

VILLAGE OF OAK LAWN
BUSINESS LICENSE REGISTRATION APPLICATION



THE VILLAGE OF
OAK LAWN

BUSINESS LICENSE REGISTRATION
APPLICATION PACKET

Village of Oak Lawn
9446 South Raymond Avenue
Oak Lawn, Illinois 60453
708-499-7804
Fax: 708-499-7823
www.oaklawn-il.gov

BUSINESS LICENSE REGISTRATION APPLICATION

Welcome! We would like to extend a warm welcome to you and your employees and wish you success in your business in the Village of Oak Lawn. Please be advised that various Village Departments are available to help you. It is our duty and pleasure to advise and assist you where we can. A Business License is required to operate a business in the Village of Oak Lawn. The licensing year for the Village of Oak Lawn is May 1st through April 30th. We encourage you to read the pertinent information below before you begin the application.

CHECK THE ZONING

Check the zoning of the property in which you wish to locate. Make sure that your type of business is a permitted use on the property prior to lease or purchase. The zoning map is available on the village website at www.oaklawn-il.gov. Check allowable uses with the zoning code which is available online or via the Building Department.

PERMITS

Before proceeding with construction, alteration, or repairs, including structural, electrical or plumbing, permits shall first be obtained by the owner or agent from the Building Department per our Village Code. Any questions, please call 708-499-7800. The license will only be issued after inspections have been made and the premise complies with provisions and terms of the Building, Zoning, Fire and Health and Licensing Departments.

Please note, Village Ordinance 09-10-24 states that an automatic fire alarm system is required for all new and existing buildings, and it must transmit directly to the Village of Oak Lawn Communications Center via a wireless radio transmitter. The transmitter is to be installed by the Village's designated fire alarm agent.

The amount of time needed to process an application varies by the application and depends on many factors, including the number of inspections required, so an exact time frame for completion may vary from one request to the next. A business is not allowed to operate prior to receipt of the Business License Certificate. Once received, the Business License Certificate must be posted in your business.

PLEASE FOLLOW THE STEPS LISTED BELOW TO ENSURE THE MOST EXPEDIENT PROCESS FOR OBTAINING A BUSINESS LICENSE

STEP 1 – MEET WITH STAFF TO DISCUSS PROPOSED BUSINESS

You may be asked to meet with our Village Manager or a member of our Staff to discuss the scope of the business. The Village staff are highly trained individuals waiting to assist you through the process and guidelines for development.

STEP 2 – SUBMIT THE COMPLETED BUSINESS LICENSE APPLICATION

When submitting a business license application, a conceptual plan may be required which may include: site plan, floor plan, parking plan, landscaping plan, etc. To assure that your proposed business meets all code requirements, the application will be forward to the Building, Fire, and Health Departments. The Building Department may conduct a thorough business occupancy inspection of the facilities to ensure that the building meets the current code standards. If a building permit is applied for, it is the applicant's responsibility to provide the plans to the Building Department and schedule all inspections prior to obtaining said business license.

VILLAGE OF OAK LAWN

BUSINESS LICENSE REGISTRATION APPLICATION

STEP 3 – APPLICATION REVIEW AND INSPECTION PROCESS

Upon receipt of the application, staff will review the information for completeness and accuracy. If you are planning any modifications to the building, including signage, please check with the Building Department prior to the commencement of any work or the purchase of signage. The Business review process includes calculating the total license fee, including any fees for vending machines and/or tobacco sales. Vending stickers will be included with your license when you receive it. It is unlawful to sell, serve, or store food in the Village without complying with the rules and regulations of our Village Health Ordinance. All food service establishments are required to have a food sanitation license. When food service is involved, our Health Inspector must be notified by the applicant.

NO LICENSE WILL BE ISSUED UNTIL THE PROPERTY IS IN COMPLIANCE WITH ALL VILLAGE CODES AND ORDINANCES

STEP 4 – OBTAIN YOUR LICENSE

The Village will contact the applicant once the business license has been processed and occupancy inspection approved (if required). The applicant will be requested to pay the appropriate business license fee(s). The license will be prepared within 2-5 business days. The license can be mailed to the applicant or if the applicant desires, can call the Village to pick it up. If at any time, the business becomes in violation of any ordinance, a cease and desist order may be issued to the property owner until the property is brought into full compliance with the Village's codes. The business owner will receive a letter from the Village regarding such closures listing the subject violations.

STEP 5 – OPEN THE BUSINESS

The business owner is now ready to proceed with the operation of the business. License renewals are required by April of every year.

(This space is intentionally left blank)



Information on the Licensing Process

(All business licenses are issued after the following)

1. If you are doing any structural, electrical, or plumbing work, please contact our Building Department regarding required permits. The Building Department is located in the Lower Level of the Village Hall and the phone number is (708) 499-7800.
2. All signs and banners, temporary or permanent, require a Sign Permit.
3. A fire prevention inspection is required for all businesses. **The inspection should not be scheduled until the business is in business-ready operation mode.** Please make an appointment with David Wheeler by emailing dwheeler@oaklawn-il.gov or call (708) 499-7825.
4. Payment of business license fees and water escrow.
 - **Licenses are non-transferable.** Licenses are specific to location and to business owner.
 - Food related establishments require a Health Inspection. See separate health inspection checklist provided by Licensing Dept.
 - A certificate of rodent and pest abatement issued by a licensed exterminator must be submitted to the Licensing Dept. A current certificate shall be kept on file with the Licensing Dept. at all times during the effectiveness of any license.
 - Parkways, Alleys, and Sidewalks must be properly cleaned and maintained adjacent to the business. Snow removal from all sidewalks adjacent to a business is the responsibility of the business per our Village Ordinance.
 - Fire Regulations require that businesses properly post the address on all exterior doors (both front and rear)
 - If you are a Contractor, please provide a current Certificate of Insurance for General Liability Coverage.
 - If you are a beauty salon operator, tanning salon operator, or a cosmetologist, each operator must provide a copy of their current State license.
 - If you have a vending machine, a vending sticker is required.
 - All business licenses expire on April 30th. Renewal notices for established businesses will be mailed annually at the end of March.
 - Any misrepresentation or falsification of information provided may result in revocation of the license as granted and fines may be applicable.
 - This license is granted on the express condition that the said commercial business shall, in all respects, conform to all Ordinances and may be revoked at any time upon violation of any provision of said ordinances.

ONLY THE WRITTEN PORTION OF THIS APPLICATION SHOULD BE SUBMITTED.
THE INFORMATION ABOVE IS FOR INFORMATIONAL PURPOSES.



BUSINESS LICENSE APPLICATION

THE VILLAGE OF OAK LAWN
9446mond Avenue
Oak Lawn, IL 60453
Ph: 708-499-7804 Fax 708-499-7823
dbrennan@oaklawn-il.gov

Date of Application: _____ **Account # (LEAVE BLANK):** _____

I. SECTION ONE – BUSINESS INFORMATION

Legal Name of Business _____

Doing Business as (d/b/a) _____

Oak Lawn Business Address _____ Unit/Suite _____

Business Phone Number _____ Onsite Contact _____

Email _____

Mailing Address (if different from above) _____

After hours Contact Name and Cell Phone # _____

Business Days and Hours of Operation _____

General Description/Purpose of Business

Square Feet (include all areas of business use) _____

This Business location is: ___ New ___ Change of Ownership ___ Change of Use

Food Service ___ Yes ___ No Seating Capacity: _____

Number of Employees _____ Number of Parking Spaces _____ Number of Vehicles _____

Type of Business: ___ Retail ___ Office ___ Service ___ Industrial ___ Other

Are you responsible for the water bill ___ YES ___ NO? If yes, the property owner/landlord must call for a Final Water Reading. The water billing desk can be reached at (708) 499-7762.

Licenses will not be approved until the final water reading is complete.

Will any food or drinks be sold (including packaged items)? ___ YES ___ NO

Will any food be prepared or handled on site? ___ YES ___ NO

Will this business have any vending machines on the premises including in employee break rooms?
(e.g., soda, snacks)? _____ YES _____ NO

Please note: Vending and amusements need a separate application

Does the Business location have a Security Alarm? YES ___ NO ___ if yes, please fill out an Alarm Application Form.

II. SECTION TWO – BUSINESS OWNER & PROPERTY OWNER

PROPERTY OWNER NAME (if leased) _____

PROPERTY OWNER PHONE NUMBER _____

REQUIRED INFORMATION – LICENSE WILL NOT BE ISSUED UNLESS COMPLETED!

Business Owner’s Name _____ Cell Phone No. _____

Business Owner Home Address / City/ State/ Zip _____

Business Owner Driver’s License No. _____ Date of Birth _____

Corporate Name (if applicable)

Corporate Address _____ City/State _____

Phone No _____ Email _____

III. SECTION THREE: EMERGENCY CONTACT

Managing Person _____

After Hours Phone Number _____

This license is granted on the express condition that the said business shall, in all respects, conform to all Ordinances of this jurisdiction and may be revoked at any time upon violation of any provision of said ordinances.

I/We understand the issuance of this license is conditional upon compliance with all Village Ordinances, State and Federal Law, and the results of any inspections required by ordinance at this time and any further inspections while in force. I/We hereby authorize the Village of Oak Lawn by its agents to make inquiries into my/our character, credit, and background, in order to approve or deny this license application.

I/We have read this application and answered all questions fully and the information I/We have submitted in this application is complete and truthful to the best of my knowledge. Owner and/or Manager must sign application to verify all information. Any falsification of the information sought above may result in revocation of certificate as granted. The undersigned, being the Applicant hereunder and being the Owner or the Manager of the aforementioned business, hereby gives permission to the Village of Oak Lawn, its Officers, Agents, and Employees to enter upon the licensed premises at any time for the purpose of making inspection of the licensed premises.

Printed Name

Business Name

Signature (mandatory)

Date

INTERNAL USE ONLY

Zoning _____

Home Occupation (if applicable) _____ YES _____ NO

Liquor License (if applicable) _____ YES _____ NO

Tobacco License (if applicable) _____ YES _____ NO

Copy of Application emailed to Trustees _____ (date)

APPROVED: _____

Licensing Administration

Building Code Compliance Is on-site Inspection Required? _____ YES _____ NO

APPROVED: _____

Building Code Official

Planning Code Compliance In compliance? _____ YES _____ NO

APPROVED: _____

Village Planner

Fire Prevention On Site Inspection Required? _____ YES _____ NO

APPROVED: _____

Fire Department

Code Compliance On Site Inspection Required? _____ YES _____ NO

APPROVED: _____

Health & Sanitation Inspector

Code Compliance Outstanding Water Bill? Final? _____ YES _____ NO

APPROVED: _____

Water Billing Division