



## Department of Economic & Community Development

### SUBJECT: BUSINESS LICENSE APPLICATION

Attachments: 1) Business License Application Form  
2) Business License Application Checklist  
3) Business License Fee Schedule  
4) Certificate of Occupancy Application Form

**Submittal Requirements.** Please complete and submit the attached Business License Application Form, along with any necessary attachments or documents and a form of payment in the correct amount (See Business License Fee Schedule). Checks may be payable to the City of North Chicago. Credit card payments may be made over the phone or at City Hall for an additional processing fee.

**Review Process.** Upon receipt of your application, it will be reviewed by multiple City Departments to determine compliance with all applicable laws, codes, and ordinances. The City may require an inspection(s) of the property to complete its review of the application. Should reinspections be required, an additional inspection fee will be charged.

**Certificate of Occupancy.** If the space in which your business will be operating does not presently have a Certificate of Occupancy for the proposed use of the property, one will be required prior to occupying the property. A separate Certificate of Occupancy Application and Fee (\$85 per unit) are required at the time of Business License Application submittal. This fee is in addition to the Business License fees. A new Certificate of Occupancy will be required for any change in use. Should reinspections be required, an additional inspection fee (\$50) will be charged. A Certificate of Occupancy nor a Business License will be issued until the property has been inspected and no violations are present.

**Food Products.** If your business is one that will involve the sale of food or food products, an additional approval is required by the Lake County Health Department. Please note that they are a separate government unit and must be contacted separately at (847)377.8040 to apply for and complete any requirements they may have.

**Home-based Businesses.** If your business is located within a house you own and live in, you must also complete and submit a Home Occupation Certification Statement. Please contact the Economic & Community Development Office for more information at (847)596-8650.

**Renewals.** Please note that businesses must renew their Business License each year. The Business License year is from May 1<sup>st</sup> to April 30<sup>th</sup> of the next calendar year. Failure to renew by the start of the new license year may result in penalties or jeopardize your ability to operate within the City.

**Liquor/Video Gaming.** Liquor and Video Gaming require a separate license application and fee. Please contact the City Comptroller's Office at (847)596-8620 for more information.

*[Updated April 2024]*



## Department of Economic & Community Development

### BUSINESS LICENSE APPLICATION CHECKLIST

**BUSINESS NAME:** \_\_\_\_\_

\_\_\_\_\_ Signed Business License Application(s) *[must complete all pages]*

\_\_\_\_\_ Copy of Lake County Food Permit *[If applicable]*

\_\_\_\_\_ Copy of Business/Property/Liability Insurance Declaration

\_\_\_\_\_ Copy of State License *[If applicable, such as: Barber/Beauty Shop]*

\_\_\_\_\_ Copy of State Child Care & Liability Insurance Declaration *[If applicable]*

\_\_\_\_\_ Copy of Rental Lease Agreement *[If applicable]*

\_\_\_\_\_ Business License Fee *[See Fee Schedule]*

\_\_\_\_\_ Certificate of Occupancy Application and Fee *[If none already obtained for the use/space]*

Additional documents and requirements may apply. The checklist above is intended to be a summary of the most common requirements and submittal of these items shall not be construed as demonstrating compliance with all applicable codes of the City of North Chicago. Submittal of an application does not constitute approval of any kind by the City of North Chicago and the City reserves the right to deny an application pursuant to Title 5 of the City Code of North Chicago, Section 8.1.2.1.3 of the North Chicago Zoning Ordinance, or any other code, law, or regulations of the City of North Chicago.

---

#### FOR STAFF USE ONLY

Is Application Complete:      Yes\_\_\_\_ No\_\_\_\_

Application Received By: \_\_\_\_\_ Date: \_\_\_\_\_

Comments:

---

---

*[Updated April 2024]*

Over 100 Years of Municipal Service

**City of North Chicago**

1850 Lewis Avenue, North Chicago, Illinois • 847-596-8600 • [www.northchicago.org](http://www.northchicago.org)



# City of North Chicago

Economic & Community Development

1850 Lewis Avenue

North Chicago, IL 60064

Phone: 847-596-8650

Email: [businesslicense@northchicago.org](mailto:businesslicense@northchicago.org)

## Business License Application

Renewal Application

☐

New Application

☐

### Business Information:

Name of Business: \_\_\_\_\_

Business Address: \_\_\_\_\_

Business Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

### Type of Business:

(Check all that apply)

☐

Sole Proprietorship

☐

Corporation

☐

Partnership

☐

Not-for-Profit

☐

Home Based

Business category:

☐

Manufacturing

☐

Retail

☐

Service

☐

Other

Describe business (attach site plan if necessary): \_\_\_\_\_

Number of Employees: \_\_\_\_\_

Number of Parking Spaces: \_\_\_\_\_

Illinois Sales Tax ID No. \_\_\_\_\_

FEIN No. \_\_\_\_\_

### Business Owner Information

Owner Name: \_\_\_\_\_

Owner Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Cell Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email: \_\_\_\_\_

Have you ever been convicted of a felony or misdemeanor?

☐

Yes

☐

No

If yes, please explain \_\_\_\_\_

### Emergency Contact Information:

Emergency Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Does your business have an alarm installed?

☐

Yes

☐

No

If yes, alarm type: \_\_\_\_\_

### Billing Information:

Name: \_\_\_\_\_

Relationship to Business: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Cell Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email: \_\_\_\_\_

### Property Owner Information:

Owner or Representative Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Cell Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email: \_\_\_\_\_

# Business License Application

Name of Business: \_\_\_\_\_

## Fee Schedule Information:

PLEASE COMPLETE THE FOLLOWING TO CALCULATE YOUR BUSINESS LICENSE FEE

**General License Fee:** (per enclosed fee schedule) \$ -

**Square Footage License Fee:** (check appropriate box for gross floor area of your business) =

<input type="checkbox"/>	Under 3,000 Square Feet	\$	-	
<input type="checkbox"/>	3,000 to 10,000 Square Feet	\$	200	
<input type="checkbox"/>	10,001 to 20,000 Square Feet	\$	400	
<input type="checkbox"/>	Over 20,000 Square Feet	\$	800	

**Vending Machines:** (coin operated candy, beverage, food, music , cigarette, pool, game, etc.)

Number of vending machines \_\_\_\_\_ X \$ 75 =

Do you sell over-the-counter tobacco products? If yes, add \$75.

### Other Fees:

Barber Shop - Number of chairs over three \_\_\_\_\_ X \$ 50 =

Beauty Shop - Number of chairs over three \_\_\_\_\_ X \$ 50 =

Filling Station - Number of hoses over three \_\_\_\_\_ X \$ 50 =

Junk Dealers - Number of wagons and vehicles \_\_\_\_\_ X \$ 50 =

**Total** (enclosed check with application) \$ -

**Notes:** Additional licenses may be required depending on the business activity. Refer to Business License Ordinance.

A business license does not authorize the holder to conduct business in violation of any City Ordinance.

Restaurants or businesses selling food must provide a copy the Lake County Food Permit Certificate.

Return completed application with fee(s) due to: City of North Chicago; Attn: Economic & Community Development; 1850 Lewis Avenue; North Chicago, IL 60064. Make check payable to: City of North Chicago. **Thank You**

**The signatory below certifies that to the best of his/her knowledge all the foregoing information is true and correct as provided. I hereby certify that the proposed use is authorized by the owner of record and that I have been authorized by the owner to submit this application as their agent.**

Applicants Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

**Note:** The above is general information only and should not be construed as total compliance with the City of North Chicago Municipal Code.

[Updated April 2024]



**CITY OF NORTH CHICAGO**  
**Business License Fees**

Description	Amount	Notes
<b>Square Footage Fee:</b>		
<b>In addition to all other license fees imposed. Based on square footage of the building space occupied.</b>		
Less than 3,000 square feet	-	
From 3,000 to 10,000 square feet	200.00	Per annum
From 10,001 to 20,000 square feet	400.00	Per annum
Over 20,000 square feet	800.00	Per annum
<b>General License Fee:</b>		
<b>General License:</b>		
Business license fee	200.00	Per annum
Renewal business license fee	200.00	Per annum
Business inspection fee (initial)	included above	
Business inspection fee (renewal)	included above	
<b>Amusements (public show, circuses, theatricals):</b>		
Menageries	20.00	Per day
Carnivals	100.00	Per day
Exhibitions of inanimate objects	100.00	Per day
Other amusements	100.00	Per day
Circuses	250.00	Per day
Street parades in conjunction with circus	50.00	Per day
Athletic Exhibitions (license required)	5% of gross receipts	
Music Devices (for public use)	75.00	Annual fee
<b>Bakeries:</b>		
License	200.00	Per annum
<b>Banquet Facilities</b>		
License	1,000.00	Per annum
<b>Barber Shops:</b>		
License - up to three chairs	200.00	Per annum
License - each chair over three	50.00	Per annum
<b>Beauty Shops:</b>		
License - up to three chairs	200.00	Per annum
License - each chair over three	50.00	Per annum
<b>Billiard and Pool Halls :</b>		
License - first table	400.00	1st table
License - each additional table	50.00	Each additional table
<b>Bowling Alleys :</b>		
License - first lane	200.00	1st alley
License - each additional lane	40.00	Each additional alley
<b>Burglar and Fire Alarms:</b>		
License	250.00	Per annum
Surety bond required		\$15,000
<b>Carwash or Laundry Mat:</b>		
License	350.00	Per annum



**CITY OF NORTH CHICAGO**  
**Business License Fees**

Description	Amount	Notes
<b>Contractor Licenses:</b>		
License - General Contractor (not located in City)	100.00	Per annum
License - Specialty Contractor (not located in City)	60.00	Per annum
<b>Electrical Contractors:</b>		
License (Not located in City)	100.00	Per Annum
<b>Entertainment Businesses (Act, Show, Revue):</b>		
Class A (entertainment at eating place)	200.00	Per annum
Class B (entertainment at beverage place)	450.00	Per annum
Class C (human body w/ eating/beverage)	1,100.00	Per annum
<b>Filling Stations:</b>		
License for up to three hoses	200.00	Per annum
License for each additional hose	50.00	Per annum
<b>Florists:</b>		
License	200.00	Per annum
<b>Garage Sales:</b>		
Permit required	No Fee	
<b>Ice Cream Vendor / Vending Vehicle:</b>		
License	300.00	Per annum
<b>Itinerant Merchants (Transient Vendor):</b>		
License	20.00	Per day or
License	100.00	Per month
<b>Junk Dealers:</b>		
License	250.00	Per annum
License for each wagon used	50.00	Per annum
License for each vehicle used	50.00	Per annum
<b>Landscape and Lawn Care Professionals</b>		
License (Business located in City)	200.00	Per annum
License (Contractor, not located in City)	60.00	Per annum
<b>Massage Parlors:</b>		
Application fee (nonrefundable)	200.00	Application Fee
<b>Motion Pictures/Theatricals:</b>		
License - licensed premises	250.00	Per annum
License - unlicensed premises	10.00	Per day
<b>Off-Premises Advertisers / Billboards:</b>		
License-For each installation	\$10.00 per square foot of display area per year	
<b>Outdoor Community Market:</b>		
License	300.00	Per annum



**CITY OF NORTH CHICAGO**  
**Business License Fees**

Description	Amount	Notes
<b>Pawnbrokers:</b>		
License	350.00	Per annum
Surety bond required	10,000.00	
<b>Public Passenger Vehicles:</b>		
<b>Class A City Service:</b>		
Business License (limited to three)	300.00	Each business
Business License Outside City Limits	1,300.00	Each business
Taxicab License (not to exceed 25 per business)	500.00	Each taxicab
Inspection fees ( 2 @ \$50 each)	50.00	Each 6 months per taxicab
Re-inspection for failed inspection	35.00	Each taxicab
Chauffeur's License	20.00	Each driver
<b>Class B Naval Station Great Lakes Servcies</b>		
Class B Taxicab License	1,000.00	Each taxicab
Inspection fees	50.00	Each 6 months per taxicab
Re-inspection for failed inspection	35.00	Each taxicab
<b>Raffles:</b>		
License	20.00	For each occasion
<b>Restaurants:</b>		
License	200.00	Per annum
<b>Scavengers:</b>		
Permit fee	200.00	Per annum
<b>Secondhand Stores:</b>		
License	200.00	Per annum
<b>Tattoo Parlors:</b>		
License	1,100.00	Per annum
<b>Towing:</b>		
License - Class A	1,000.00	Per annum
License - Class B	200.00	Per annum
<b>Undertakers:</b>		
License	250.00	Per annum
<b>Used Car Dealers:</b>		
License 1st location	200.00	Per annum
License each additional location	60.00	Per annum
<b>Vending Machines:</b>		
License	75.00	Per machine

**Note: The above is general information only and should not be construed as total compliance**  
with the codes of the City of North Chicago.

*[Updated April 2024]*



## Department of Economic & Community Development

### RESTAURANT AND FOOD SERVICE PROCESS

Below is a list of the processes that need to occur prior to opening a restaurant or other food service facility within the City of North Chicago. Please note that additional business or other licenses may be required separately through the State of Illinois. Prospective businesses should generally proceed through the processes below in the order that they are listed.

1. Zoning and Site Regulation Review (**City**)
  - Confirm permitted zoning with Economic & Community Development Department
2. Health Department Review (**Lake County**)
  - Apply for food license
  - Health Inspector from Lake County will inspect plans and advise. Contact Lake County Health Department at (847)377-8040
3. Permit Applications for necessary repairs, upgrades (**City**)
  - Apply for building permit(s) if work is being done
  - City staff and/or third party contractors will review plans
  - Work can only commence with an issued permit
  - Completed work will need to pass city inspections
4. Health Department Final Inspections (**Lake County**)
  - Health Inspector will need to review any completed improvements
  - Final approval from Health Department required
5. Business License Application and Review (**City**) AND Certificate of Occupancy Application and Review (**City**)
  - Apply at Economic & Community Development Department.
  - Provide copy of approved Lake County Health Permit
  - Application reviewed by City staff
  - Fire/Building inspections required
  - Can occupy and use space once the Business License AND Certificate of Occupancy are approved

The list above is provided as a summary only and additional steps, fees, or processes may vary.

---

**Tax Note:** the City of North Chicago imposes a one percent (1.00%) tax on the sale of prepared food, drinks, and alcoholic liquor. Please contact the Comptroller's Office to obtain information on the tax and the filing procedures at (847)596-8620.

*[Updated April 2024]*





# City of North Chicago

Economic & Community Development

1850 Lewis Avenue

North Chicago, IL 60064

Phone: 847-596-8650

Email: [businesslicense@northchicago.org](mailto:businesslicense@northchicago.org)

## Certificate of Occupancy Application

Application Fee: \$85\*

### Applicant Information:

Name of Applicant: \_\_\_\_\_

Relation to Property or Business: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

### Business Information:

Name of Business: \_\_\_\_\_

Business Address: \_\_\_\_\_

Business Phone Number: \_\_\_\_\_

Business Email: \_\_\_\_\_

General Type of Business: \_\_\_\_\_

Detailed Business

description: \_\_\_\_\_

Number of Employees: \_\_\_\_\_

Number of Parking Stalls: \_\_\_\_\_

### Business Owner Information

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

### Property Information:

Square Footage to be Occupied: \_\_\_\_\_

Number of Employees: \_\_\_\_\_

Days/Hours of Operation: \_\_\_\_\_

Automatic Sprinkler: \_\_\_\_\_

Description of the portion

property to be used: \_\_\_\_\_

### Property Owner Information:

Owner Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

SIGNATURE OF APPLICANT

By signing here, applicant attests that all information provided herein is true and all provisions of City Code shall be complied with. I hereby certify that I am authorized to submit this application and proposed use on behalf of owner.

\*There will be a charge for each additional reinspection.

[Updated April 2024]