



CITY OF CHICAGO

DEPARTMENT OF BUSINESS AFFAIRS AND CONSUMER PROTECTION

NOTICE OF NEW ONLINE PORTAL FOR 2021 SIDEWALK CAFÉ RENEWAL APPLICATIONS

Be advised that in April 2021, the Department of Business Affairs and Consumer Protection (BACP) launched a new web portal that now processes all Public Way Use transactions, including new and renewal permit applications and permit fee payments online. This new online portal will also facilitate any Sidewalk Café permit renewals that have not yet been submitted (BACP is no longer sending out the paper-based renewal application).

The new online portal can be accessed at: <https://ipi.cityofchicago.org/Profile>

Applicants will need to create an account in the new portal system and then search for their existing Public Way Use permits, including a Sidewalk Café permit, and claim it under their account. Once claimed, the applicant can then proceed in completing and submitting the Sidewalk Café renewal application.

Furthermore, please note that in December 2020, the Chicago City Council passed a COVID-19 emergency-related measure to extend regulatory relief for businesses. As part of this ordinance, the City implemented the following changes to the Sidewalk Café permit process:

1. All Sidewalk Café permits issued in 2020 will be considered active through May 31, 2021. Businesses operating a Sidewalk Café may continue to do so until that date without needing to renew their permit.
2. Temporary relief measures implemented in 2020 will apply to all Sidewalk Café permits issued in 2021. These reforms include:
 - 75 percent permit fee reduction;
 - Ability to extend Sidewalk Cafes in front of a neighboring property; and
 - Expedited permit issuance process that allows BACP to issue Sidewalk Café permits without needing to be introduced as an ordinance to City Council.

Businesses looking to operate a new Sidewalk Café in 2021 will need to apply for a 2021 Sidewalk Café Permit. Such applications are also facilitated through the new online portal.

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