

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
708-636-4400
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. Zoning maps are available at the Village Hall Building Department Counter. The cost of the map is \$10. The zoning map is also 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.

OTHER

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.

A meeting with staff may be required. If you are planning any modifications to the building, including new signage, please check with the Building Department prior to the commencement of any work or the purchase of new 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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9446 Raymond Avenue
Oak Lawn, IL 60453
708-499-7837 Fax 708-499-7823

PLEASE TYPE OR PRINT IN BLACK INK

PLEASE NOTE: ANY MISREPRESENTATION OR FALSIFICATION OF THE INFORMATION SOUGHT BELOW MAY RESULT IN REVOCATION OF THE LICENSE AS GRANTED AND FINES MAY BE APPLICABLE. FOR INFORMATION OR QUESTIONS, PLEASE CALL (708) 499-7837.

NEW BUSINESS NEW OWNERS CHANGE OF LOCATION

D/B/A Business Name _____

Corporate Name _____

Business Owner Name _____

Business Street Address _____

City, State, Zip Code _____

Opening Date: _____ Sq. ft. of Business _____

Phone _____ Fax _____

Email _____

TYPE OF BUSINESS: Office __ Manufacturing __ Retail __ Restaurant __

Describe in detail below (must complete this section):

REMEMBER, BEFORE PROCEEDING WITH CONSTRUCTION, ALTERATION, OR REPAIRS INCLUDING STRUCTURAL, ELECTRICAL OR PLUMBING, PERMITS SHALL FIRST BE OBTAINED BY THE OWNER OR AGENT FROM OUR BUILDING DEPARTMENT PER OUR VILLAGE ORDINANCE. ANY QUESTIONS, PLEASE CALL (708) 499-7800. *PLEASE NOTE, VILLAGE ORDINANCE 9-10-224 STATES THAT AN AUTOMATIC FIRE ALARM SYSTEM IS REQUIRED FOR ALL NEW AND EXISTING BUILDINGS AND MUST TRANSMIT DIRECTLY TO THE VILLAGE OF OAK LAWN'S COMMUNICATION CENTER.**

PLEASE BE AWARE THAT PERMITS ARE REQUIRED FOR VIRTUALLY ALL SIGNAGE. THE ONLY PERMITTED TEMPORARY SIGNS ALLOWED ARE BANNERS LIMITED TO 30 DAYS IN A CALENDAR YEAR. THESE BANNERS NEED APPROVAL FROM THE BUILDING DEPARTMENT PRIOR TO INSTALLATION.

SEPARATE LICENSES ARE REQUIRED FOR SALE OF TOBACCO AND THE SALE OF LIQUOR. IF APPLICABLE, PLEASE REQUEST NECESSARY APPLICATIONS.

MAILING ADDRESS IF DIFFERENT FROM ABOVE

Name _____

Address _____ City/State/Zip Code _____

Phone _____

REQUIRED INFORMATION – LICENSE WILL NOT BE ISSUED UNLESS COMPLETED!

Owner's Name _____ Phone No. _____

Home Address _____ City/State/Zip Code _____

Driver's License No. _____ Date of Birth _____

APPLICANT MUST COMPLETE THIS SECTION AND NOTIFY US OF ANY CHANGES:

ARE PREMISES LEASED? ____ **YES** ____ **NO**

OWNER OF BUILDING _____ **PHONE NO.** _____

ADDRESS _____ **CITY** _____ **STATE** ____ **ZIP** _____

IS BUSINESS ALARMED? YES ____ NO ____ If yes, please fill out an Alarm Application Form.

Will prepared food and/or beverage be sold at this location? YES NO

If yes, please indicate seating capacity of this business _____

MISCELLANEOUS INFORMATION

PLEASE COMPLETE ALL APPLICABLE SECTIONS

Do you sell tobacco? Yes No If yes, is it from a vending machine? Yes No

How many food and/or beverage vending machines? _____ How many juke boxes? _____

How many coin operated amusement machines? _____ How many billiard/pool tables? _____

Catering trucks? Scavenger? Recycler? Gas pumps? Home based business?

Number of Full Time Employees _____ Number of Part Time Employees _____

Has the Business ever had a previous license or application for license denied, revoked, or suspended by any local government, State government, or subdivision thereof? If answer is "yes", please explain:

***If application is received on or after November 1, the annual fee is reduced to one-half the listed fee.**

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.

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

APPROVED: _____

Business Regulations Department

Code Compliance On Site Inspection Required? _____ YES _____ NO

APPROVED: _____

Building Code Official

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

Not Approved _____

Reason for Denial _____