



SHARED KITCHEN
GUIDEBOOK



WASHINGTON, DC

What is a Shared Kitchen?

A shared kitchen is a licensed commercial kitchen that rents its space to local entrepreneurs and chefs on an hourly or membership basis. These spaces allow people to test recipes and grow gradually without having to spend tens of thousands of dollars building out their own kitchens. In addition to sharing space and equipment, many shared kitchens serve as incubators and community spaces where aspiring food entrepreneurs can work and learn together.

Why We Wrote This Guide:

We believe that all Washingtonians should have the opportunity to pursue their culinary dreams. But the high price of commercial kitchen space and confusing licensing and permitting processes can make it difficult and expensive to know where and how to get started. We wrote this guide to help make starting and using shared commercial kitchen spaces more accessible to all.

In this guide, you will find information on how you can utilize a shared kitchen in the District of Columbia, whether you are an entrepreneur looking for kitchen space or someone looking to build a shared commercial kitchen space. Like many new ventures, operating or using a shared kitchen can present great opportunities as well as challenges. The good news is there are many local organizations that can help you through it. At the end of this guide, you will find the contact information for DC-based organizations that are knowledgeable in business planning, food entrepreneurship, financing, and business law.



Disclaimer

Although the requirements vary for entrepreneurs operating a shared commercial kitchen of their own and entrepreneurs looking to rent space in an existing kitchen, it is helpful to understand the rules that apply to both kitchen owners and users. This guide is intended for informational purposes and is not legal advice. DC's rules about shared kitchen spaces are subject to change, so please contact the Department of Consumer and Regulatory Affairs, DC Health, and the organizations listed in our resource section for the most up-to-date information.

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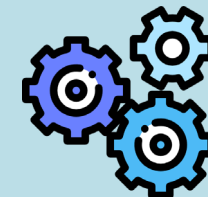
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Alphabet Soup: Getting to know your acronyms

We'll be using common acronyms throughout this guide to save space and help familiarize you with the terminology government officials use. Refer back to this cheat sheet if you get lost!

- ABRA:** Alcohol Beverage Regulation Administration
- ANSI:** American National Standards Institute
- BBL:** Basic Business License
- C of O:** Certificate of Occupancy
- DCRA:** Department of Consumer and Regulatory Affairs
- DOEE:** Department of Energy and Environment
- DC Health:** DC Department of Health
- DCOZ:** DC Office of Zoning
- OTR:** DC Office of Tax and Revenue
- DDOT:** District Department of Transportation
- EIN:** Employer Identification Number
- HACCP:** Hazard Analysis Critical Control Point
- IRS:** Internal Revenue Service
- OP:** Office of Planning
- SSN:** Social Security Number



Setting the Table: Determining your needs

Shared commercial kitchen spaces play a crucial role in our local food systems by providing space for entrepreneurs aspiring to open up a restaurant, catering business, food truck, or food manufacturing business. It's important to think carefully about your needs and your business model before starting your own shared kitchen or signing an agreement to rent from an existing kitchen. DC is home to a number of nonprofits that offer business planning assistance; please see the list of resources at the end of this guide for more information.



Determining your needs



I want to start a shared kitchen

To help determine how big your shared kitchen should be, here are a few criteria to consider:



What is the maximum number of people who will be cooking and preparing food in the space and how many square feet will each of them need? It is recommended that you provide about 100 square feet per person.



How much storage space will kitchen users need? If several different businesses will be using the kitchen in shifts, then the shared kitchen will probably need a lot more freezer, cold, and dry storage space than a typical restaurant would.



Will the kitchen have designated cooking, serving, and teaching spaces? If so, how many square feet should you dedicate to each activity?



Where should equipment go? You should consider what equipment you will need and where you should place it, both for making the space easier to use and for minimizing cross-contamination.



I want to use a shared kitchen

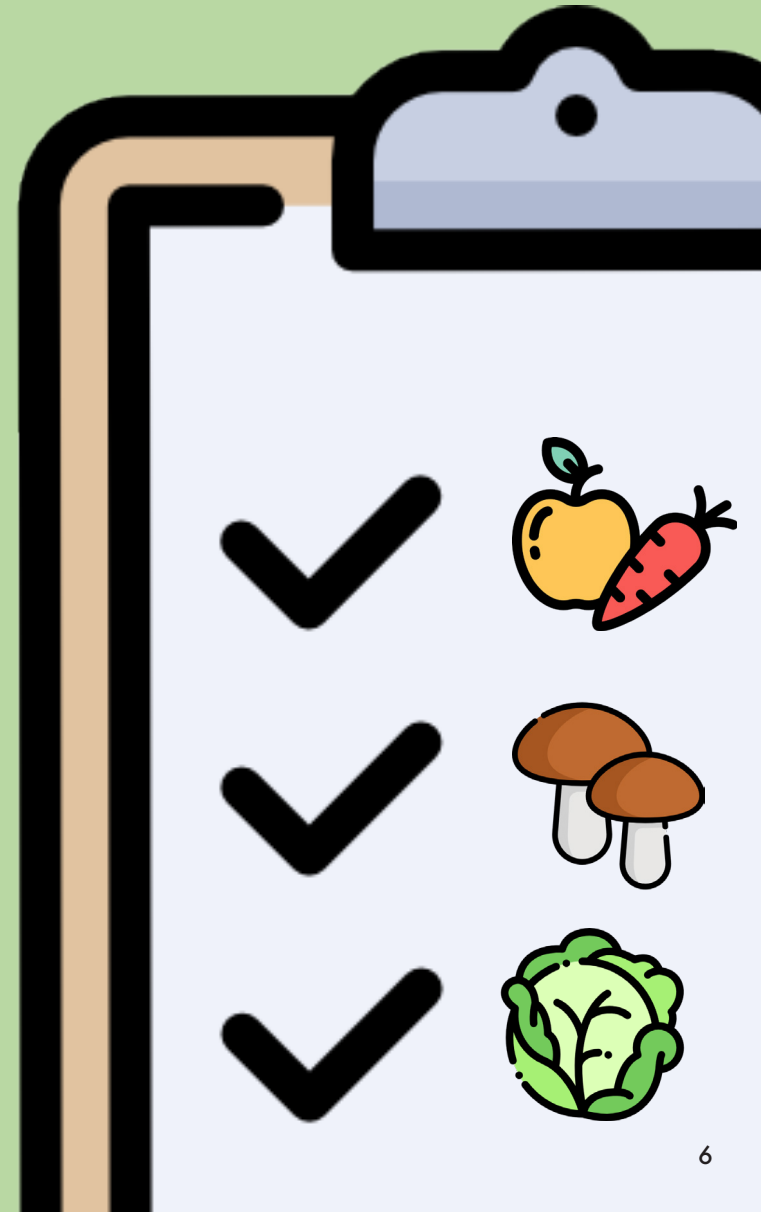
When choosing a shared kitchen to use, think through your business needs in the near future:

- Will the shared kitchen be open during hours that are convenient for your business?
- How do you reserve space and time in the kitchen?
- Does the kitchen have any specialized equipment you need?
- Does the kitchen have enough storage for your ingredients, supplies, and equipment?
- Does the kitchen have adequate parking?
- Does the kitchen charge by the hour or does it offer memberships? Are the rates workable for your budget?
- Is the kitchen licensed and up to code?
- What type of relationship does the kitchen have with DC Health and other community partners?



Ingredient List: Reviewing your checklist

Once you have determined your needs and thought through your business plan, the next step is to register and license your business. Use the checklist on the following page to help you understand what you need in order to register a business in DC. You'll find more information on each of these steps as you continue through this section. There may be extra steps in the process depending on what your business entails. The shared kitchen landscape is changing (and growing) all the time, so be sure to check the links listed at the end of this booklet for the most up-to-date information.



Use the checkboxes below to keep track of your progress:

Starting
Kitchen



Using
Kitchen

Starting
Kitchen



Using
Kitchen



Valid Government-
issued Photo ID



Zoning and
Building Permits



Corporate
Registration



Certificate of
Occupancy



Trade Name
Registration



Insurance



Register with
Internal Revenue
Service



Health Inspection
Certificate



Register with DC
Office of Tax and
Revenue



Basic Business
License

A Recipe for Success: Understanding legal requirements

Figuring out the legal requirements for starting a business in DC can seem overwhelming, but this section will help you determine the steps and paperwork you need to complete. Visit the footnotes for more resources and links to various DC regulatory websites to help you through the process.



Corporate Registration

Before starting your business, you must first decide what legal structure¹ it should take. You have many options, such as a limited liability corporation, a corporation, a nonprofit, or a cooperative.

If you want your business to take any form other than a sole proprietorship (which is recommended as a best practice for food businesses to limit liability), you must file for corporate registration.² The form you must complete and the corresponding fees you must pay will depend on which corporate structure you choose.



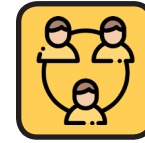
Limited Liability Corporation



Nonprofit



Corporation



Cooperative

For more information on legal structures, check out the U.S. Small Business Administration's summary at <https://www.sba.gov/business-guide/launch-your-business/choose-business-structure>.

Trade Name Registration

Developing your brand is a key part of any business strategy, and choosing your business name is often the first step. If you plan to call your business anything other than your full legal name (for a sole proprietorship) or your corporate name, you must register that name as your trade name.³

For example, if John Smith wants to start a jelly business and his corporate name is John Smith LLC, but he would like to call the business Johnny's Jammin' Jellies, he will need to register that as his trade name. To register a trade name you must file form TN-1 and pay a \$55 fee. Visit the Department of Consumer and Regulatory Affairs (DCRA) website for more information on trade names and registration.



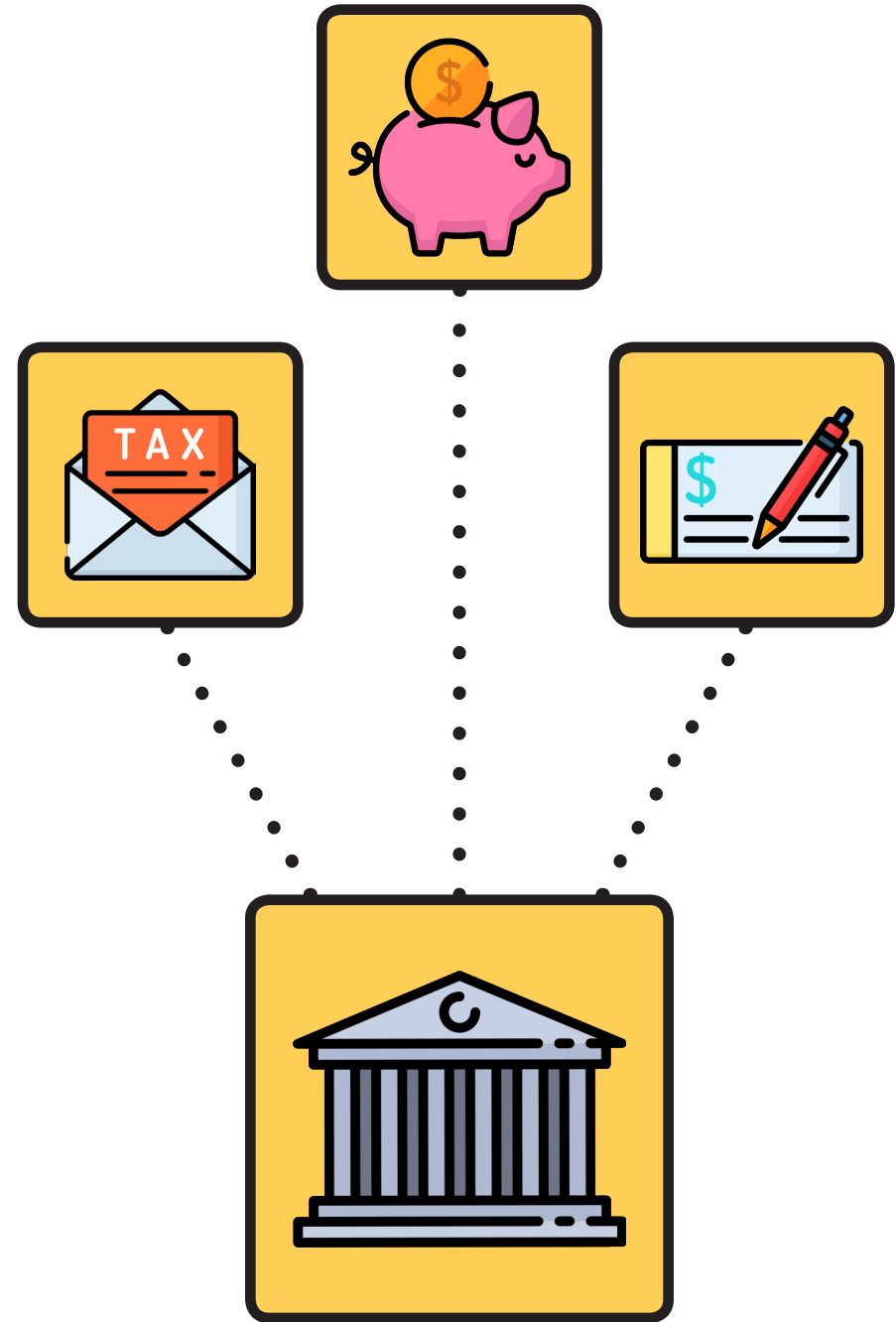
Employer Identification Number

Almost every business must get an Employer Identification Number (EIN) from the Internal Revenue Service (IRS) in order to indicate the business's tax obligations and liability for unemployment taxes. The only businesses that do not need to get an EIN are sole proprietorships with no employees, which can use the business owner's Social Security Number (SSN) as their tax identification number.⁴ Keep in mind, using an SSN in this way can make you vulnerable to identity theft.

Registration with the DC Office of Tax and Revenue

Once you have received an EIN, you must register your business with the DC Office of Tax and Revenue (OTR) by filing form FR-500 (Combined Business Tax Registration).⁵ Nonprofit businesses must also file form FR-164 (application for tax exemption with OTR).⁶ These forms can be filed online at MyTax.DC.gov. Once you file your FR-500, you will receive a Certificate of Registration from OTR.

By registering your business with OTR, you are compelled to pay DC sales and business taxes.



Zoning

Whether you are erecting a new building or repurposing an existing space,⁷ use the DC Office of Zoning (DCOZ) Maps⁸ tool to determine if your building is in the appropriate zoning district for your intended use.

Remember to check zoning maps **before** choosing your location so you do not invest time or money in a location that cannot be approved for a shared kitchen.

To determine if a location is properly zoned for a particular use, visit the DC Office of Zoning Maps:
<http://maps.dcoz.dc.gov/>

To make an appointment with
DCRA's Office of the Zoning Administrator:

Call:



(202) 442-4576

Email:



dcra@dc.gov

Building Permit Application



If you are looking to start your own shared kitchen space, you must get a permit to build your establishment from scratch or make alterations to an existing space.⁹ In DC, a permit is required any time you make alterations or additions to your space, or change

the type of business you are running in that space.¹⁰ Before submitting a permit application, the proposed building or alteration designs must first be approved by a registered DC architect or professional engineer.



Once you have submitted the permit application along with any other required documentation,¹¹ the review process will begin. The review takes into account the zoning of the location, the building design plan, HVAC plans, electrical and plumbing systems, energy efficiency, and

a DC Health approval of your proposed design plans. Shared kitchens need approval from a variety of DC government agencies, DCRA and the Fire Department. DCRA staff will be able to assist you through the multi-agency review process. Once complete and submitted, the average review time for an application is between **14 to 30 business days**, but may take longer.

Certificate of Occupancy



I want to start a shared kitchen

When applying for a Basic Business License (BBL), the last step in the licensing and registration process, you must submit a Certificate of Occupancy (C of O) application. C of Os are issued by DCRA to ensure that the use of a space complies with DC's zoning, construction, and environmental codes. C of Os authorize the business owner to operate their business in the building.

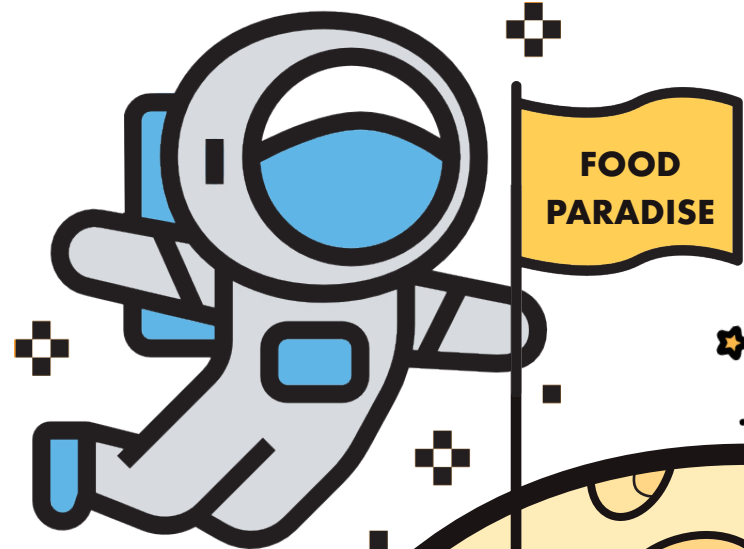
There are six types of C of Os: ownership change, use change, occupant load change, revision, temporary occupancy, and new building. To learn about these six types of C of Os further and to figure out which one suits your business best, visit DCRA's website or contact a DCRA representative.¹²



I want to use a shared kitchen

When applying for a Basic Business License (BBL), you must submit a copy of the shared kitchen's C of O and a copy of the shared kitchen owner's BBL to show DCRA that you are operating in a space that is zoned and licensed for food businesses.

Talk to the manager of the shared kitchen space about obtaining copies of these documents before applying for your BBL.



Health Inspection Certificate



I want to start a shared kitchen

Once all construction in your kitchen is completed, you've met DC building codes, and obtained your C of O, the next step is to schedule a DC Health inspection. After the C of O is received, DC Health will schedule the inspection within 72 business hours.



I want to use a shared kitchen

If you are leasing space in an existing shared kitchen, you must schedule a DC Health pre-operational inspection. The health inspector will only inspect the space you plan to work in, rather than the whole kitchen. The shared kitchen manager should be able to assist you through this process.

To schedule a DC Health inspection:

Call:



(202) 535-2180

Email:



food.safety@dc.gov

In addition to your kitchen meeting DC Code, you will need to prepare and submit the following items to receive a Health Inspection Certificate:

- DC Food Protection Manager Certification
- Hazard Analysis Critical Control Point Plan
- Basic Business License
- Menu Submission and Written Outline of Services to be Provided

The following pages describe each of these items in more detail.

DC Food Protection Manager Certification

Both shared kitchen operators and users must have at least one person with a DC Food Protection Manager Certification from their business on-site at the shared kitchen whenever food is being prepared, tasted, packaged, prepared for storage, served or handled in any way.

To obtain a National Food Manager Certificate you must complete an exam from the American National Standards Institute (ANSI) accredited organization. See chart below.

Once you have secured a National Food Manager Certificate, you can apply for a Certified Food Protection Manager ID Card.¹³

For new or renewal applications, a payment of \$35 must be included. For replacement card applications, a payment of \$15 must be included. Applicants should receive ID cards via email within 14 business days of submitting a completed application.



Your certified DC Food Protection Manager must have their government-issued ID Card with them in the kitchen and posted where customers can see it. The certification and ID card must be renewed every three years from the date of their ANSI accredited exam.

Organization	Prometric Inc. ¹⁵	360training.com, Inc. ¹⁶	State Food Safety ¹⁷	National Restaurant Association - ServSafe ¹⁸
Price ¹⁴	\$28-\$48	\$89-\$125	\$28-\$78	\$36-\$179
Offerings	Exam	Exam or Training and Exam	Exam or Training and Exam	Exam or Training and Exam

Hazard Analysis Critical Control Point Plan

Food business licensees are required to prepare a Hazard Analysis Critical Control Point (HACCP) plan. According to DC Health, you must create a HACCP if you prepare and sell potentially hazardous foods.²⁰

A HACCP plan²¹ is a document that outlines the procedures you will follow to keep your kitchen clean and safe for food production and how you plan to control and correct potential hazards in your kitchen. Hazards are anything (i.e. bacteria, dangerous chemicals, pests, or worker hygiene) that can cause illness or injury if mishandled or left uncontrolled.

License applicants must submit a HACCP plan when applying for a Health Inspection Certificate. To submit a HACCP plan, email haccp.plans@dc.gov and submit the appropriate review fee and/or variance fee.²² DC Health will also review your HACCP plan in conjunction with your periodic health inspections.²³



See the endnotes at the end of this guidebook for more information to help you understand the components of a HACCP plan, but some key steps²⁴ include:



Outlining the recipes, ingredients, and equipment you plan to use to prepare and distribute your product



Identifying potential hazards in the preparation and distribution of your food product



Creating a plan for managing crises like foodborne illness outbreaks or power outages



Explaining the system you will use to monitor and record potentially hazardous activities

Basic Business License (BBL)

Whether you are looking to start a shared commercial kitchen or rent space in an existing one, you must apply for a BBL with DCRA. This is the final step in the licensing process--your business is almost official!

Clean Hands Self-Certification

Before you can obtain a BBL, you must sign an affidavit testifying that you do not owe DC government more than \$100. If you do owe DC government more than \$100, you will have to pay your outstanding debt before you can complete your BBL application. This affidavit is called the “Clean Hands Self-Certification” and the form is included in the BBL application.

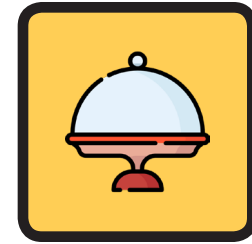
Choosing your License Category

In many cases a caterer’s license²⁵ acts as a catch-all for businesses operating or renting space in a shared kitchen, however you should check with DCRA’s Small Business Resource Center²⁶ to see which license or licenses -- you may need more than one -- best apply to your business.²⁷ To the right are a few examples of common food business license categories. Once you have identified a shared kitchen that you would like to operate in, you should apply for the applicable license(s) in the DCRA Small Business Resource Center. The BBL application is available on DCRA’s website and can be submitted by mail²⁸ or filed online.²⁹

Example BBL application fees
for a caterer’s license*:

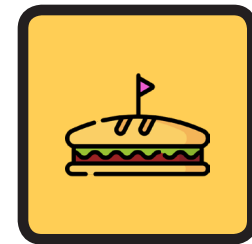
Category License fee:	\$220.00
Application fee:	\$70.00
Endorsement fee:	\$25.00
Technology fee:	\$31.70
Total:	\$348.70

*fees will differ for other categories



Caterers

Prepare food and drink, and serve them to customers somewhere other than where they were prepared.



Delicatessen

Products are prepared and sold “to go” for customers to consume at a different location.



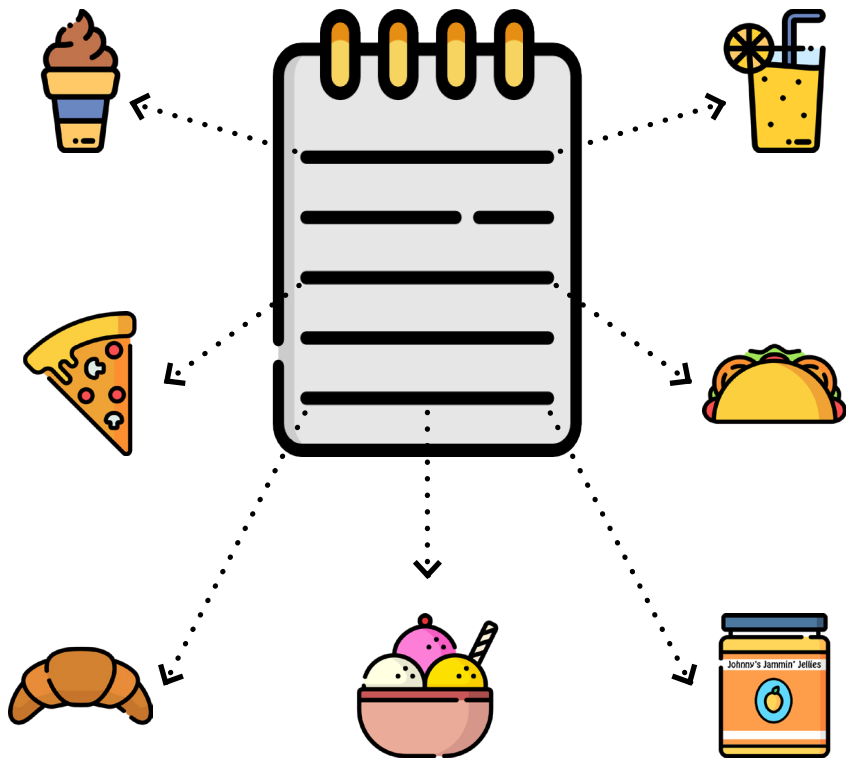
Vendor (Class A)

Sell food from public places like streets or sidewalks.

Menu Submission and Written Outline of Services to be Provided

As part of the health certification process, DC Health must approve your menu, a list of activities and services you plan to provide, and your food safety plan before you receive a BBL. This will ensure that your food business is in accordance with DC Food Processing Operations Code.³⁰

Once you obtain your license, you must notify DC Health about any major changes to your menu or preparation processes.



Ongoing Compliance

Once your business is up and running, you will still need to keep track of deadlines for renewing your business license, staying up to date with DC Health requirements, and maintaining your corporate status.

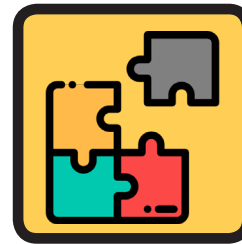
For your business to stay in good standing, you must:



Renew your BBL every two years and repay fees.

Date Renewed

Fee Paid



Update DC Health on any major changes to your menu or processes.

Notes:



Satisfy corporate reporting requirements.

Notes:



Complete DCRA's Biennial Report.³¹

Notes:



Renew your Food Manager Certification and corresponding ID card every three years.

Date Renewed



Maintain records in accordance with your HACCP plan.

Notes:

Time to Get Cooking

Starting a Shared Kitchen

This section applies to entrepreneurs looking to start their own shared commercial kitchen space, but kitchen users might find it helpful as well. Starting a shared commercial kitchen space is a large undertaking and should not be taken lightly. On the next page, you'll find a diagram of the typical project phases.





Business Idea

Every great meal starts with a plan, and your business is no different. Writing a business plan can be intimidating, but it can help you think through the resources you will need, the current industry environment, how your kitchen will fit into the market and stand out from competitors, and how you plan to attract customers and grow your kitchen over time. As part of your research, consider talking to potential customers and others in your community for feedback on how best to meet their needs.

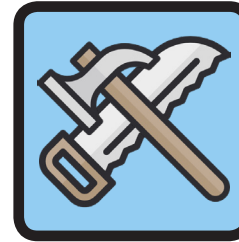


Capital Campaign

Building out a commercial-grade kitchen space can take serious capital. Fundraising for your shared kitchen should begin early and may continue even after your kitchen is built to help pay for maintenance and other ongoing expenses. Having a solid business plan will be helpful in pursuing financing.

Typical project costs:

- Construction
- Rent or mortgage (remember that you will need a cushion to cover these costs as you complete the licensing and inspection process)
- Licensing fees
- Professional fees (accounting, architectural, engineering, legal)
- Staff and training
- Kitchen equipment and cookware
- Marketing
- Liability insurance



Development and Buildout

Depending on how extensive your construction on the space will be and how long it takes to complete the licensing and inspection process, the timeline of your project will vary. Proposed kitchen designs must first be approved by a registered DC architect or professional engineer before you can obtain a building permit.*

Project phases can include:

- Mapping out your plans
- Zoning analysis
- Building analysis
- Permit documentation
- Construction

*Meet with a service provider listed in our resource section to learn more about location restrictions, permit requirements, and building code.



Running Your Kitchen

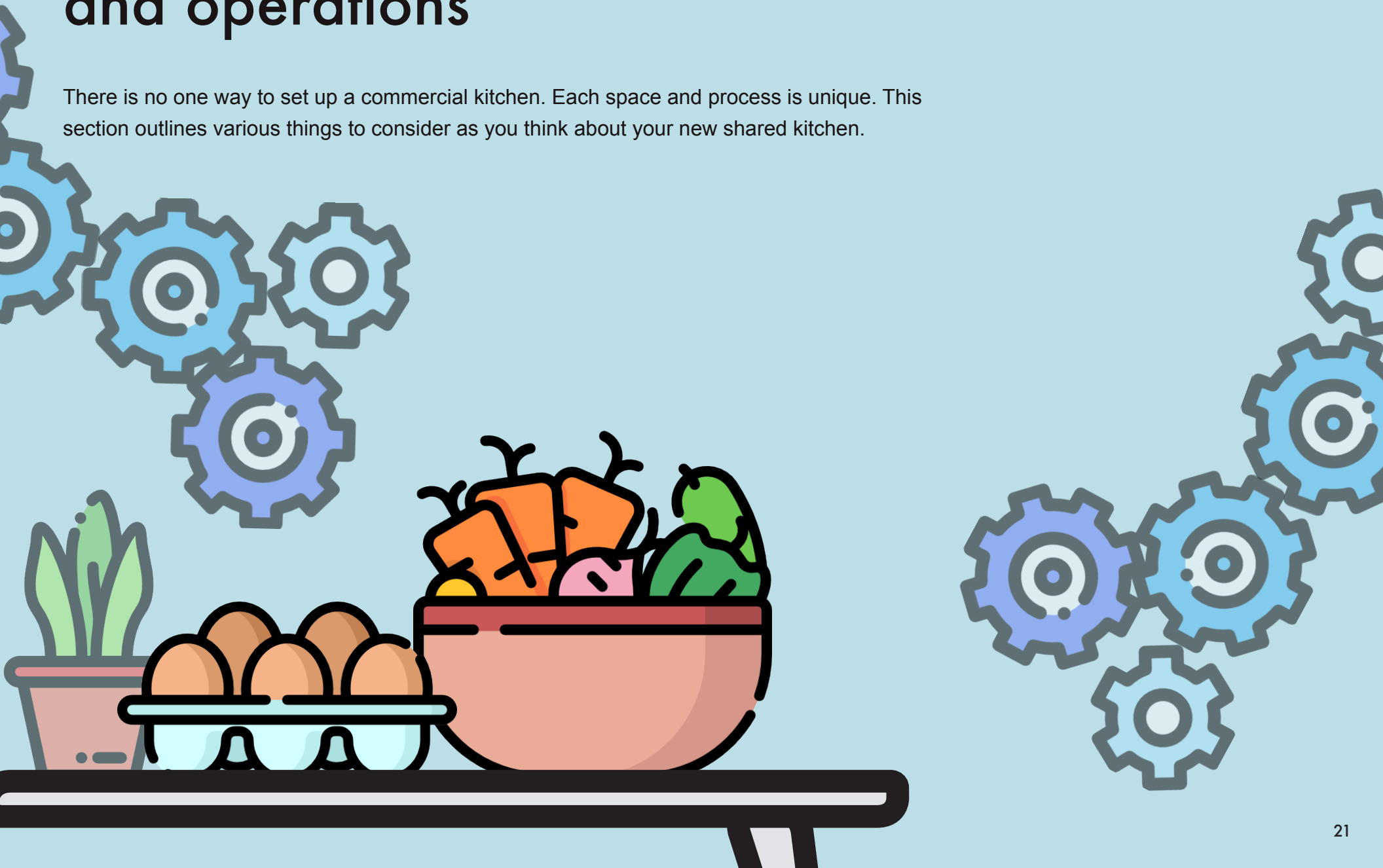
Managing a shared kitchen can be a significant time commitment, and it is important to think through your operations and maintenance plans early on.

Think through how you plan to:

- Manage operations and personnel in your kitchen
- Oversee the cleanliness and maintenance of the kitchen
- Identify, attract, and manage clients
- Monitor your budget and adjust your pricing
- Create additional revenue streams
- Plan for growth

Mise en Place: Thinking through your layout and operations

There is no one way to set up a commercial kitchen. Each space and process is unique. This section outlines various things to consider as you think about your new shared kitchen.



Requirements

There are many resources and professionals available to help you along the way. Connecting with the resources listed at the end of this guide can help you meet DC Health requirements, as well as your own goals.

Common kitchen requirements include:

- Hand-washing sinks equipped with soap and towels and separate from utensil-washing sinks, placed within 20 feet of any workspace.
- A utility or mop sink for cleaning purposes.
- A stainless steel, three-compartment sink with an attached metal drainboard, a grease trap, and a preventative backflow device.
- Self-closing doors.
- Exhaust hoods for all ranges.
- Adequate ventilation.
- A commercial dishwasher that either reaches a high temperature of 180 degrees Fahrenheit or uses low-temperature chemical sanitizing, with either chlorine or iodine.
- A sufficient number of toilet rooms for each gender based on the number of employees.
- 208 (3) phase electrical power supply is suggested but depends on the size of the kitchen.
- Room in ceiling or direct access to exterior for running ductwork from exhaust hood above cooking equipment.
- Natural gas or propane gas hookup to your building.

Setup Tips



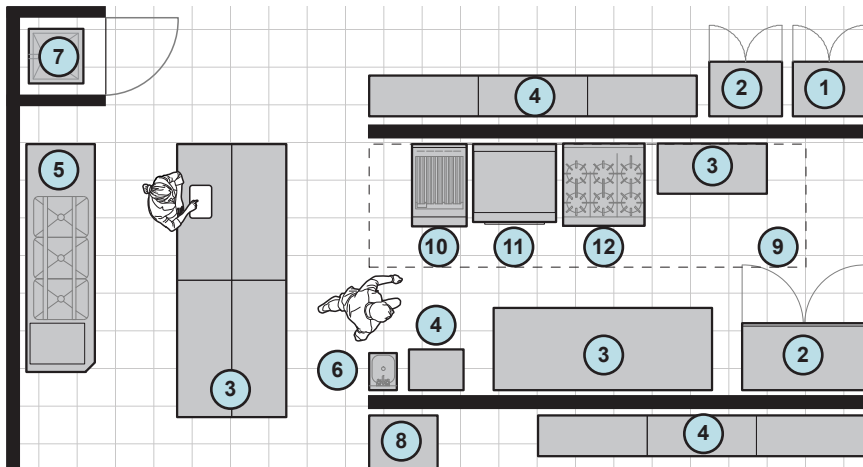
- Don't be afraid to start small!
- Don't rush! Take your time.
- When planning your timeline, leave yourself extra time in case getting up and running takes longer than expected.
- Think about how your program can grow and make decisions with this in mind.

Typical Equipment

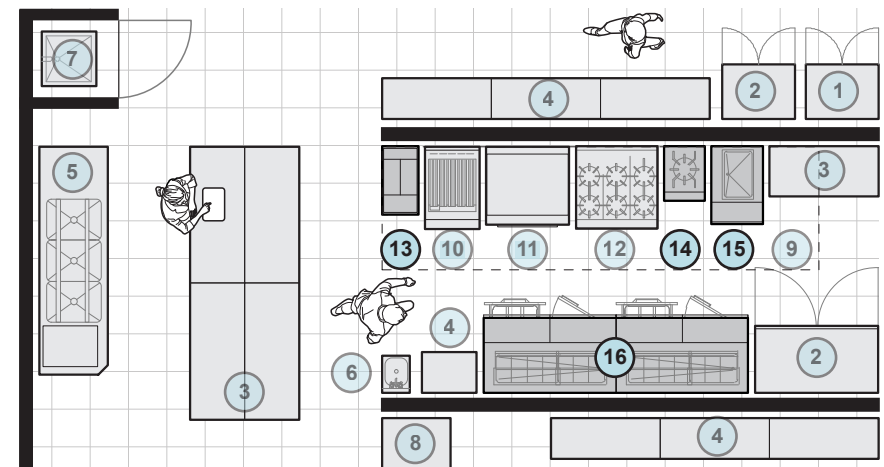
The following is a suggested list of equipment for a kitchen that serves three or four users at one time. This list does not suit all situations and should only be used as a reference. Your list will depend on specific program needs and spatial limitations. Several items are required by code(*) or are needed in conjunction with the use of another. The diagrams below show example layouts for when you're first starting out and when you're ready to expand.

- ① Freezer
- ② Refrigerator
- ③ Stainless Steel Prep Table
- ④ Storage Rack
- ⑤ 3 Compartment Sink with Drainboard*
- ⑥ Hand-Washing Sink*
- ⑦ Mop Sink* and Chemical Storage Area*
- ⑧ Prep Cart
- ⑨ Exhaust Hood (Above)*
- ⑩ Char-broiler
- ⑪ Char-broiler Counter
- ⑫ 6 Top Gas Range
- ⑬ Deep Fryer
- ⑭ Stock Pot Burner
- ⑮ Pasta Boiler
- ⑯ Refrigerated Prep Table

Starting Out



Future Expansion



Scheduling

As a best practice, and for food safety, the kitchen operator should keep a schedule to ensure that there are never too many people using the kitchen at once. User times should be scheduled in advance so that the kitchen doesn't violate any occupancy or fire safety requirements.



Record Keeping

All records must be kept for at least two years and be available on request for inspection by an authorized city official. Shared kitchen licensees must be able to provide access for inspection of all shared kitchen and shared kitchen user equipment. Also, shared kitchen licensees must ensure that at any given time, the number of people in the kitchen operating at once does not cause a health or safety risk.

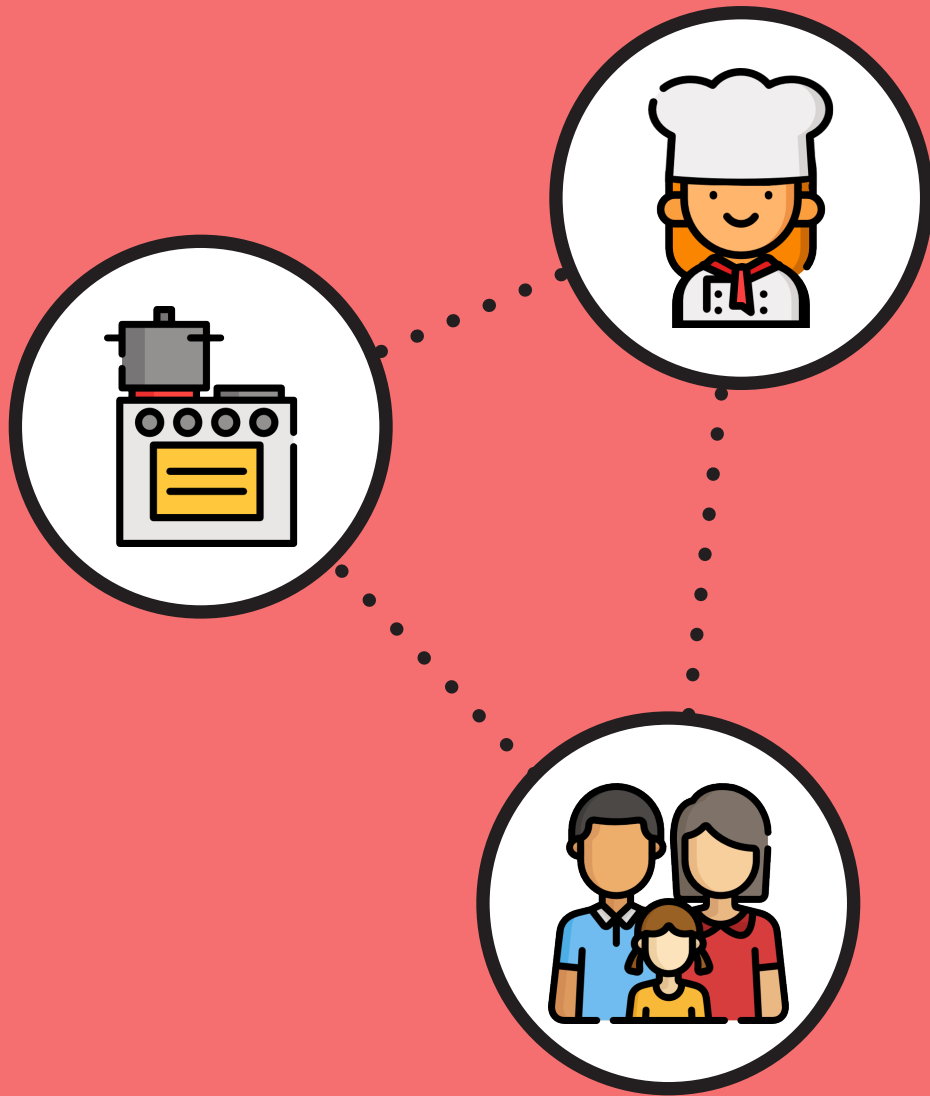
Kitchen operators are responsible for maintaining the following records:

- A list of all kitchen users, their contact information, and emergency contact and insurance information.
- The dates and times at which each person used the kitchen.
- The name of the person holding a Certified Food Protection Manager ID Card for each company that uses the shared kitchen, along with a copy of that person's certification.
- Detailed information about the agreements entered into with each user, including the agreement's start and termination dates.
- A copy of each user's BBL.

Tips for Running and Managing Your Kitchen



- Elect a point person from your organization to run the kitchen.
- Organization is key. Keep the kitchen schedule organized and up-to-date.
- Provide sufficient time between users for cleaning and prepping the space.
- Ensure that all users understand and comply with the shared kitchen's rules and HACCP plan. Require every user to attend an orientation to learn those procedures. This will help protect and maintain the kitchen's property and equipment.
- Keep storage organized and secure.
- Be ready for periodic inspections of the kitchen space as a whole, as well as the kitchen users.
- Consider creating a formal process by which people and businesses apply to use the kitchen.



Turning Down the Heat: Managing kitchen and client relationships

Whether you are starting or using a shared kitchen, it is important for both parties to set expectations for behavior, payment, cleanliness, and other kitchen policies. Most shared kitchen spaces require clients to sign a contract outlining these policies, as well as penalties for violating them.

Addressing the following can help ensure operations run smoothly, efficiently, and safely.

Standard Operating Procedures



I want to start a shared kitchen

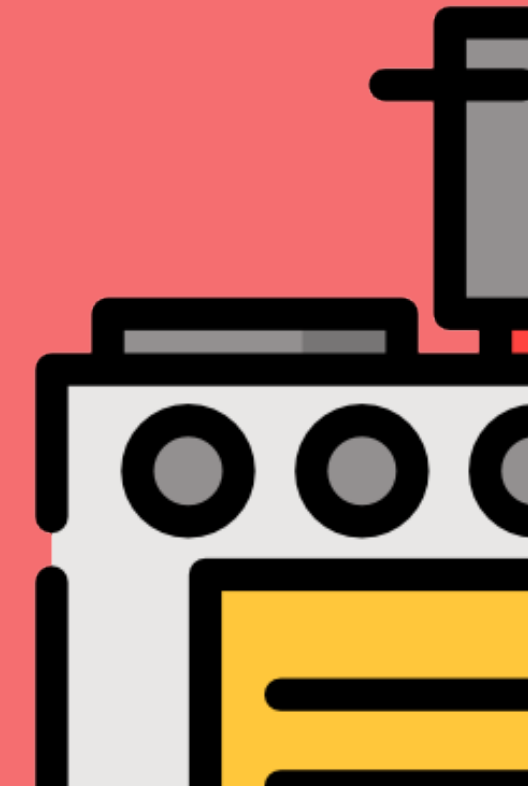
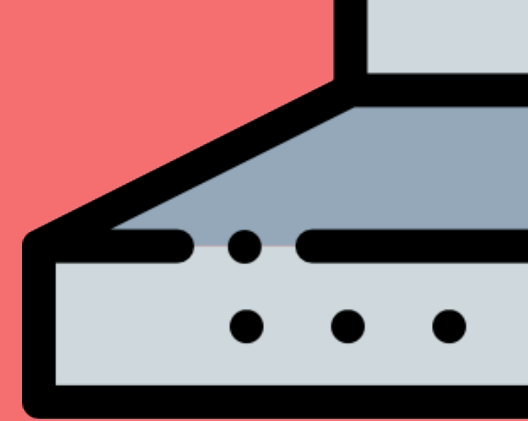
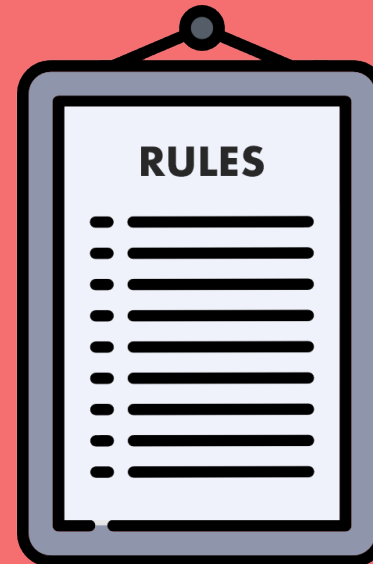
Before signing up any users for your new shared kitchen, you should create a set of standard operating procedures, a set of rules that explain to users how they are expected to behave in the kitchen, the kitchen's procedures, and the penalties that may be imposed for violating those rules.

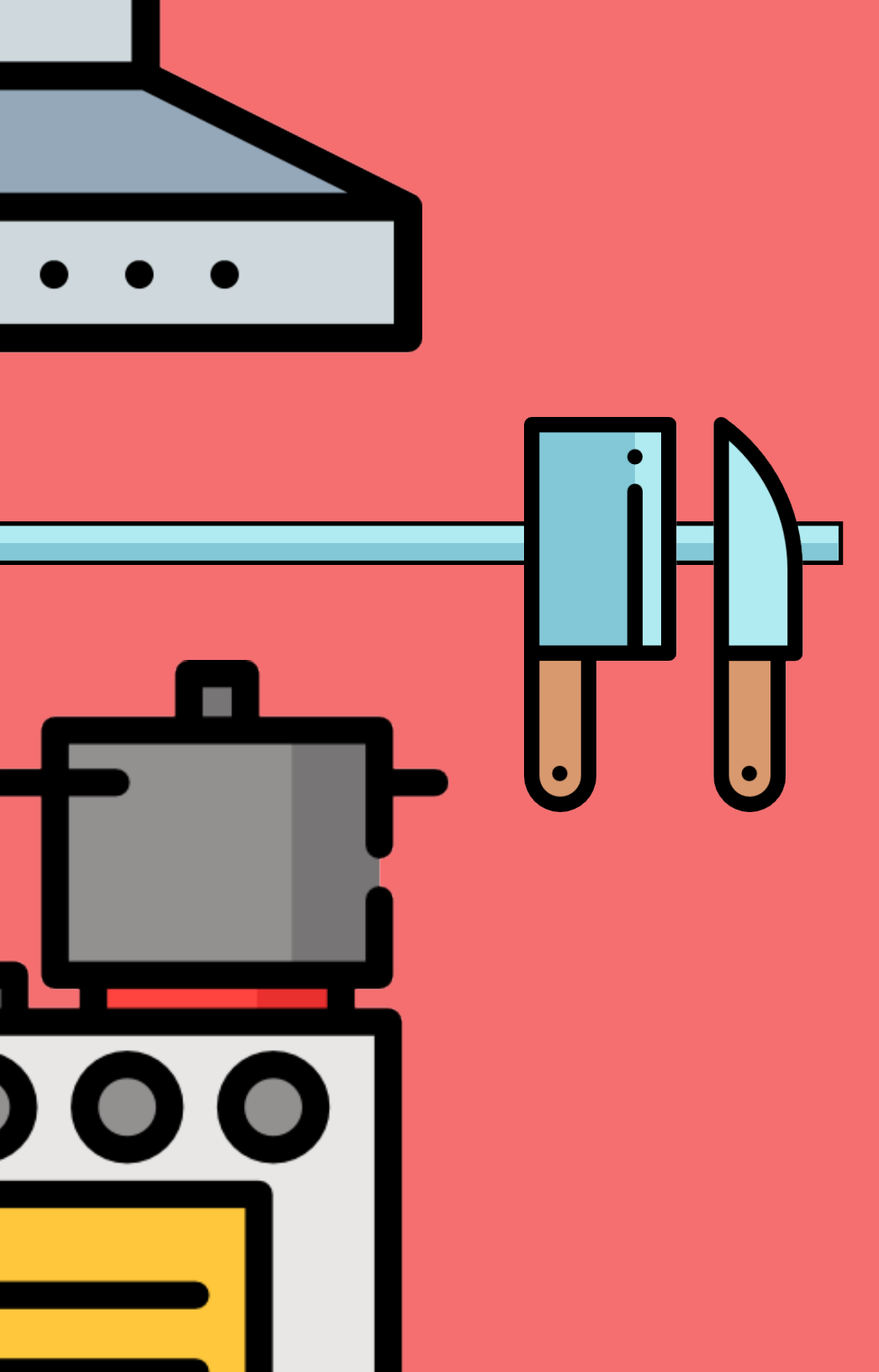
Shared kitchen users must comply with DC Health certification requirements and food safety regulations. Users should also be required to clean thoroughly after using the kitchen's facilities. Consider establishing penalties for users who violate the rules, such as cleaning fees for users who fail to clean their space, and policies around terminating a user's contract if they are repeat offenders.



I want to use a shared kitchen

Your shared kitchen operator will likely ask you to sign an agreement saying you will follow the kitchen's standard operating procedures before you start operating in the kitchen. Be sure to read through that agreement thoroughly, so that you fully understand what is expected of you and the penalties that you may face if you fail to follow those rules.





Food Safety Procedures



I want to start a shared kitchen

Part of operating a shared kitchen means providing users with secure areas to store their supplies. It is important to remember that, in the event of an inspection, you will have to provide inspectors access to all storage containers and their contents. As a best practice, you should periodically inspect your facilities yourself to ensure safety and stay on top of potential hazards. You should have a way to access all stored food while still keeping your users' food and supplies secure, such as a lock box with extra keys. You should make shared kitchen users aware that inspections are possible and understand that any non-complying food will be destroyed and disposed of immediately.



I want to use a shared kitchen

In addition to complying with DC Health's food safety regulations, you will also have to follow the shared kitchen's rules and policies, which will likely include cleaning and sanitizing thoroughly after you use the space. Shared kitchens typically impose penalties for not following their rules. These could include cleaning fees if the area has not been appropriately cleaned and/or terminating your user agreement for ongoing sanitation problems.

Managing Risk and Liability

DCRA requires all businesses to have workers' compensation insurance; the only exception to this rule is a sole proprietor with no employees. Although DCRA does not require food-based businesses to have other liability insurance, having it can protect you and your business. There are three types of insurance you should consider obtaining:



General Liability Insurance

Protects from bodily injury, personal injury, and property damage caused by your business' operations or on your business' premises.



Property Insurance

Provides financial compensation in the event of theft or damage to your property.



Product Liability Insurance

Protects from injury or death caused by the product you produce in your business.

Most shared kitchens require users to sign a contract that lays out their rights and responsibilities when using the shared kitchen space. The terms of these contracts can vary, and both parties should read them carefully and understand how they will work in practice. While negotiating and reviewing this contract, take time to think through the risks that come with multiple businesses sharing a kitchen space, and how you can mitigate that risk. Some questions to consider:

- Who is responsible for health code violations in the kitchen?
- How will the kitchen handle theft or property damage between users?
- Will the kitchen require all users to have insurance?
- What are the penalties for violating the kitchen's policies?
- How will the kitchen prevent overbooking?

Let it Simmer: Conclusion



Shared kitchen spaces offer exciting opportunities to incubate and grow local food businesses in our communities, and we hope this guide has helped you to better understand the landscape for starting or using these spaces.

Starting a business is a tough job, but we hope that you feel better equipped to navigate the process and think through common obstacles and opportunities. DC is home to many local organizations that can help you as you continue on your journey. In the pages that follow, you will find contact information for organizations that can help you with business planning, food entrepreneurship, financing, and business law.

Again, this guide is intended for informational purposes, and is just meant to get you started on the right track. DC's rules about shared kitchen spaces may change over time. Please contact the Department of Consumer and Regulatory Affairs, DC Health, and the organizations listed in our resource section for the most up-to-date information. Thanks for reading! Now it's time to make some dough!

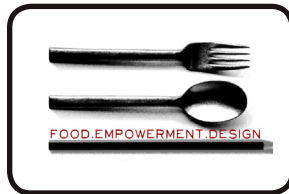
The Cooks in the Kitchen: Who we are



Institute for Justice

The Institute for Justice is a nonprofit advocacy organization that works around the country and here in DC to knock down barriers to entrepreneurship. We educate small business owners about their rights, and mobilize them to change laws that make it difficult or impossible for them to operate. Through litigation, strategic research, communications, and grassroots organizing, we work to empower entrepreneurs and cut red tape.

Learn more: <https://ij.org/>



food.empowerment.design

(f.e.d.) is a mission-based design nonprofit with the motto that “better design = more people fed.” Our mission is to provide time, guidance, and assistance to all who care for the hungry through a collaborative network of individuals, with the focus on helping to design and construct facilities and programs that empower and nourish the community. We aim to reflect the commitment and passion of the people who run these havens for the hungry through collaboration with local communities, other nonprofits, and charitable organizations by assisting them in continuing their missions of social good.

Learn more: <http://www.get-fed.org/>



Dreaming Out Loud, Inc.

Dreaming Out Loud's mission is to create economic opportunities for the DC metro region's marginalized community members through building a healthy, equitable food system. Dreaming Out Loud believes that all communities deserve equal access to fresh, healthy food choices. We envision a world in which individuals and communities are empowered to “dream out loud,” meaning they have the space to think, to imagine and to will their innermost dreams into vibrant reality. We envision resilient communities with equitable economic opportunity, family supporting wages, high quality education for all, and a healthy environment.

Learn more: <https://dreamingoutloud.org/>



Latino Economic Development Center

LEDC's mission is to drive the economic and social advancement of low- to moderate-income Latinos and other underserved communities in the D.C. and Baltimore metropolitan areas by equipping them with the skills and tools to achieve financial independence and become leaders in their communities.

Learn more: <http://www.ledcmetro.org>

Resources for Building Your Food Business



Existing Shared Kitchens in Washington, DC



EatsPlace

3607 Georgia Ave NW
Washington, DC 20010
(202) 882-3287
info@eatsplace.com
<https://eatsplace.com/>

TasteLab

2619 Evarts St NE
Washington, DC 20018
(202) 888-1776
grow@tastelab.co
<https://tastelab.co/>

Tastemakers

2800 10th St NE
Washington, DC 20017
(202) 248-4721
tastemakersdc@gmail.com
<https://tastemakersdc.com>

Union Kitchen

1369 New York Ave NE
Washington, DC 20002
(202) 792-7850
info@unionkitchendc.com
<https://unionkitchendc.com>

Mess Hall

703 Edgewood St NE
Washington, DC 20017
[http://messhalldc.com/
launchpad/](http://messhalldc.com/launchpad/)

Search for additional kitchens on the following sites:

The Kitchen Door

<https://www.thekitchendoor.com/>

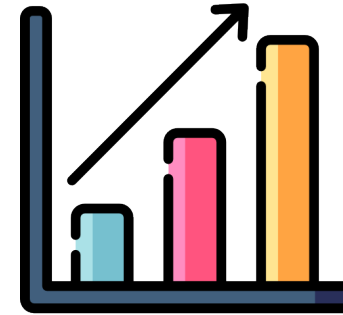
Culinary Incubator

<http://www.culinaryincubator.com/maps.php?state=DC>

Resources for Building Your Food Business



Business Planning



Capitol City CDC

4645 Nannie Helen Burroughs Ave
NE
Washington, DC 20019
(202) 800-7966
info@CapitolCityCDC.org
<http://www.capitolcitycdc.org/>

DC Small Business Development Center

2600 6th St NW
Washington, DC 20001
(202) 806-1550
abalwant@dcsbdc.org
<https://dcsbdc.org/>

DCRA: Small Business Resource Center Services

1100 4th St SW
Washington, DC 20024
(202) 442-4400
dcra@dc.gov
<https://dcra.dc.gov/page/small-business-resource-center-services>

Dreaming Out Loud

We Work, 80 M St SE
Washington, DC 20003
(202) 800-2612
info@dreamingoutloud.org
<https://dreamingoutloud.org/>

EatsPlace: Consultation

3607 Georgia Ave NW
Washington, DC 20010
(202) 882-3287
info@eatsplace.com
<https://eatsplace.com/consulting-services/>

Latino Economic Development Center

641 S St NW
Washington, DC 20001
(202) 588-5102
inbusiness@ledcmetro.org
<http://www.ledcmetro.org>

Mess Hall

703 Edgewood St NE
Washington, DC 20017
<http://messhalldc.com/launchpad/>

SCORE Washington DC

409 3rd St SW, #100A
Washington, DC 20024
(202) 619-1000
help@score.org
<https://washingtondc.score.org/>

Union Kitchen: Accelerator

1369 New York Ave NE
Washington, DC 20002
(202) 792-7850
info@unionkitchendc.com
<https://unionkitchendc.com>

U.S. Small Business Administration

409 3rd St SW
Washington, DC 20416
(202) 205-8800
answerdesk@sba.gov
<https://www.sba.gov/>

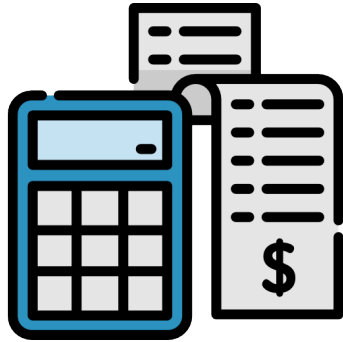
Washington Area Community Investment Fund (WACIF): Advisory/ Consulting

2012 Rhode Island Ave NE
Washington, DC 20018
(202) 529-5505
info@wacif.org
<http://wacif.org/>

Washington DC Women's Business Center

740 15th St NW
Washington, DC 20005
(202) 393-8307
info@dcwbc.org
<http://dcwbc.org/>

Resources for Building Your Food Business



Financing



District of Columbia Business Capital Program (DC BizCAP)

1050 1st St NE, #801
Washington, DC 20002
(202) 442-7821
disb@dc.gov
<https://disb.dc.gov/node/391732>

Kiva City D.C. Internet Crowdsourcing

(828) 479-5482
<https://www.kiva.org/borrow>

Latino Economic Development Center

641 S St NW
Washington, DC 20001
(202) 588-5102
lending@ledcmetro.org
<http://www.ledcmetro.org>

Life Asset

2448 18th St NW
Washington, DC 20009
(202) 709-0652
contactus@lifeasset.org
<http://www.lifeasset.org/>

U.S. Small Business Administration

409 3rd St SW
Washington, DC 20416
(800) 827-5722
answerdesk@sba.gov
<https://www.sba.gov/>

Washington Area Community Investment Fund (WACIF): Finance

2012 Rhode Island Ave NE
Washington, DC 20018
(202) 529-5505
info@wacif.org
<http://wacif.org/>

Resources for Building Your Food Business



Legal



American University Community and Economic Development Law Clinic

4300 Nebraska Ave NW
Washington, DC 20016
(202) 274-4140
finance@wcl.american.edu
<https://www.wcl.american.edu/academics/experientialedu/clinical/theclinics/community/>

DC Bar Pro Bono Center

901 4th St NW
Washington, DC 20001
(202) 737-4700
cedinfo@dcbar.org
<https://www.dcbar.org/pro-bono/>

Georgetown University Social Enterprise & Nonprofit Law Clinic

600 New Jersey Ave NW
Washington, DC 20001
(202) 662-9000
help@georgetown.edu
<https://www.law.georgetown.edu/experiential-learning/clinics/social-enterprise-and-nonprofit-clinic/>

George Washington University Small Business and Community Economic Development Clinic

2000 G St NW, Suite 200
Washington, DC 20052
(202) 994-7463
GWUSBC@law.gwu.edu
<https://www.law.gwu.edu/small-business-community-economic-development-clinic>

Howard University Intellectual Property and Trademark Clinic: Howard University School of Law

2900 Van Ness St NW
Washington, DC 20008
(202) 806-8000
<http://law.howard.edu/content/clinical-law-center>

Neighborhood Legal Services Program

64 New York Ave NE
Washington, DC 20002
(202) 832-6577
<http://www.nlsp.org/>

UDC Community Development Clinic

4340 Connecticut Ave NW, #316
Washington, DC 20008
(202) 274-5122
lawwebmaster@udc.edu
<https://www.law.udc.edu/page/CommunityDevelopment>

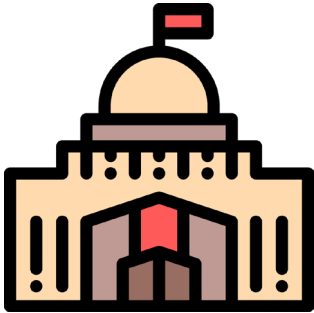
University of Maryland: Maryland Intellectual Property Legal Resource Center

(410) 706-2569
miplrc@law.umaryland.edu
<https://www.law.umaryland.edu/Programs-and-Impact/Clinical-Law/Clinics/Intellectual-Property/>

Washington Area Lawyers for the Arts

1629 K St NW, #300
Washington, DC 20006
(202) 289-4440
<https://waladc.org/contact>
<https://waladc.org/legal-services>

Resources for Building Your Food Business



DC Government Agencies



Alcohol Beverage Regulation Administration (ABRA)

2000 14th St NW
Washington, DC 20009
(202) 442-4423
abra@dc.gov
<http://abra.dc.gov>

DC Health

899 North Capitol St NE
Washington, DC 20002
(202) 442-5955
doh@dc.gov
<http://doh.dc.gov>

Department of Consumer and Regulatory Affairs (DCRA)

1100 4th St SW
Washington, DC 20024
(202) 442-4400
dcra@dc.gov
<http://dcra.dc.gov>

DC Water and Sewer Authority

(202) 787-2000
info@dewater.com
<https://www.dewater.com>

Department of Employment Services (DOES)

4058 Minnesota Ave NE
Washington, DC 20019
(202) 724-7000
does@dc.gov
<https://does.dc.gov/>

Department of Energy & Environment (DOEE)

1200 1st St NE
Washington, DC 20002
(202) 535-2600
doee@dc.gov
<http://doee.dc.gov>

District Department of Transportation (DDOT)

55 M St SE
Washington, DC 20003
(202) 673-6813
ddot@dc.gov
<http://ddot.dc.gov>

Office of Planning (OP)

1100 4th St SW
Washington, DC 20024
(202) 442-7600
planning@dc.gov
<http://planning.dc.gov>

Office of Tax and Revenue (OTR)

1101 4th St SW
Washington, DC 20024
(202) 727-4829
<http://otr.cfo.dc.gov>

Footnotes:

1 For more information regarding business structures: <https://dcra.dc.gov/service/choose-corporate-structure>

2 To register your business online, visit DCRA's Corporations Division CorpOnline Web Portal: <https://dcra.dc.gov/service/corponline>

3 For more information on trade name registration: <https://dcra.dc.gov/service/register-trade-name>

4 Visit the IRS website to determine if you need an EIN: <https://www.irs.gov/businesses/small-businesses-self-employed/do-you-need-an-ein>

5 FR-500: <https://mytax.dc.gov>

6 FR-164: <https://mytax.dc.gov>

7 Washington DC Economic Partnership has many resources to help you fund, run, and grow your business, including tools to help you find vacant space to operate in. <https://wdcep.com/resources/>

8 To determine if a location is properly zoned for a particular use, visit the DC Office of Zoning Maps: <http://maps.dcoz.dc.gov/>

9 For more information on restaurant food service permitting and licensing: [https://doh.dc.gov/sites/default/files/dc/sites/doh/service_content/attachments/DC%20Restaurant%20Regulatory%20Guide%20Sheet%20FINAL%204-1-16%20\(2\).pdf](https://doh.dc.gov/sites/default/files/dc/sites/doh/service_content/attachments/DC%20Restaurant%20Regulatory%20Guide%20Sheet%20FINAL%204-1-16%20(2).pdf)

10 For more information regarding the DCRA Construction/Building Laws and Regulations: <https://dcra.dc.gov/page/construction-codes-laws-and-regulations-0>

11 For a check list of required documents for a permit application: <https://dcra.dc.gov/service/get-building-permit>

12 To apply for a C of O, you must fill out the application and submit it in person at the Permit Center on the second floor of the DCRA building: <https://dcra.dc.gov/service/get-certificate-occupancy>

13 Candidates can obtain an application in person at DC Health, by email (id.cards@dc.gov) or by visiting this link: <https://dchealth.dc.gov/publication/application-id-cards>

14 Prices collected August 2018

15 <https://www.prometric.com/en-us/clients/foodsafety/Pages/testing-cpfm.aspx>

16 <https://www.360training.com/food-beverage-programs/food-manager-certification/washington-dc>

17 <https://www.statefoodsafety.com/food-safety-manager-certification/district-of-columbia/>

18 <https://www.servsafe.com/access/ss/Catalog/ProductList/10>

19 <http://www.cbdmonline.org/docs/default-source/legacy-docs/docs/examcandidatehandbook.pdf>

20 For assistance in understanding HACCP plans, you can contact the Latino Economic

Development Center: <https://www.ledcmetro.org/smallbusiness>

21 Fact Sheet explaining HACCP plans and how to prepare one: <http://www.foodsafetysite.com/resources/pdfs/EnglishServSafe/ENGSection10.pdf>

22 For more information regarding what types of restaurants need an HACCP plan, the contents and format of an HACCP plan, and how to submit a plan see HACCP Guidance Document: https://dchealth.dc.gov/sites/default/files/dc/sites/doh/service_content/attachments/HACCP%20Guidance%20Doc%202018.pdf

23 For more information regarding health inspections, HACCP plans, and health code see "Subtitle A of 25 DCMR: Food and Operations": https://dchealth.dc.gov/sites/default/files/dc/sites/doh/publication/attachments/DC%20Register_Nov_30_2012_Final%20Rulemaking_DOH%20-%2025A%20DCMR%20-%20Food%20and%20Food%20Operationspdf.pdf

24 For more information regarding HACCP principles: <https://www.fda.gov/food/guidanceregulation/haccp/ucm2006801.htm>

25 Get a caterer's license: <https://dcra.dc.gov/service/get-caterers-license>

26 Small Business Resource Center: <https://dcra.dc.gov/service/small-business-resource-center>

27 For a full list of retail food licenses and definitions visit the DCRA website: <https://dcra.dc.gov/node/551952>

28 Basic Business License application to be mailed in: <https://dcra.dc.gov/node/530722>

29 Basic Business License application to be filed online: <https://mybusiness.dc.gov/>

30 DC Food Operations Processing Code: <https://dchealth.dc.gov/node/185472>

31 For more information regarding the Biennial Report: https://dcra.dc.gov/sites/default/files/dc/sites/dcra/page_content/attachments/Form%20BRA-25.pdf



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