



BUSINESS LICENSING

Sec. 3-1-1 Municipal Code

Applications for all licenses and permits required by ordinance shall be made, in writing, to the village clerk in the absence of any provision to the contrary. Each application shall state the name of the applicant, the permit or license desired, the location to be used, if any, the time covered and the fee to be paid. Applications shall contain such additional information as may be needed for the proper disposition of the application.

Sec. 3-1-2 Municipal Code

Upon the receipt of an application for a license or permit, where an ordinance of the village necessitates an inspection, or investigation before the issuance of such license or permit, the village clerk shall refer such application to the proper investigating officer, the health officer, or the code enforcement officer.

Instructions and Process

1. **Complete Business License Application/Update** form as well as Emergency Contact Information/Update form for standard business license
or
Complete Home Business License Application for home business license

Please be sure to complete all sections, including emergency contact information form.

2. **Schedule an Inspection with Department of Public Health and Safety**
The village needs to verify that the use and operation of your business is in conformance with all zoning and building and safety codes. **You must call 708-615-6285 to schedule the necessary inspection** required for the issuance of the license applied for.

Once proper zoning is verified and the inspection is approved, you will be contacted by the village clerk's office and a license will be issued upon payment of the proper fee. If you have any questions, please contact the village clerk at 708-615-6202.



Village of Forest Park
517 Desplaines Ave
Forest Park, IL 60130
708/366-2323
Fax:708/771-0177
www.forestpark.net

<i>Office Use Only</i>	
Business License No:	_____
Year Ending	_____
Date Paid	_____ Fee <u>\$25.00</u>
Zoning	_____ Lot Size _____

Please Complete Both Sides of Application

Date: _____

HOME BUSINESS LICENSE APPLICATION/UPDATE

Trade Name of Business: _____

Type of Business: _____

Address of Business: _____ Bus. Phone: _____

Is this Business located in a condominium unit? _____ If yes, please provide letter from an authorized representative of Condominium Association that the declarations and by-laws of the Association permits this use.

Business Owner's Full Name: _____ Phone: _____

Address: _____ City: _____ Zip: _____

How Long Have You Owned This Business: _____

E-mail Address: _____ Fax #: _____

Please describe the nature of operations in detail: _____

Will any flammable/hazardous materials be used or stored? Yes:___ No: ___

If yes, please explain _____

Number of Full Time Employees: _____ Number of Part Time Employees: _____ Number of Rooms: ___

Comments: _____

Date: _____

Please Check One: ___Proprietorship ___Partnership ___Corporation ___Non-Profit Entity

Business Tax ID# _____ IBT# _____

If Corporation:

State of Incorporation: _____ Date of Incorporation: _____

Name & Address of Registered Agent: _____

Please provide information on Partners or Officers. Additional pages may be attached if necessary.

Name: _____

Title: _____

Home Address: _____

Home Phone: _____ Other Phone: _____

Name: _____

Title: _____

Home Address: _____

Home Phone: _____ Other Phone: _____

*ALL VILLAGE INSPECTIONS, IF APPLICABLE,
MUST BE COMPLETED BEFORE RESUMING BUSINESS*

I understand the continuation of this license is conditional upon compliance with all Village Ordinances and the result of any inspection of above premises at this time or any subsequent inspection while this license is in force. I acknowledge that I am signing this information form under the penalty of perjury and that all information is true and correct.

Signature: _____ Date: _____

Signature: _____ Date: _____

All blanks must be completed prior to submittal.

<i>Office Use Only</i>	
<i>Approved by: (Initial & Date)</i>	
<i>Building Department:</i> _____	<i>Approved:</i> _____
<i>Police Department:</i> _____	<i>Rejected:</i> _____
<i>Fire Department:</i> _____	<i>Other::</i> _____
<i>Comments:</i> _____	
