

*City of Crest Hill
1610 Plainfield Road
Crest Hill, IL 60403
(815) 741-5100*

Business License Application

Zoning: _____

License #: _____

Home based business fee \$25.00

Fee paid: _____

All others \$50.00

PLEASE COMPLETE ALL SECTIONS

Business Name: _____

Business Address: _____

(Unit # if applicable)

(City)

(State)

(Zip Code)

Mailing address if different from above: _____

Business Phone Number: (____) _____

Business E-Mail Address: _____

Business Social Media Account (Facebook, Twitter, Google+): _____

Hours of Operation: _____

Number of Employees: _____

Sales Or Occupation Tax #: _____

Federal Tax ID#: _____

Type of Business Being Conducted or Services Offered: (example: Restaurant*, Bar*, Clothing Store, Retail Store, Grocery Store*, Pawn, Jewelry, Bakery*, Thrift/Second Hand Store/Junk Peddler* etc.)

IF YOU ARE RENTING OR LEASING THE ABOVE PROPERTY PLEASE PROVIDE THE FOLLOWING:

Property Owner Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Contact Person Name/Phone # _____

PLEASE NOTE THAT THE CITY'S SALES TAX RATE IS 8%

PLEASE PROVIDE THE DATE THE BUSINESS FIRST OPENED IN CREST HILL: _____

Do You Wish to Have Your Business Listed in Our Free Online Directory: YES _____ NO _____

PLEASE LIST THE NAMES AND ADDRESSES OF ALL OWNERS OR PARTNERS OR OFFICERS OF THE COMPANY

Name: _____
(First) (Middle) (Last)

Address: _____
(Street Address)

(City) (State) (Zip Code)

Phone #(s): _____

Name: _____
(First) (Middle) (Last)

Address: _____
(Street Address)

(City) (State) (Zip Code)

Phone # (s): _____

Name: _____
(First) (Middle) (Last)

Address: _____
(Street Address)

(City) (State) (Zip Code)

Phone # (s): _____

PLEASE LIST ANY ADDITIONAL NAMES AND ADDRESSES ON A SEPARATE SHEET AND ATTACH TO THIS FORM

PLEASE NOTE: The City of Crest Hill requires that all owners or partners provide the City with a copy of a State Driver's License or State picture ID card. Without proper identification, a business license will not be issued. There will be no exceptions to this rule.

PLEASE READ THE FOLLOWING AND COMPLETE THE SECTION OR SECTIONS THAT PERTAIN TO YOUR COMPANY:

Do you have a burglar alarm: YES /NO
Do you have amusement/video machines: YES /NO
Do you have vending machines: YES /NO

***Please note:** If you serve any type of food/beverage you must contact the Will County Health Department to find out their rules and regulations.

***Please note:** If you are conducting a Thrift/Second Hand Store/Junk Peddler there is an additional fee & application. It must be completed before a business license will be issued. You must register with LeadsOnline Database implemented by the City of Crest Hill's Police Department.

***Please note:** If you are conducting a business that will be selling liquor and/or tobacco you must fill out the required applications and any additional requirements for a Liquor or Tobacco License.

*If you have answered yes to any of the above questions there are further forms that need to be completed and additional fees paid. These forms can be obtained through the City Clerk's Office, 1610 Plainfield Road or on the City website www.cityofcresthill.com. For further information please call (815) 741-5100.

Once you have completed this application a copy will be turned over to the Building Department, Economic Development Department and Water Department. Prior to a license being issued the following will need to be done:

-The Building Department will check the zoning of the property to make sure that it is properly zoned for the type of business you would like to conduct.

-An inspection is required by the Building Inspector and Lockport Fire Department prior to operating the business. Please contact the Building Department regarding these inspections at (815) 741-5106.

-If you are renting a business location, you must provide the Water Department with the Name/Address/Phone # of the owner of the property. Please check with the Water Department at (815) 741-5104 to set up water service and to check on the rules and regulations.

-If you are a new business, not including residential businesses, or you are an existing business moving to a new location, you must provide a floor plan to determine building requirements and /or Fire Department requirements. This drawing need not be done by an architect or engineer but must be ¼ scale and neatly drawn and it must show layout, shelving, exit signs, fire extinguishers, etc.

PLEASE READ THE FOLLOWING AND COMPLETE THE QUESTIONS:

(If you need an explanation to the questions below please contact 815-723-8671; M-F 7am – 3:30pm)

1. What service is performed at this business? (Include details about processes to create products, if applicable)

2. Is water used in any process such as fouling, cleaning, mixing, painting, manufacturing, rinsing, cooling, etc.?

3. Is process water discharged to the City? (If yes, please describe)

4. Is any chemical, paint, oil, ink, dye or solvent used in your business?

5. Are liquids stored on-site? (If yes, please, list liquids and volumes)

(Signature)

(Date)