



# VILLAGE OF STEGER, ILLINOIS

## BUSINESS LICENSE APPLICATION

### OWNER / OFFICER INFORMATION

Date of Application:

Name:

Date of birth:

Driver's License or State ID # (for identification purposes)

Home Phone:

Mobile Phone:

E-mail:

Current home address:

City:

State:

ZIP Code:

Have you ever been convicted of a Felony?  Yes  No If Yes please explain on a separate sheet of paper:

### BUSINESS ENTITY INFORMATION

Are you the owner of this business?  Yes  No - If No what is your title/position?

Legal Name of Business:

Date business was established:

"Doing Business As" Name:

Address of Business

(Please include a floor plan of building/business)

Property Owner Name:

Property Owner Phone Number:

Projected Opening Date:

Days and Hours of Operation:

How many employees?

How many Parking Spots for Customers?

Handicap?

Employee?

Will you have or be storing Flammable Materials on site?  Yes  No

If Yes where will it be inside or out?

What kind and quantity?

Employer Identification Number:

State of Illinois File Number:

Illinois Department of Revenue Account Number:

(The Village of Steger Must be named on your state tax forms as recipient of sales tax)

Type of Business:  Industrial  Commercial  Retail  Wholesale Are you open to the Public?  Yes  No

Please explain: (please attach a business plan with this application)

Will this place of business be rented out to the public or used for special events?  Yes  No

If Yes explain:

Has any government body revoked or refused to grant a business or occupation license to applicant?  Yes  No

If Yes explain:

Is applicant doing business, or has he/she done business in the past, using a name other than the name signed to this application?  Yes  No

If Yes explain:

**Return completed application, along with \$50.00 fee, non-refundable, to the Village Clerk's Office. The completed application will go before the Village Board for approval pending inspections.**

**Once your business is set up, you must contact the Village Hall and schedule for inspections, once the inspections have been completed, your final business license invoice must be paid before a business license will be issued.**

**All inspections must be passed within the 45 days of Village Board approval, if not the business license application must go before the Village Board for reconsideration.**

**At no time may the business operate or be open prior to approval of final inspections.**

In accordance with Ordinance No. 895:

All inspections on the business must be made and the property brought into compliance with all pertinent State and Village Codes within 45 days from the issuance of the TEMPORARY APPROVAL or the business license application will terminate. You will not be allowed to conduct business until such time as the property is brought into compliance with State and Village Codes and the Village Board grants final approval.

In accordance with Ordinance No. 850:

It shall be unlawful for any person, firm or corporation to paint, erect, construct, alter, relocate, expand or change the face of any sign within the Village unless a permit has been issued by the Village of Steger. (See sign permit application)

I do hereby swear (affirm) that the statements contained in this application are true and correct to the best of my knowledge and belief. I, as the applicant, further affirm that the business license hereunder will be conducted and maintained in conformity with all applicable ordinances and pertinent laws of the Village of Steger and State of Illinois, and in a manner, which will not detract from the appearance of the area and understand that violation of any of the aforementioned could result in the revocation of my license

Signature of applicant:

Date:



# VILLAGE OF STEGER, ILLINOIS

## BUSINESS LICENSE APPLICATION

### Office Use Only:

#### Economic Development Committee

Distributed (initial and date) \_\_\_\_\_  
Approval (initial and date) \_\_\_\_\_

#### Zoning

Current Zoning of Location: \_\_\_\_\_  
Is a zoning change needed for this business? \_\_\_\_\_

Distributed (initial and date) \_\_\_\_\_  
Approval (initial and date) \_\_\_\_\_

#### Fire Inspection

Distributed (initial and date) \_\_\_\_\_  
Approval (initial and date) \_\_\_\_\_

#### Health Inspection

Distributed (initial and date) \_\_\_\_\_  
Approval (initial and date) \_\_\_\_\_

#### Building Department

Distributed (initial and date) \_\_\_\_\_  
Approval (initial and date) \_\_\_\_\_

#### Code Enforcement

Distributed (initial and date) \_\_\_\_\_  
Approval (initial and date) \_\_\_\_\_

#### Police Department (as needed)

Distributed (initial and date) \_\_\_\_\_  
Approval (initial and date) \_\_\_\_\_

#### INSPECTION FEES:

AMOUNT PAID: \_\_\_\_\_ DATE PAID: \_\_\_\_\_ RECEIPT #: \_\_\_\_\_

TEMPORARY APPROVAL GRANTED BY VILLAGE BOARD ON: \_\_\_\_\_

FINAL APPROVAL GRANTED AFTER INSPECTIONS BY: \_\_\_\_\_ DATE: \_\_\_\_\_

After Temporary Approval send copy to Water Billing

Distributed (initial and date) \_\_\_\_\_