



**OFFICE OF THE CITY CLERK
CITY OF CALUMET CITY**

"An Illinois Certified City"

**BUSINESS
LICENSE
APPLICATION
FORM**

OFFICE OF THE CITY CLERK
GLORIA L. DOOLEY
204 PULASKI ROAD • CALUMET CITY, IL 60409
(708) 891-8110

New Renewal Owner change only Address change only Name change only

Business Name: _____

Business Address: _____

Do you wish to have license mailed to corporate address? Yes No

Corporate Name (if applicable): _____

Address: _____

Previous Business at this Address: _____

Square footage of Business: _____ **Do you own or rent the building?** Own Rent

If renting space, list the owner's name & address : _____

Describe your business and the products sold: _____

Sales Tax Number: _____

Illinois Department of Revenue

(800) 732-8866 or (217) 782-3336

OWNERSHIP INFORMATION

Sole Proprietor Partnership LTD Partnership Corporation

List all owners where ownership is more than 5%. Use additional sheets if necessary. Some businesses may be required to obtain a background check through the Calumet City Police Department.

Name: _____

Address: _____

Soc. Sec. #: _____

Date of Birth: _____ **Home Phone:** _____

Name: _____

Address: _____

Soc. Sec. #: _____

Date of Birth: _____ **Home Phone:** _____

Are there any other businesses you now or previously have owned in Calumet City? Yes No

If yes, please name them: _____

Do you have an alarm system? Yes No

If so, what type? Burglar Holdup Fire

Alarm Company: _____

Phone: _____

Keyholders to be called in order of preference for emergency:

Name: _____

Phone: _____

Title: _____

Name: _____

Phone: _____

Title: _____

This area primarily deals with specific aspects of the business. It is very important that these questions are answered correctly and fully:

Will you sell guns or ammunition? Yes No

(copy of Federal Firearms dealers license must be attached)

Will you sell second hand personal property, gems, or precious metals? Yes No

Will you sell sexually oriented materials? Yes No

If so, how many sq. fr. will hold these materials? _____

Will you have live entertainment of any nature? Yes No

If so describe: _____

Will you sell or serve any food items? Yes No

(A health inspection is required and other certifications may apply. Please request a Cook County Pamphlet.)

A Copy of all Ordinances related to the above questions are available upon request. License fees shown herein are in full compliance with Calumet City Municipal Code, Chapter 54-881; Business and Industry are responsible for payment on all machines.

Number	Fees:	(Other fees may apply)	
_____	.01 to .25	\$ 35.00	_____
_____	.26. to .50	60.00	_____
_____	.51 to .75	85.00	_____
_____	.76 to 1.00	110.00	_____
_____	Various/Multiple Headed	160.00	_____
_____	Cigarette Vending	120.00	_____
_____	Juke Box	75.00	_____
_____	Electronic Games	75.00	_____
_____	Amusement Games	75.00	_____

*Only 3 are allowed by Ordinance, 40 square feet per machine.

Most Businesses – License Fee	\$150.00	_____
(1/2 year fee, after July 1 st)		
Cigarette Sales	150.00	_____
Scavenger Trucks 1 or 2 trucks	1,500.00	_____
Delivery trucks/ ice cream trucks	150.00	_____
Dry cleaning plants	240.00	_____
Storage of hazardous materials	30.00	_____
Other		_____
TOTAL (Check or Money Order)		_____

Checks should have Name, Corp. name & address, check number and Bank name. Check or Money Order are payable to: City of Calumet City.

BUSINESS LICENSES ARE NOT TRANSFERABLE

Signature: _____

Title: _____

Date: _____

CITY OF CALUMET CITY
NEW BUSINESS LICENSE TRACKING SHEET

Business Name: _____

Business Address: _____

City Clerk's Office

Accepted _____ Date _____

Department of Inspectional Services - Zoning Comm.

Inspection Time/Date _____ Date Sent _____

Approved _____ Date _____

Water Department

Paid In Full _____ Balance Due _____ Approved _____ Date _____

Fire Department

Date Sent _____ Approved _____ Date _____

Licensing Committee - Chairman

1st Approval _____ Date _____

Department of Inspectional Services - Inspections

Date Sent _____ Approved _____ Date _____

Health Department - Inspections

Date Sent _____ Approved _____ Date _____

Police Chief

Date Sent _____ Approved _____ Date _____

Licensing Committee - Chairman

2nd Approval _____ Date _____

Mayor

Date Sent _____ Approved _____ Date _____

GENERAL INFORMATION

In order to apply for a business license, your business must be located in an area zoned accordingly. This can be checked by calling the Zoning Commissioner at 708-891-8120. After submitting the application , along with a check or money order; and approval of the Permit & Licensing Committee, the business owner is responsible to CONTACT THE NECESSARY DEPARTMENTS FOR INSPECTIONS.

Before opening, sufficient time is needed to get all necessary paperwork and inspections completed. If sufficient time is not given, there may be a delay in opening. All violations found must be corrected before the department sign its license approval. No stocking of the building can take place until approval is given. BUSINESS MUST GET APPROVAL BEFORE OPENING.

Department of Inspectional Services (Fire & Building Inspections, Building Permits, etc). You must call and make an appointment for an inspection at (708) 891-8120.

Health Department (Food handling or services, beauty schools, shops or barber shops). You must call to make an appointment (708) 891-8170.

COMMON DEPARTMENT OF INSPECTIONAL SERVICE CONCERNS:

- 1). All trash containers must be metal or Underwriters Laboratory approved.
- 2). Addresses must be posted on the front and rear of all buildings.
- 3). River Oaks Center - All businesses must use the space number when completing the business application.
- 4). Fire extinguishers shall be approved as to location and amount present.
- 5). Exit lights must be battery backup and all emergency lighting must be operational.
- 6). Certificate of occupancy does not allow you to open for business.
- 7). Permits of any kind will not be issued until the business license application has been received and obtained preliminary approval.

HEALTH DEPARTMENT

- 1). Copies of Rules and Regulations pertaining to food service and handling may be obtained from the City Clerk's office or the Health Department (891-8170).
- 2). A Certificate of Food Service Sanitation used by the Illinois Department of Public Health MUST be acquired prior to opening.
- 3). The Health Department must be notified if any remodeling will take place.

Arrangement must be made for inspections 5 Business days after submitting the business license application for processing.

GENERAL INFORMATION

FOOD SERVICE

Businesses requiring food service and sanitation certificates must display, Photo I.D. matching certificate holder.

Barber, Beauty, Esthetics, Nail, Massage Shops, Salons and Spas, business licenses are required and must display Photo I. D, matching certificate holder.

The business license period is from January 1st through December 31st of each year. Renewal notices will be sent out in December of each year. All vending, amusement, electronic machines in your business are subject to licenses in which you are responsible for payment. After January 31st, a late fee of 50% will be charged to your business.

ARRANGEMENT MUST BE MADE FOR INSPECTIONS 5 BUSINESS DAYS AFTER SUBMITTING THE BUSINESS LICENSE APPLICATION FOR PROCESSING.

Vendors and work permits are needed by outside firms doing business in Calumet City which are also renewed in December of each year.

Permits are also required for the following:

- 1). Circulation handbill of any kind or sample merchandise
- 2). "Going Out of Business" sales (the State requires a permit also)
- 3). One day sales including auctions