

**STEP 1:** Complete the standard Business License Application which requires the following information:

- The business name and ownership information, including the legal structure (i.e. Corp, LLC, etc.) of the business
- The business address
- Square footage of the business location
- A detailed description of all business activities conducted on, and off, the business location
- Identification from applicant, such as a valid driver's license, state ID card, or other government-issued photo ID
- State of Illinois File Number (*ilsos.gov*) if applicable: To create an LLC, a business must file their articles of organization with the Secretary of State and pay the required filing fee. However, it is entirely legal to operate as a sole proprietor without registering your company.
- Illinois Department of Revenue (IDOR) Account ID Number (*www2.illinois.gov*) if applicable: The Illinois Business Tax (IBT) number is the identification number assigned by the Illinois Department of Revenue (IDOR) and is required if you conduct business in Illinois or with Illinois customers.
- Federal (IRS) Employer Identification Number (EIN) (*irs.gov*) if applicable: An Employer Identification Number (EIN) is also known as a Federal Tax Identification Number and is used to identify a business entity. Generally, all businesses need an EIN.

Additional Requirements:

- Depending upon the license type, additional documents may be required.
- A separate license is required for tobacco or liquor.

### **STEP 2: Zoning**

A zoning review is conducted to determine if your business activity is permitted in the zoning designation of your business location.

### **STEP 3: Inspections**

Depending upon the license type, an inspection may be required by one or more Village departments prior to license issuance.

### **Application Fees**

Application fees vary and expire April 30 each year. Any outstanding debt to the Village, such as parking tickets, fines or Illinois Sales Tax must be paid before any license can be issued or renewed.

### **Business License Exemptions**

Some occupations are exempt from a Municipal License if the occupation/profession is licensed by the Illinois Department of Financial and Professional Regulation. Please note, business activities that are offered but not covered by the State of Illinois license will require a City of Chicago business license.