

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
708-499-7837
Fx: 708-499-7823
www.oaklawn-il.gov

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The Village of Oak lawn, incorporated in 1909, is located in southwestern cook county, fifteen miles from Chicago's loop. The city has grown by more than 57,000 residents. Oak Lawn is primarily a commercial village with its major area encompassing a 24-block sector on 95th Street between Pulaski Avenue and Ridgeland Avenue.

"We believe that business goes where it's invited . . . and stays where it's well treated." Oak Lawn has been extremely successful at attracting and retaining business within the village due to the proactive and forward-thinking actions of its elected officials. A solid infrastructure and a commitment to economic development are just some of the reasons why businesses continue to succeed in Oak Lawn. Each day, over 500 commuters ride the Metra Commuter Train to Chicago. Equally important is the fact that over 100,000 cars pass through the community on a daily basis.

Committed to retaining its character, Oak Lawn is entering an exciting period of redevelopment as it looks toward growth for our community. This period allows Oak Lawn to embrace development while preserving the resources that have made it so attractive. It's simply the place businesses want to be. So whether you are a manufacturer, retailer, or office-based business, the Village of Oak Lawn wants to help you grow a successful business. We hope you find the Village's web site as a resource to do just that.

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The Village of Oak Lawn is committed to attracting and retaining businesses. One way we show that commitment is to facilitate applications for permits and licenses in a timely manner. Whether you are starting a new business or expanding/relocation an existing business, you must obtain a business License from the Village of Oak Lawn. The Village codes, regulations, policies and requirements are designed to establish standards which provide for the general health, safety and welfare of the community. If you have specific questions about local codes and regulations, you may contact Business Operations at 708-499-7837 or the Building Department at 708-499-7800.

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.

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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.

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Information on the Licensing Process

(All business licenses are issued after the following)

1. Business Applicant meets with our Village Manager, Larry Deetjen. After submitting your completed application, please schedule an appointment by calling (708) 499-7744.
 2. 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.
 3. A fire prevention inspection is required for all businesses. 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.
 - All signs and banners, temporary or permanent, require a Sign Permit. Please obtain a Sign Permit by contacting our Building Department at (708) 499-7800. A Sign Permit is also required for awnings.
 - 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 by 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.



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PLEASE TYPE OR PRINT IN BLACK INK

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

NEW BUSINESS NEW OWNERS CHANGE OF LOCATION

I. SECTION ONE – BUSINESS INFORMATION

Business Name or DBA _____

Oak Lawn Business Address _____

Business Phone Number _____ Fax Number _____

Email _____

Description of Business: _____

Business Type (can be multiple uses): Retail Food Service Office Industrial

Number of Employees _____

Total Square Footage of Business _____

Please note: Vending and amusements need a separate application.

Does IL Sales Tax Apply? YES NO (If yes, list the IBT# or Account ID) _____

Check the Type of Business (If Partnership or Corporation, please list on Officers on separate sheet):

Individual Partnership Corporation LLC

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

Is the business currently in good standing with the State of Illinois? YES NO

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

Is Business Alarmed? YES NO If yes, please fill out an Alarm Application Form.

Reminder: Some businesses may require multiple licenses.

II. SECTION TWO – BUSINESS OWNER & PROPERTY OWNER

ARE PREMISES LEASED? _____ YES _____ NO

OWNER OF BUILDING _____ PHONE NO. _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

REQUIRED INFORMATION – LICENSE WILL NOT BE ISSUED UNLESS COMPLETED!

Owner’s Name _____ Home/Cell Phone No. _____

Home Address / City/ State/ Zip _____

Driver’s License No. _____ Date of Birth _____

Corporate Name

Corporate Address _____ City/State _____

Phone No _____ Email _____

III. SECTION THREE: EMERGENCY CONTACT

Managing Person _____

After Hours Phone Number _____

Address _____

IV. SECTION FOUR: COMPLETE THIS SECTION IF MAILINGS/INVOICES SHOULD BE SENT TO ANOTHER LOCATION OTHER THAN BUSINESS ADDRESS

Mailing Address _____

City/State/Zip Code _____

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

Applicant Meeting with Village Manager / Approval _____ (date)

APPROVED: _____
Licensing Administration

Building Code Compliance On Site Inspection Required? _____ YES _____ NO

APPROVED: _____
Building Code Official

Planning Code 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