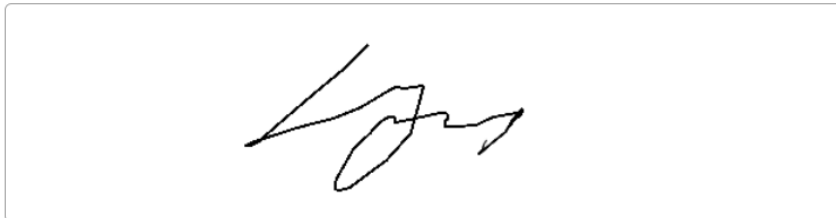
I understand that failure to adhere to all conditions imposed in the permit may result in revocation of the permit.

I hereby attest that all information that I have submitted is true and accurate.

Read Legal Agreement

E-Signature

Sign in the canvas below and save your signature as an image!



Provide your signature

Previous Step

Accept

Clear

Previous Step

Clear

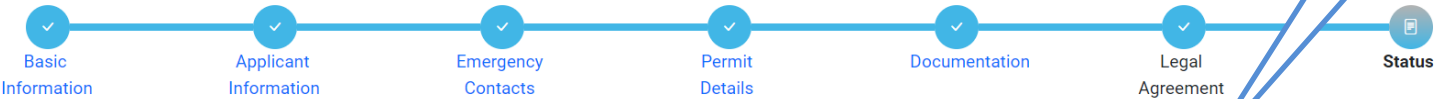
Accept

Click on the 'Accept' button

Status page

- All previously entered information will be on this page
- Page will let user know what the status of the application is

BACP Sidewalk Café Permits - Sidewalk Cafe
(Application Number - BACP1900734)



Please click [here](#) to subscribe to Chicago Business Alerts, including notifications for wind advisories.



Application Information:

- Your application is currently under review by BACP. You will receive an email when the review is complete.
- Account Hold - You have an unresolved hold on your account that may prevent your permit from being issued or renewed. Review the hold information below for details.

Cancel Application

Summary

Type	BACP Sidewalk Café Permits
Status	Intake Review
Applicants	Infor Team Dupe-Primary Applicant more info...

