

BUSINESS LICENSE APPLICATION



Submittal Requirements:

Please complete and submit the attached Business License Application Form, along with any necessary attachments or documents and a form of payment in the correct amount (see the Business License Fee Schedule). Checks may be payable to the City of North Chicago. Credit card payments may be made over the phone or at City Hall for an additional processing fee.

Review Process:

Upon receipt of your application, it will be reviewed by multiple City Departments to determine compliance with all applicable laws, codes, and ordinances. The City may require an inspection(s) of the property to complete its review of the application. Should reinspections be required, an additional inspection fee will be charged.

Certificate of Occupancy:

If the space in which your business will be operating does not presently have a Certificate of Occupancy for the proposed use of the property, one will be required prior to occupying the property. A separate Certificate of Occupancy Application and Fee (\$85 per unit) are required at the time of Business License Application submittal. This fee is in addition to the Business License fees. A new Certificate of Occupancy will be required for any change in use. Should reinspections be required, an additional reinspection fee (\$50) will be charged. Neither a Certificate of Occupancy nor a Business License will be issued until the property has been inspected and no violations are present.

Food Products:

If your business is one that will involve the sale of food or food products, an additional approval is required by the Lake County Health Department. Please note that they are a separate government unit and must be contacted separately (Phone Number: 847-377-8040) to apply for and complete any requirements they may have.

Home-Based Businesses:

If your business is located within a house you own and live in, you must also complete and submit a Home Occupation Certification Statement. Please contact the Economic and Community Development Office for more information at 847-596-8650.

Renewals:

Please note that businesses must renew their Business License each year. The Business License year is from May 1 to April 30 of the following calendar year. Failure to renew by the start of the new license year may result in penalties or jeopardize your ability to operate within the City.

Liquor and Video Gaming:

Liquor and Video Gaming require a separate license application and fee. Please contact the City Comptroller's Office at 847-596-8620 for more information.

Department of Economic and Community Development

1850 Lewis Avenue, North Chicago, Illinois 60064 | (847) 596-8650 | businesslicense@northchicago.org

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Application Checklist:

Business Name: _____

- Signed Business License Application(s)
- Copy of Lake County Food Permit (if applicable)
- Copy of Business/Property/Liability Insurance Declaration
- Copy of State License (if applicable, such as for Beauty or Barber Shops)
- Copy of State Child Care and Liability Insurance Declaration (if applicable)
- Copy of Rental Lease Agreement (if applicable)
- Business License Fee (see Fee Schedule)
- Certificate of Occupancy Application and Fee (if not already obtained)

Additional documents and requirements may apply. The above checklist is intended to be a summary of the most common requirements and submittal of these items shall not be construed as demonstrating compliance with all applicable codes of the City of North Chicago. Submittal of an application does not constitute approval of any kind by the City of North Chicago and the City reserves the right to deny an application pursuant to Title 5 of the City Code of North Chicago, Section 8.1.2.1.3 of the North Chicago Zoning Ordinance, or any other code, law, or regulations of the City of North Chicago.

For Office Use Only:

Completed Application: Yes No

Application Received By: _____ Date: _____

Comments: _____

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Renewal Application: **New Application:**

Business Information:

| | | | |
|-------------------------|-------------|---------------------|------------|
| BUSINESS NAME: _____ | | | |
| BUSINESS ADDRESS: _____ | CITY: _____ | STATE: ____ | ZIP: _____ |
| BUSINESS PHONE: _____ | | BUSINESS FAX: _____ | |
| EMAIL: _____ | | | |

Type of Business (Check all that Apply):

- | | | | | |
|--|--------------------------------------|--------------------------------------|---|-------------------------------------|
| <input type="checkbox"/> Sole Proprietorship | <input type="checkbox"/> Corporation | <input type="checkbox"/> Partnership | <input type="checkbox"/> Not-for-Profit | <input type="checkbox"/> Home-Based |
| <input type="checkbox"/> Manufacturing | <input type="checkbox"/> Retail | <input type="checkbox"/> Service | <input type="checkbox"/> Other _____ | |

Describe Business (Attach Site Plan if Necessary):

Number of Employees: _____ Number of Parking Spaces: _____
Illinois Sales Tax ID Number: _____ FEIN Number: _____

Business Owner Information:

| | | |
|---|-------------------|------------------------|
| OWNER NAME: _____ | | |
| OWNER ADDRESS: _____ | CITY: _____ | STATE: ____ ZIP: _____ |
| PHONE: _____ | CELL PHONE: _____ | FAX: _____ |
| EMAIL: _____ | | |
| Have you ever been convicted of a felony or misdemeanor? Yes No | | |
| If yes, please explain: _____ | | |

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Emergency Contact Information:

EMERGENCY CONTACT NAME: _____ PHONE: _____

Does your business have an alarm installed? Yes No

If yes, what type of alarm? _____

Billing Information:

NAME: _____

RELATIONSHIP TO BUSINESS: _____

BILLING ADDRESS: _____ CITY: _____ STATE: ____ ZIP: _____

PHONE: _____ CELL PHONE: _____ FAX: _____

EMAIL: _____

Property Owner Information:

OWNER OR REPRESENTATIVE NAME: _____

ADDRESS: _____ CITY: _____ STATE: ____ ZIP: _____

PHONE: _____ CELL PHONE: _____ FAX: _____

EMAIL: _____

BUSINESS LICENSE APPLICATION



Please complete the following to calculate your Business License fee:

General License Fee (per enclosed fee schedule): \$ _____

Square Footage License Fee (check appropriate box): \$ _____

| | |
|-----------------------|-------|
| Under 3,000 sqft | \$ - |
| 3,000 to 10,000 sqft | \$200 |
| 10,001 to 20,000 sqft | \$400 |
| Over 20,000 sqft | \$800 |

If you sell over-the-counter tobacco products add \$75 \$ _____

Total (enclose check with application): \$ _____

The signatory below certifies that to the best of their knowledge all the foregoing information is true and correct as provided. I hereby certify that the proposed use is authorized by the owner of record and that I have been authorized by the owner to submit this application as their agent.

Additional licenses may be required depending on the business activity. Refer to the Business License Ordinance. A Business License does not authorize the holder to conduct business in violation of any City Ordinance. Restaurants or businesses selling food must provide a copy of their Lake county Food Permit Certificate.

Return the completed application with fee(s) to: City of North Chicago; Attn: Economic and Community Development; 1850 Lewis Avenue; North Chicago, IL 60064. Make check payable to: City of North Chicago.

APPLICANT SIGNATURE: _____

PRINT NAME: _____

TITLE: _____ DATE: _____

The above is general information and should not be construed as total compliance with the City of North Chicago Municipal Code.

BUSINESS LICENSE FEE SCHEDULE



| Description | Amount | Notes |
|---|----------------------|-------------------------------------|
| Square Footage Fee: | | |
| Less than 3,000 square feet | - | |
| From 3,000 to 10,000 square feet | \$200.00 | Per annum |
| From 10,001 to 20,000 square feet | \$400.00 | Per annum |
| Over 20,000 square feet | \$800.00 | Per annum |
| General License Fee (for businesses not listed below): | | |
| New Business License Fee | \$200.00 | Per annum |
| Business License Renewal Fee | \$200.00 | Per annum |
| Business Inspection Fee | \$85.00 | Per annum |
| Business Reinspection Fee | \$50.00 | Each additional inspection required |
| Amusements (public shows, circuses, theatricals): | | |
| Menageries | \$20.00 | Per day |
| Carnivals | \$100.00 | Per day |
| Exhibitions of inanimate objects | \$100.00 | Per day |
| Circuses | \$250.00 | Per day |
| Street parades in conjunction with circuses | \$50.00 | Per day |
| Athletic Exhibitions | 5% of gross receipts | |
| Music Devices for public use | \$75.00 | Per annum |
| Other amusements | \$100.00 | Per day |
| Bakeries: | | |
| License | \$200.00 | Per annum |
| Banquet Facilities: | | |
| License | \$1,000.00 | Per annum |

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BUSINESS LICENSE FEE SCHEDULE



| | | |
|---|-------------|-----------|
| Barber Shops: | | |
| License - up to three chairs | \$200.00 | Per annum |
| License - each chair over three | \$50.00 | Per annum |
| Beauty Shops: | | |
| License - up to three chairs | \$200.00 | Per annum |
| License - each chair over three | \$50.00 | Per annum |
| Billiard and Pool Halls: | | |
| License - first table | \$400.00 | Per annum |
| License - each additional table | \$50.00 | Per annum |
| Bowling Alleys: | | |
| License - first lane | \$200.00 | Per annum |
| License - each additional lane | \$40.00 | Per annum |
| Burglar and Fire Alarms: | | |
| License | \$250.00 | Per annum |
| Surety bond required | \$15,000.00 | |
| Carwash or Laundromat: | | |
| License | \$350.00 | Per annum |
| Contractor Licenses: | | |
| License - General Contractor | \$100.00 | Per annum |
| License - Specialty | \$60.00 | Per annum |
| Electrical Contractors: | | |
| License | \$100.00 | Per annum |
| Entertainment Businesses (act, show, revue): | | |
| License - Class A (entertainment at eating place) | \$200.00 | Per annum |
| License - Class B (entertainment at beverage place) | \$450.00 | Per annum |

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| | | |
|--|------------|-----------|
| License – Class C (human body with eating or beverage) | \$1,100.00 | Per annum |
| Filling Stations: | | |
| License – up to three hoses | \$200.00 | Per annum |
| License – each additional hose | \$50.00 | Per annum |
| Florists: | | |
| License | \$200.00 | Per annum |
| Garage Sales: | | |
| Permit Required | No fee | |
| Ice Cream Vendor or Vending Vehicle | | |
| License | \$300.00 | Per annum |
| Itinerant Merchants (Transient Vendor): | | |
| License | \$20.00 | Per day |
| OR License | \$100.00 | Per month |
| Junk Dealers: | | |
| License | \$250.00 | Per annum |
| License – each wagon used | \$50.00 | Per annum |
| License – each vehicle used | \$50.00 | Per annum |
| Landscape and Lawncare Professionals: | | |
| License – business located in the City | \$200.00 | Per annum |
| License – contractor, business not located in the City | \$60.00 | Per annum |
| Massage Parlors: | | |
| License | \$200.00 | Per annum |
| Motion Pictures or Theatricals: | | |
| License – licensed premises | \$250.00 | Per annum |
| License – unlicensed premises | \$50.00 | Per day |

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| | | |
|--|-------------|---|
| Off-Premises Advertisers or Billboards: | | |
| License - for each installation | \$10.00 | Per square foot of display area per annum |
| Outdoor Community Market: | | |
| License | \$300.00 | Per annum |
| Pawnbrokers: | | |
| License | \$350.00 | Per annum |
| Surety bond required | \$10,000.00 | |
| Public Passenger Vehicles (Class A City Service): | | |
| License (limited to three) | \$300.00 | Each business |
| License - outside City limits | \$1,300.00 | Each business |
| Taxicab License - not to exceed 25 per business | \$500.00 | Each taxicab |
| Inspection fees | \$50.00 | Each 6 months per taxicab |
| Reinspection for failed inspection | \$35.00 | Each taxicab |
| Chauffeur's License | \$20.00 | Each driver |
| Public Passenger Vehicles (Class B Naval Station Great Lakes Services): | | |
| Class B Taxicab License | \$1,000.00 | Each taxicab |
| Inspection fees | \$50.00 | Each 6 months per taxicab |
| Reinspection for failed inspection | \$35.00 | Each taxicab |
| Raffles: | | |
| License | \$20.00 | Per occasion |
| Restaurants: | | |
| License | \$200.00 | Per annum |

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| | | |
|------------------------------------|------------|-------------|
| Scavengers: | | |
| Permit fee | \$200.00 | Per annum |
| Secondhand Stores: | | |
| License | \$200.00 | Per annum |
| Tattoo Parlors: | | |
| License | \$1,100.00 | Per annum |
| Towing: | | |
| License - Class A | \$1,000.00 | Per annum |
| License - Class B | \$200.00 | Per annum |
| Undertakers: | | |
| License | \$250.00 | Per annum |
| Used Car Dealers: | | |
| License - first location | \$200.00 | Per annum |
| License - each additional location | \$60.00 | Per annum |
| Vending Machines: | | |
| License | \$75.00 | Per machine |

BUSINESS LICENSE APPLICATION



Restaurant and Food Service Process:

Below is a list of the processes that need to occur prior to opening a restaurant or other food service facility within the City of North Chicago. Please note that additional business or other licenses may be required separately through the State of Illinois. Prospective businesses should generally proceed through the processes below in the order that they are listed. This list is provided as a summary only and actual steps and processes may vary.

1. Zoning and Site Regulation Review (City)
 - a. Confirm permitted zoning with Economic and Community Development Department
2. Health Department Review (Lake County)
 - a. Apply for a food license
 - b. A Health Inspector from Lake County will inspect the plans and advise
 - c. Contact the Lake County Health Department at 847-377-8040
3. Apply for Permits to Make Necessary Repairs and Upgrades (City)
 - a. Apply for building permit(s) if work is being done
 - b. City staff and/or third party contractors will review the plans
 - c. Work can only commence with an issued permit
 - d. Completed work must pass City inspections
4. Health Department Final Inspections (Lake County)
 - a. A Health Inspector will need to review any completed improvements
 - b. Final approval from the Health Department is required
5. Business License and Required Inspection Application and Review (City)
 - a. Submit application with the Department of Economic and Community Development
 - b. Provide a copy of the approved Lake County Health Permit
 - c. The application is reviewed by City staff
 - d. Fire and Building inspections are required
 - e. The space may be occupied and used once the Business License and Certificate of Occupancy are approved

Tax Note:

The City of North Chicago imposes a one percent (1.00%) tax on the sale of prepared food, drinks, and alcoholic liquor. Please contact the Comptroller's Office to obtain information on the tax and filing procedures at 847-596-8620.

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CERTIFICATE OF OCCUPANCY APPLICATION



Applicant Information:

| | |
|---|--------------|
| NAME: _____ | |
| RELATION TO PROPERTY OR BUSINESS: _____ | |
| PHONE: _____ | EMAIL: _____ |

Business Owner Information:

| | | | |
|----------------------|--------------|--------------|------------|
| OWNER NAME: _____ | | | |
| OWNER ADDRESS: _____ | CITY: _____ | STATE: _____ | ZIP: _____ |
| PHONE: _____ | EMAIL: _____ | | |

Business Information:

| | |
|--------------------------------|-------------------------------------|
| BUSINESS NAME: _____ | |
| BUSINESS ADDRESS: _____ | CITY: _____ STATE: _____ ZIP: _____ |
| BUSINESS PHONE: _____ | BUSINESS FAX: _____ |
| EMAIL: _____ | |
| DAYS/HOURS OF OPERATION: _____ | |
| TYPE OF BUSINESS: _____ | |
| DESCRIBE BUSINESS: _____ | |
| NUMBER OF EMPLOYEES: _____ | NUMBER OF PARKING SPACES: _____ |

Property Information:

| | |
|--|----------------------------|
| SQUARE FOOTAGE TO BE OCCUPIED: _____ | AUTOMATIC SPRINKLER: _____ |
| DESCRIBE PORTION OF PROPERTY TO BE USED: _____ | |

Property Owner Information:

| | |
|----------------------|-------------------------------------|
| OWNER NAME: _____ | |
| OWNER ADDRESS: _____ | CITY: _____ STATE: _____ ZIP: _____ |
| PHONE: _____ | EMAIL: _____ |

SIGNATURE OF APPLICANT: _____ DATE: _____