



## Department of Economic & Community Development

### BUSINESS LICENSE APPLICATION – RENEWALS ONLY

All renewal applications must be received prior to May 1<sup>st</sup>. Late applications will incur a penalty charge.

#### Review Steps:

- 1) Complete Business License Renewal Application form and payment
- 2) Also provide items that are noted on "Business License Application Checklist" page
- 3) Resolve any outstanding invoices/liens due to the City (required)
- 4) Prepare business for unscheduled inspection. Businesses may or may not receive a phone call in advance to schedule the inspection.
- 5) Staff review application/inspection report
- 6) Address any outstanding violations and schedule reinspection
- 7) License issued

#### Annual Fees & Business Types:

Your annual renewal fee is based upon the type and size of the business. The most common business categories are listed below. Certain businesses have additional fees. For a complete list of business categories, visit the Economic and Community Development page at [www.northchicago.org](http://www.northchicago.org) or Title 14 of the *North Chicago City Code*.

Category	0 – 3,000 sq. ft.	3,001 – 10,000 sq. ft.	10,001 – 20,000 sq. ft.	Over 20,000 sq. ft.
General License	\$200	\$400	\$600	\$1,000
Carwash or Laundromat	\$350	\$550	\$750	\$1,150
Ice cream vendor / Vendor vehicle	\$300	\$500	\$700	\$1,100
Public Passenger (located inside city)	\$300	\$500	\$700	\$1,100
Public Passenger (located outside city)	\$1,300	n/a	n/a	n/a
<b>Additional Fees</b>				
Barber/Beauty Shop (each chair over 3)	+\$50			
Gas station hose (each hose over 3)	+\$50			
Junk dealers (each wagon/vehicle)	+\$50			
Over the counter tobacco	+\$75			
Taxicab license (includes inspection)	+\$600			
Vending machines (per machine)	+\$75			
Music machine/darts board	+\$100			
Pool Table	+\$400 for 1 <sup>st</sup> , then \$100 for each add'l			

**Please Note:** Submittal of a Business License Application form does not constitute approval of the business license. Only City-issued business licenses, for the applicable business license year, are valid. Business licenses are non-transferable and a new license must be obtained if the business ownership changes. If the occupied space does not have a valid Certificate of Occupancy, one must be applied for with the City of North Chicago Certificate of Occupancy Application form. Additional fees will apply.

[Updated April 2025]

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**City of North Chicago**

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## 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.

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#### FOR STAFF USE ONLY

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

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

Comments:

\_\_\_\_\_  
\_\_\_\_\_

*[Updated April 2024]*

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# 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]