

IDPH Online Manufactured Food Permit Application Guide (9/2026)

Step 1.

Create new account from login screen. If you have one already, proceed to Step 2. If not, click “CREATE NEW USER ACCOUNT/PASSWORD” on the Welcome page. All * Fields are required to be completed. Click Save to continue with creating the account and account login. You will return to the screen login before you can proceed. **Make sure that any pop-up blockers are turned off. Failure to do so will cause issues with applying for a permit and online payment.**



STAGING ENVIRONMENT - NOT PRODUCTION

Welcome To USA Food Safety Beta

Log In

User Name *: shonn

Password *: *****

Log In

To RENEW an existing permit, license, or registration OR APPLY for a new permit, license, or registration, please log in above. This would include: Dairy Related Permits (Farms, Plants, Milk Tank Truck Cleaning Stations, Receiving Stations, Transfer Stations, Milk Tank Trucks, Bulk Milk Hauler/Samplers, Bulk Milk Samplers, Raw Milk Samplers, Evaluated Industry Samplers, Certified Pasteurizer Sealers), Manufactured Food, Farmers Market Sampler, Salvage, Bottled Water, Tanning, and Body Art Establishments.

If you are a FIRST-TIME USER of this site, you will need to first create a USER Account/Name and Password to log in. Please click here to start: [CREATE A NEW USER ACCOUNT/PASSWORD](#)

To apply for a NEW permit, license, or registration, click on the program link below for instructions and print out prior to logging in and completing an application. These instructions will guide you through the process. If you click on a link below and nothing appears to happen, you must change your computer setting to allow for POP-UPS when using this site and then try again.

DAIRY PROGRAMS



STAGING ENVIRONMENT - NOT PRODUCTION

New User Account

User Information

User Name *: JoeWholesale2

Password *: *****

Verify Password *: *****

Organization *: (ATTENTION: For TANNING and BODY ART program, you MUST select ILDPH Tanning and Body Art from this pull-down list.) *
Illinois Department of Public Health

Account Information

First Name *: Joe

Middle *: ☐ None Available

Last Name *: Wholesale

Suffix

Account ID
Not yet assigned

Email *: dph.mfgfood@illinois.gov

Phone/Ext *: 217-524-2548 / ☐ Emergency

Cell Phone ☐ Emergency

Fax

Save

Back

Step 2.

Add New Business to Account. Firms will also renew permits from this screen using the renewal code found in the renewal letter. **NOTE:** If you want to apply for multiple permits or licenses, you will need to complete the process for each one. To do this, after the completion of entering one, click the “**Add New Business**” bar to start on the next. You will be able to pay for all of them at one time after you are done with all entries.

The screenshot shows the 'Facility Portal' interface. At the top, there's a header with 'Instructions' and a close button. Below it, a message says 'Manage your business licenses all in one place and maintain your business information online.' followed by 'START HERE IF YOU'RE CREATING A NEW BUSINESS OR HAVEN'T REGISTERED ONLINE BEFORE'. A blue button labeled 'Add New Business' is highlighted with a red rectangle. Below this button, there are links for 'Have an existing business?' and 'Link Existing Business'.

Step 3.

Enter information in all required fields. If you fail to enter information, then you will receive an error message. The Doing Business As field is also required to be completed as it will also cause an error. Make sure to include all address information besides the address number in the street field.

If you are the owner, check the “I am owner” box. Otherwise leave unchecked. If there are multiple owners, you may add later as additional contacts.

The screenshot shows the 'New Business' form. The 'Owner Information' section includes a checkbox for 'I am the owner.', fields for 'Legal Name*' (Random Business Inc.), 'Business Name*' (Random Business Inc.), 'Phone Number*' (217-888-7777), 'Alternate or Cell Phone:', 'Email Address*' (dph.mfgfood@illinois.gov), and a checkbox for 'No Email Available'. The 'Owner Address' section has a 'Mailing Address' sub-section with fields for 'Number*' (525), 'Street Name*' (W. Jefferson), 'Suffix' (ST), 'Unit Type', 'Unit Number', 'Zip*' (62761), 'State*' (Illinois), 'County*' (Sangamon), and 'City*' (Springfield). There is also an 'International Address' checkbox.

-Legal Name: This is the legal name of business (Corporation, LLC, Sole Proprietor, Individual, etc.)

-Business Name: This is the name of the business. It may be the same as the Legal Name.

-Phone Number: This is the telephone number of the owner.

-Alternate or Cell Phone: Not Required.

-Email Address: This is the email address of the owner (check box if no owner email exists).

In the **Program Owner Address** section, enter the address of the owner of your business (even if it's the same as the facility address).

New Business

Business Information

Doing Business As
Random Business Inc.

Business Phone Number*:
217-867-5309 ☐ None Available

Alternate or Cell Phone:

Business Email Address*:
dph.food@illinois.gov ☐ No Email Available

Business Address

Mailing Address ☐ International Address

Number*: 525 Street Name*: W. Jefferson Suffix: ST Unit Type: Unit Number:
Zip*: 62761 State*: Illinois County*: Sangamon City*: Springfield

Physical Address

Number*: 525 Street Name*: W. Jefferson Suffix: ST Unit Type: Unit Number:
Zip*: 62761 State*: Illinois County*: Sangamon City*: Springfield

In the **Business Information** section:

- Doing Business As:** Enter the actual name of the facility/business. This is the name that will appear on your registration or permit. If applying for a Farmers Market Sampler enter your name, for example "William Smith"
- Business Phone Number:** Enter the telephone number of your facility/business. If applying for a Farmers Market Sampler, enter your phone number. Do not check "None Available". This is how we contact you.
- Alternate or Cell Phone:** Optional.
- Business Email Address:** Enter the email address of your facility/business. If applying for a Farmers Market Sampler enter your email address. Do not check "No Email Available". This is how we contact you.

New Business

Business Information

Doing Business As

Random Business Inc.

Business Phone Number*

217-867-5309

☐ None Available

Alternate or Cell Phone:

Business Email Address*

dph.food@illinois.gov

☐ No Email Available

Business Address

Mailing Address

☐ International Address

Number*

525

Street Name*

W. Jefferson

Suffix:

ST

Unit Type:

Unit Number:

Zip*

62761

State*

Illinois

County*

Sangamon

City*

Springfield

Physical Address

Same as Mailing

Number*

525

Street Name*

W. Jefferson

Suffix:

ST

Unit Type:

Unit Number:

Zip*

62761

State*

Illinois

County*

Sangamon

City*

Springfield

Under the **Facility Classification Section**, use the drop-down arrow and check the box(es) of the appropriate **facility or individual classification(s)**. For the following classifications, you will also need to select a **Subclassification**.

Classification	Subclassification Choices
Bottled Water Plant	In-State or Out-of-State
Shellfish – ICSSL	DP,RP,RS,SP,SS, or WS

IMPORTANT NOTE: For the following facility classifications, you must also check the **Processor (GMP)**

Classification.

- Juice Products
- Low Acid Canned Foods (LACF)
- Acidified
- Seafood HACCP*
- Shellfish**

**Seafood includes fish, fish products and crustaceans (e.g. shrimp, crab, and lobsters). Shellfish as defined are “...all species of oysters, clams or mussels, whether: shucked or in the shell; fresh or frozen; and whole or in part; and scallops in any form, except when the final product form is the adductor muscle only.”*

***Shellfish as defined are “...all species of oysters, clams or mussels, whether: shucked or in the shell; fresh or frozen; and whole or in part; and scallops in any form, except when the final product form is the adductor muscle only.” For the Shellfish classification, you must also choose one of the following subclassifications:*

- **Depuration Processor (DP)** A person who receives shellstock from approved, conditionally approved, restricted, or conditionally restricted growing areas and submits such shellstock to an approved depuration process.
- **Repacker (RP)** A person other than the original certified shucker-packer, who repackages shucked shellfish into other containers. A repacker also may repack and ship shellstock. A repacker shall not shuck shellfish.
- **Reshipper (RS)** A person who purchases shellstock or shucked shellfish from dealers and sells the product without repacking or relabeling to other dealers, wholesalers, or retailers.
- **Shellstock Shipper (SS)** A person who grows, harvests, buys, or repacks and sells shellstock. They are not authorized to shuck shellfish or to repack shucked shellfish. A shellstock shipper may also ship shucked shellfish.
- **Shucker-Packer (SP)** A person who shucks and packs shellfish. A shucker-packer may act as a shellstock shipper or reshipper or may repack shellfish originating from other certified dealers.

Example: Processor (GMP), Acidified Food, and Juice Facility

The screenshot shows the 'Facility Classifications' form. The 'Classifications:' dropdown is set to 'Acidified Food, Processor (GMP), Juice'. The 'Sub-Classifications:' dropdown is set to 'Select options'. The 'Options' section includes fields for 'Employees' (two input boxes), 'Food Sales' (a dropdown menu), and 'Food Sales' (a text area). The 'Warehouse' section is also visible.

Example of Shellfish Selection (but remember to also select Process (GMP))

The screenshot shows the 'Facility Classifications' form. The 'Classifications:' dropdown is set to 'Shellfish-ICSSL'. The 'Sub-Classifications:' dropdown is set to 'RP'. The 'Classification Reference Data' section is visible, showing 'Reference Data Text' and 'Gross Annual For' and 'Corporate Gross Annual For'. The 'RP' sub-classification is selected, and the 'DP' sub-classification is also visible.

As you select the classification (and subclassification if applicable), questions for you to complete will appear. Please answer all questions. Once done, click the **“Save New Business with Program”** tab that is at the bottom (do not click the Save New Business choice).

Facility Classifications

Classifications:

Processor (GMP)

Sub-Classifications:

Select options

Classification Reference Data

Reference Data Text	Options
Number of Onsite Employees	5
Number of Corporate Employees	7
Gross Annual Food Sales	\$100,000 - \$499,999
Corporate Gross Annual Food Sales	\$400,000
List top 5 items manufactured or warehoused	Baked Goods, Snack Foods

Save New Business

Save New Business With Program

Once you click **“Save New Business with Program”**, two more sections will appear: Contacts and Attachments.

Contacts

Contact's Name	Address	Relationship	Cell Phone
Add New Contact			

Attachments

File Name	Description	Delete
Add New Attachment		

Save Changes

Adding Contacts

Adding additional contacts is not required; however, if you would like to add Contacts, click this blue bar. For a complete listing of contact types, click this blue panel and use the drop-down at the top to see what is available.

Contact

Relationship*:
Field Representative

First Name*:
Bill

Middle Name:
R

Last Name*:
Jones

Title:

Email*: ☐ None Available
Bill879999@comcast.net

Contact Address

Street Address:
23 1st

Zip :
62629

State:
Illinois

County:
Sangamon

City:
Chatham

Cell Phone*:
217-098-7777

Fax:

OK

Cancel



When done adding each contact, click the “OK” button at the bottom of the page or click Cancel if you do not wish to add a contact.

Adding Attachments

You must upload a copy of the current application and all required documents (see screenshot below from IDPH website). The application can be found on our website. Attachments can be added in other sections of this application in Step 4. Scroll to the Applications section on the website and click on the appropriate application link. <https://dph.illinois.gov/topics-services/food-safety/manufactured-food.html>

Applications

The [Application for Food Processing Plant or Food Storage Facility](#) is used to apply for a food processing plant or food storage facility permit. Applications must be submitted by mail and accompanied with appropriate attachments and payment. Fees are outlined in the fee schedule in the applications.

The [Application for Shared Kitchen Users](#) is used to apply for a food processing plant that will be in a shared kitchen. To be permitted as a shared kitchen user, the kitchen you are operating from must be permitted as a food processing plant or food storage facility, as appropriate. Applicants who are offering their kitchens as a shared kitchen must use the Application for Food Processing Plants or Food Storage Facility. Applications must be submitted by mail and accompanied with appropriate attachments and payment. Fees are outlined in the fee schedule in the applications.

A floor plan, product labels, completed pre-inspection questionnaire, and any other requested information, i.e. shared kitchen agreements or HACCP plans, should be included with the application.

Warehouse facilities do not need to submit product labels unless they are repackaging food products and adding new labels. After IDPH receives and accepts the application, an IDPH inspector will be in contact to schedule an inspection. It may take several weeks before an inspector is available to complete an inspection. Questions regarding the application process can be emailed to DPH.MfgFood@Illinois.gov.

Failure to upload the attachments may cause long delays in processing your application. Also be sure to name each attachment as specified under the “Naming File in Upload” column on page 1.

To attach/upload the required documents. Click on the “**Add New Attachment**” panel

File Name	Description	Delete
Add New Attachment		

Click on Choose File. A separate window will appear on the screen. From here, find the document on your computer and select it. In the Attachment Description field, type in the specific document name (as listed on page 1). Once completed, click the “**Upload File**” button.

New Attachment

File Uploader

Choose Attachment:
Choose File No file chosen

Attachment Description:

Upload File

Continue this process until all required documents are uploaded and then click the “**Save Changes**” button at the bottom of the screen.

Add New Attachment

Save Changes

Step 4.

Once you click the “**Save Changes**” button, another window will open (New Permit, License, or Registration). Using the drop-down arrow, select the Program Group Type “**Manufactured Food**” program type for all programs.

For Group Type “**Manufactured Food**”, select **Food Processing Plant**, **Food Storage Facility**, or **Shared Kitchen User** for Program Type

For Group Type “**Retail Food**” (Farmers Market Sampler), select the credentials you hold for Program Type.

At least one attachment must be attached to this section; otherwise, an error message will prevent you from moving to the next section. Once done, click the “**Save New Business Program**” button when done. We require an attachment to be submitted in this section so that at least one attachment must be included in the submission process. All other areas where attachment can be added are optional. We recommend that you attach a copy of the application in this section.

Find your business code on your renewal letter to auto-connect your business

Joe Wholesale LLC - 17573 - (0) - [✎](#)

New Permit, License, or Registration

New Information

Program Group Type:

Program Type:

Attachment

Choose Attachment:
 No file chosen

Attachment Description:

New Reference Data

Additional information will pop up that needs to be completed. User can only select one application type.

New application is for new firms that have not registered with IDPH in USA Foods.

Change of Owner and **Change of Location** are used for existing firms that have a corresponding change that requires a new permit. Permits are non-transferable. A new facility identification number will be created in USA Foods to reflect the change made in ownership or location.

New Reference Data

Application Information

Check one application type *

☐ New Application
☐ Change of Owner
☐ Change of Location

Select special products were applicable. Make sure to pick the products that pertain to the food processing plant or food storage facility but not both. Shared Kitchen Users would complete the food processing plant section. You do not need to select any special products if not applicable.

☐ Change of Location

Special Products with Fees Food processing plants & Shared Kitchen User

Food processing plants engaging in the activities with the following products are required to annually pay applicable special product fees in the fee table in Section VIII in addition to the annual permit fee. Select all products that apply by checking the box

- ☐ Molluscan Shellfish - all species of oysters, clams or mussels, whether: shucked or in the shell; fresh or frozen; and whole or in part; and scallops in any form, except when the final product form is the adductor muscle only.
- ☐ Seafood - includes all fish EXCEPT catfish, fish products, crustaceans (e.g. shrimp, crab, and lobsters).
- ☐ Juice - the aqueous expressed or extracted from one or more fruits or vegetables, purees of the edible portions of one or more fruits or vegetables, or any concentrates of such liquid or puree.
- ☐ Acidified Products - low-acid food to which acid(s) or acid food(s) are added, and which has a finished equilibrium pH of 4.6 or below and an Aw greater than 0.85. Ex: pickled foods, sauces, dressings, etc.

Special Products with Fees Food Storage Facilities

Food storage facilities engaged in holding the following products are required to annually pay applicable special product fees as provided in the fee table in Section VII in addition the annual permit fee. Select all products that apply by checking the box

- ☐ Molluscan Shellfish - all species of oysters, clams or mussels, whether: shucked or in the shell; fresh or frozen; and whole or in part; and scallops in any form, except when the final product form is the adductor muscle only.
- ☐ Seafood - includes all fish EXCEPT catfish, fish products, crustaceans (e.g. shrimp, crab, and lobsters).

Complete Child Support Declaration

(e.g. shrimp, crab, and lobsters).

Child Support Declaration(Must be completed if ownership type is sole proprietor/individual)

To be completed, signed, and dated only if sole proprietor of facility. The law (5 ILCS/100/10-65) requires all applicants complete and sign the following statement. Failure to complete and sign this statement will result in an incomplete application and delay issuing your permit. Making a false statement may place you in contempt of court. Check only one box

- ☐ I am not more than 30 days delinquent in complying with a child support order; or
- ☐ I am more than 30 days delinquent in complying with a child support order; or
- ☐ This statement does not apply.

Complete all certification statements.

Save all changes after completing certification information.

VIII. Certification Statement

This application must be signed:

- a) by the owner, if an individual;
- b) by one of the partners, if a partnership; OR
- c) by an officer of the company or corporation.

I affirm that I am the owner, partner, or officer of the firm name as shown in [Section III](#) and that I am authorized on the part of said applicant to verify and file with the Illinois Department of Public Health (IDPH) this application, and that I have a full working knowledge of the matters set forth herein and that all of same are true in substance and fact.

I agree to the inspection of this operation by an authorized identified person (AIP) of IDPH during facility operating hours. I understand that harassment and/or inappropriate behavior towards an AIP may result in the cessation of the inspection.

I agree to conduct operations and maintain premises in accordance with all applicable laws, rules, and regulations. I understand the Department may deny, suspend, or revoke a permit if the facility fails to make corrective actions upon inspection findings. I acknowledge that reinspection fees may apply for each subsequent inspection required.

☐ I hereby certify that all application information is accurate

Legal Name of Applicant: *

Title of Applicant: *

Save New Business Program

Permit will be created and added to the cart. You can view the permit information by clicking on the business name. If you start an application but do not finish it, please return to that same application the next time you log in. Many firms accidentally create multiple draft applications when they only need to edit the original one. This can result in several items being added to the cart unnecessarily.

Step 5.

You can finish your application by making a payment using the shopping cart icon. Permit will stay in draft status until you finish checkout of the cart. **All fees are non-refundable.** Review the information and then click "Checkout".

After you Checkout, you will be directed to the payment provider website (if there is a fee to pay). Follow the payment provider's on-screen instructions and complete payment. You will receive a confirmation email that your payment was received. You can upload this receipt as an attachment to your application after it has been submitted.

USA Food SafetyLearnED Training Sy...Food SafetyState of Illinois | eTL...FDA industry syste...USA Food Safety BetaFood Shield LoginHome - Smartsheet...Illinois General Asse...eRA Main PageOneNet LoginIllinois Department...

HomePortalToolsLogout

STAGING ENVIRONMENT - NOT PRODUCTION

Facility Portal

Instructions

Add New Business

Have an existing business?Enter Business CodeLink Existing Business

Find your business code on your renewal letter to auto-connect your business

Joe Wholesale LLC - 17573 - (0) -

CART

New - 18035 - New Food Storage Facility License Fee

Base Cost: \$650.00

Additional Annual Fee: \$700.00

Total\$1350.00

Checkout

Make A Payment - Payment Information - Illinois Department of Public Health (ILDPH)

Cart Information

Payment Information

Billing Contact Information

Name*

Joe Wholesale

Address*

Street Address

Continued

City*

Country*

United States

State*

Zip Code*

Email*

dph.mfgfood@illinois.gov

Mobile Phone*

2175242548

Shopping Cart

Food and Dairy Program

\$1,350.00

Subtotal

\$1,350.00

Projected Card Fee

\$30.38

Projected eCheck Fee

\$0.75

Cancel Transaction

Next Step: Add Payment Method

If you delete the item in the cart, it can be added back to the cart by clicking the buy button on the firm information. The permit information will pop up, and you will be asked to save changes to add back to the cart.

STAGING ENVIRONMENT - NOT PRODUCTION

Facility Portal

Start typing the business name to search | Filters: [Show All](#) [Show Active](#)

[Add New Business](#)

Have an existing business? [Enter Business Code](#) [Link Existing Business](#)
Find your business code on your renewal letter to auto-connect your business

Joe Wholesale LLC - 17573 - (0) -

525 W. JEFFERSON, SPRINGFIELD, IL 62761

Add To Cart	License Information	Permit, License, or Registration Number	Permit, License, or Registration Type	Expire Date	Status
Buy	View	18035	Food Storage Facility	-	Draft

[Add New Permit, License, or Registration](#)

STAGING ENVIRONMENT - NOT PRODUCTION

Edit Business Information

Number*: 525 Street Name*: W. Jefferson Suffix: Unit Type: Unit Number:

Zip*: 62761 State*: Illinois County*: Sangamon City*: Springfield

Facility Data

Gross Annual Food Sales

Corporate Gross Annual Food Sales

List top 5 items manufactured or warehoused

Contacts

No matching records found

[Add New Contact](#)

Attachments

File Name	Description	Delete
FDA Firm Resources.pdf	Application	X

[Add New Attachment](#)

[Save Changes](#)

To make any changes to the application data remove from the cart and click view license information link. You can add more attachments if needed. You will need to go through the certification process again if you add an attachment at this point.

Joe Jamba Juice - 17575 - (0) -

Add To Cart	License Information	Permit, License, or Registration Number	Permit, License, or Registration Type	Expire Date	Status
Buy	View	18037	Food Storage Facility	-	Draft

[Add New Attachment](#)

form is the adductor muscle only.

☒ Seafood - includes all fish EXCEPT catfish, fish products, crustaceans (e.g. shrimp, crab, and lobsters).

☒ I hereby certify that all application information is accurate

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I agree to conduct operations and maintain premises in accordance with all applicable laws, rules, and regulations. I understand the Department may deny, suspend, or revoke a permit if the facility fails to make corrective actions upon inspection findings. I acknowledge that reinspection fees may apply for each subsequent inspection required.

Legal Name of Applicant: *

Title of Applicant: *

Joe Wholesale

Owner

Save Reference Data

Attachments

File Name	Description	Delete
BioTerrorism Registration.pdf	Labels	✖

Add New Attachment

Add New Permit, License, or Registration

The specific application and attachments that are required for each permit type can be found on our website. See list below for the specific attachments. <https://dph.illinois.gov/topics-services/food-safety/manufactured-food.html>

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Step 6.

After the application is submitted, it will be reviewed by our central office staff. If the application is complete and has all documentation, then we will notify the appropriate Regional Supervisor and the firm that application has been accepted.

The Regional Supervisor will assign the inspection to one of our inspectors. The inspector will contact the firm to set up the inspection. This process can take a few weeks or the entire 45 days.

Once an inspection has been completed and any deficiencies noted are corrected, a permit will be emailed to the facility email address. The email will come from noreply@safeinspection.com.

If you have any questions, then you can email us at dph.mfgfood@illinois.gov.