

Business License Handbook

How to Open and Operate a Business in Calumet City

Business License Process

BUSINESS LICENSE PROCESS FLOW

- Step 1 Identify a location for your business and determine zoning conformance.
Once a location for the business has been identified, the business license applicant should obtain zoning information for the location to confirm that the business concept is permitted by right in the zoning district or approval by the zoning authority is required. Your application will be reviewed by the legal department to ensure compliance with zoning restrictions. If the business is prohibited or not allowed in the location, your business license application will be denied. Please note that the business license application fee is non-refundable. It is important that you investigate prior to submitting your license application.
- Step 2 Submit business license application online and pay required application fee.
All applications must be submitted electronically and are available on the city website. The city will not accept hardcopy applications at city hall. The city will not process an application until the application fee is paid.
- Step 3 Application review process.
*The application will be forwarded to the appropriate city departments for review including the legal department, fire department, police department (if applicable), and department of inspectional services. The appropriate city personnel will contact the business license applicant to schedule a walk-through of the property to determine if the location meets the applicable codes and ordinances. After the walk through is completed, inspection reports will be made available to the business license applicant such that any violations can be corrected. Once all violations have been corrected, the applicant should then schedule a final inspection with the department of inspectional services. Please note that a Certificate of Occupancy must be issued **BEFORE** a business can officially occupy the building. No business activity can be conducted without first obtaining a certificate of occupancy AND a business license.*
- Signage plans must also be reviewed. Approval for any and all signage must be obtained **BEFORE** purchasing and installing any sign that will be affixed to the business or property, including temporary signs or banners. Business and property owner will be cited and fined for unauthorized signs.*
- Step 4 Remit payment for business license and receive business license.
Once all inspections have been completed and it is found that the business location conforms to all applicable codes and ordinances, the business license applicant will be advised that they can remit payment for the business license. Once payment has been received the business license applicant will be mailed a copy of the business license. You can also arrange to pick-up your license during regular business hours.
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Denial of License

If your license application is denied, you will be given reasons for the denial in writing. You may appeal the denial and follow the appeal steps contained in the city code.

Miscellaneous

LEASE FOR SPACE

As a good practice, you should obtain your business license **prior to** entering into any lease for commercial space. Business licenses are a privilege and not a right and therefore may be denied. The denial of a business license does not affect or void a lease unless the lease specifically states.

RETAIL TAX NUMBER

Businesses required to charge sales tax on their merchandise will need a sales tax number. To obtain your sales tax number, contact Illinois Department of Revenue.

FOOD HANDLING ESTABLISHMENTS

Food handling establishments must observe proper health and sanitation guidelines set by the City of Calumet City and the State of Illinois. Food handling establishments are inspected on a regular basis and are subject to inspection at any time at the discretion of the City. Failure to comply with city regulations may lead to a suspension of operations and/or revocation of license. In addition to all applicable chapters in the Calumet City Code of Ordinances, Building and Fire Protection codes.

Food Service Sanitation Code

Link: <http://www.ilga.gov/commission/jcar/admincode/077/07700750sections.html>

Retail Food Store Sanitation Code

Link: <https://dph.illinois.gov/topics-services/food-safety/retail-food.html>

CHANGING OWNERSHIP OF AN EXISTING BUSINESS

In the event a business is sold or transferred to another ownership, the business license cannot be transferred to the new owner. The new owner must obtain a new business license.

CHANGE OF LOCATION

If you would like to relocate your existing business to a new location within Calumet City, you must obtain an amended license indicating the new location. You will be permitted to obtain a new license without the payment of additional license fees. You will be required to obtain the required inspections prior to issuance of the amended license.

Business License Fees

No business may be operated until a license is approved and all required fees have been paid. If you operate a business without first having a license, you will be subject to citations and fines. Submitting the application does NOT allow you to open or begin business operations.

Zoning Approvals

Businesses are required to conform to the Calumet City Zoning Code. In the event that the proposed business is not a permitted use, or not listed within the zoning district use table, the applicant will be required to receive the necessary zoning relief in the form of a special use and/or text amendment prior to obtaining a business license.

Signage Approvals

A complete sign permit application is required for all commercial and home-based businesses. In addition, a building permit is required to erect or install any signage.

Business License Suspension and/or Revocation

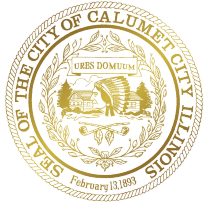
BUILDING PERMITS

A building permit is required for any new construction, repair, alteration or additions made to any property. A licensed contractor is required for all construction except minor repairs, as determined by the city code. Alterations and additions require prints to be submitted. All contractors are required to be licensed and bonded through the City of Calumet City. The permitting process is entirely separate from the business license process.

Building Approvals

A business license issued by the City of Calumet City can be suspended or revoked for violating the city code. Business owners are expected to comply with all city laws in the operation of their business. The complete city code is available online and ignorance of the rules and regulations is NOT a defense to citations. Business owners are expected to be familiar with the rules that govern their business and property. Copies of ordinance amending the city code are available from the city clerk. The online city code is located at: https://library.municode.com/il/calumet_city/codes/code_of_ordinances?nodeId=MUCO_CH54LIPEMIBURE_ARTIIBULI_S54-41POLI

Appendix



Business License Application

City of Calumet City

204 Pulaski Road, Calumet City, IL 60409

Phone (708) 891-8105

www.calumetcity.org

- | | | |
|--|--|---|
| <input type="checkbox"/> New Business | <input type="checkbox"/> Change Ownership of Existing Business | <input type="checkbox"/> Home Business |
| <input type="checkbox"/> Relocate Business | <input type="checkbox"/> State-licensed Business Registration | <input type="checkbox"/> 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 renting space, list the property owner's name & address

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

Property Owners Name

Property Owners Phone Number

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

Maximum Capacity of Business

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.