

Dear Valued Calumet City Business Owner and Licensee:

The Business License Renewal Season is here! Your 2024 City of Calumet City Business License expires December 31, 2024. [The 2025 Business License online renewal application process is now open.](#) **The online application, \$150.00 application fee, and supporting documents are due before December 31, 2024. *The \$150.00 application fee is NOT your business license certificate fee.***

2025 Business License Renewal Submission Instructions:

Step 1: Go to calumetcity.org and search "Business License Renewal Application."

Step 2: Submit \$150.00 application fee online. **This fee is non-refundable!**

Step 3: Complete and submit online application and supporting documents listed in the below renewal checklist to businesslicense@calumetcity.org.

- The application and supporting documents must be submitted in **PDF format**.
- Hard copies will not be accepted.
- Please review your application for **accuracy** and **completeness** prior to submission.
- Please review your supporting documents for validity. Do not submit expired leases and certificates.
- Applications with incomplete answers and/or expired documents will not be accepted and will be returned.

Step 4: Confirm receipt of Business License inspection date.

- Business License inspections are ANNUAL.
- A representative of the business **must** be on the premises at the time of inspection.
- An inspection, no call, no show, will result in a \$150.00 fine.
- If you fail your Business License inspection, you must comply and schedule a reinspection within 30 days.
 - Failure to schedule a reinspection within the 30 days will incur a fine of \$500.00.
 - Failure to schedule a reinspection within 60 days will incur a separate fine of \$750.00.
- Your annual Business License inspection must be completed and passed before your Business License Certificate is issued.

Step 5: Confirm receipt of Business License Certificate invoice.

- You will receive a Business License Certificate invoice via email.
- Business License Certificate fee payment is due within seven (7) days of invoice notification.
- Failure to submit payment by January 31, 2025, will incur a fifty percent (50%) late fee of the total Business License Certificate fee.

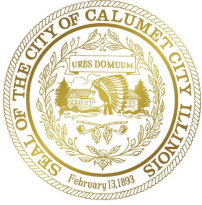
Step 6: Submit Business License Certificate fee payment in-person at the Calumet City Clerk's Office or by mailed check. ***The certificate fee CANNOT be paid online.***

- If you want the Business License Certificate to be mailed to you, please provide us with a pre-paid Fed Ex label or pre-paid UPS label.
- The Business License certificate must be displayed in a conspicuous interior location of the business establishment within 30 days of receipt of payment.

2025 Renewal Checklist:

1. Business owner valid photo ID
2. Emergency contact valid photo ID
3. Copy of current, signed lease agreement.
 - If your lease term is five (5) years or more, and you have previously submitted said lease agreement, please note this on your application and provide the lease term expiration date and year. You do not need to resubmit the entire lease agreement.
4. Copy of valid certificate of insurance
5. Copy of valid Illinois Sales Tax certificate (Certificate of Registration)
6. Two (2) most recent years of paid property taxes if you are property owner
7. Any other required certificates or licenses (e.g., barber license, cosmetology license, food handling certificate, daycare etc.)

Please contact Clerk's Office Manager, Cleo Jones, at (708) 891-8100, ext. 8501 or businesslicense@calumetcity.org if you have any questions, or concerns.



Business License Application

City of Calumet City

204 Pulaski Road, Calumet City, IL 60409

Phone (708) 891-8106

www.calumetcity.org

New Business

Change Ownership of Existing Business

Home Business

Relocate Business

State-licensed Business Registration

Current Business

Business Information Submit copy of State License with application

Business Name

Corporate Name (if applicable)

Business Address

Corporate Address

Business Phone

Corporate Phone

Business Email Address

Corporate Email Address

Business Owner Name (Submit copy of gov't issued I.D.)

Business Owner Phone

Business Owner Address

Business Owner Email Address

Square footage of Business

Own Rent
Do you own or rent building

Property Identification Number

Aldermanic Ward: 1st 2nd 3rd 4th 5th 6th 7th

If lease term is five (5) years or more, write "yes" and provide lease term expiration date and year.

Current Zoning Designation / Please refer to the Calumet City website for current zoning information

If renting, list the Property Owners Name

Property Owners Phone Number

If renting, list the Property Owners Address

Property Owners Email Address

Days of Operation

Hours of Operation

Will your business be serving liquor?

Yes No

If yes, are you an elected official or police officer?

Yes No

Will your business be serving food?

Yes No

Form of Business: Corporation Partnership Limited Liability Company

Sole Proprietor Not-for-Profit (Attach copy of State Form 501c)

(Include copy of Illinois Secretary of State certificate of good standing)

Federal Tax Identification Number

If applicable, Food Certification Number

Illinois Retail Occupation Tax Number

Number of Employees: _____
Full Time Part Time

Fire Sprinkler company name

Sprinkler company address

City

Zip

Business Category Retail Industrial Service Other

Principal Business Activity: _____

Business Description: _____

Business Interior: Attach diagram or photos of proposed interior layout including dimensions

Business Signage: Attach design and specifications of all proposed signage with photos

Business/Emergency Contacts Information:_(Include copy of gov't issued I.D.)

First name/Last name

Phone

Email

Address

City

State

Zip

First name/Last name

Phone

Email

Address

City

State

Zip

Required Fire Department Information *A Key box is also required when a structure of any use group has an automatic fire sprinkler.*

Fire Alarm Company Name		Fire Alarm Company Phone	
Fire Alarm Company Address	City	State	Zip
Fire Extinguisher Servicer Name		Fire Extinguisher Servicer Phone	
Fire Extinguisher Servicer Address	City	State	Zip

State Certifications: Attach copies of any state licenses or certifications required for business operations, i.e. barber licenses, nail technician, food sanitation

Has the Applicant ever had a previous business license revoked or suspended or an application for a license denied by any local government or by any State or subdivision thereof? Yes No If yes, please attach explanation on separate sheet.

I/we hereby certify that all of the information contained in this application for a Business License is true and correct. I/we understand the issuance of this license is conditional upon compliance with all City Codes, Ordinances, State and Federal Law, and the results of any inspections required by ordinance at this time and any further inspections while this license is in force. Upon approval of this application, the business shall pay the required license fees and shall refrain from conducting business until receipt of approved business license.

Applicant Signature

Date

Licenses issued by the City may be revoked for any of the following causes: fraud, misrepresentation, or false statement; any violation by the licensee of the provisions relating to the license, the subject matter of the license, or to the premises occupied; Conviction of the licensee of any felony or of a misdemeanor when such conviction indicates an inability to operate a safe, honest or legitimate business operation; failure of the licensee to pay any fine or penalty owing to the city; failure of the licensee to pay any amount owing to the city; refusal to permit inspection or investigation, or interference with an authorized city officer or employee while in making inspection or investigations; When the conduct of the business constitutes a nuisance or a clear and present danger to the public health, safety or general welfare; multiple violations of the zoning regulations or management and safety plan pertaining to the premises; or for other good and sufficient cause shown including but not limited to repeated failures to comply with this or other applicable ordinances or multiple violations of the same.