



Department of Economic & Community Development

BUSINESS LICENSE APPLICATION – RENEWALS ONLY

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

Review Steps:

- 1) Complete Business License Renewal Application form and payment
- 2) Resolve any outstanding invoices/liens due to the City (required)
- 3) Prepare business for unscheduled inspection. Businesses may or may not receive a phone call in advance to schedule the inspection.
- 4) Staff review application/inspection report
- 5) Address any outstanding violations and schedule reinspection
- 6) 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 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
Additional Fees				
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 st , 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 2024]

Over 100 Years of Municipal Service
City of North Chicago

1850 Lewis Avenue, North Chicago, Illinois • 847-596-8600 • 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

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.