



20600 City Center Blvd.  
Crest Hill, IL 60403  
(815) 741-5100

- ☐ New Business ☐ Renewal (Existing Business)  
☐ Change of Ownership ☐ Change Business Name ☐ Change of Location

**Office Use Only**  
**Business License Application**  
☐ Commercial Business \$50.00  
☐ Residential Business (Home-Based) \$25.00

Zoning: \_\_\_\_\_  
License No. \_\_\_\_\_  
Received: \_\_\_\_\_

**PLEASE COMPLETE ALL SECTIONS BELOW**

Business Name: \_\_\_\_\_  
(Legal name including DBA)

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

Mailing address if different from above: \_\_\_\_\_

Business Phone #: \_\_\_\_\_ ☐ Business ☐ Personal

Business E-Mail Address: \_\_\_\_\_ ☐ Business ☐ Personal

Business Social Media Account: \_\_\_\_\_

Hours of Operation: \_\_\_\_\_ # of Employees: \_\_\_\_\_

Federal Tax # (FEIN): \_\_\_\_\_ Sales/Occupations Tax #: \_\_\_\_\_

☐ Sole Proprietor Date the business first opened: \_\_\_\_\_ Square Footage: \_\_\_\_\_

Type of Business Being Conducted or Services Offered: ☐ Advertising/Media ☐ Auto Sales ☐ Auto Repair ☐ Bank  
☐ Car Wash ☐ Counseling ☐ Daycare Center ☐ Education ☐ Financial ☐ Gas Station ☐ General Contractor/Construction  
☐ Grocery/Convenient Store ☐ Personal Care ☐ Health Care ☐ Home Office ☐ Hotel/Motel ☐ Insurance Agency  
☐ Landscaping ☐ Laundromat ☐ Legal Services ☐ Manufacturing ☐ Marketing/Online Sales ☐ Political ☐ Real Estate  
☐ Religious Center ☐ Restaurant ☐ Retail/Secondhand Store ☐ Staffing Agency ☐ Storage ☐ Tobacco/Smoke Shop  
☐ Travel Agency ☐ Trucking/Logistics ☐ Veterinary Services ☐ Warehouse/Packaging/Distribution

☐ Other: \_\_\_\_\_

**If you are renting or leasing a property, please provide the owner of the property information below:**

Property Owner's Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Person Name/Phone # \_\_\_\_\_

**PLEASE LIST THE NAMES AND ADDRESSES OF ALL OWNERS OR PARTNERS OR OFFICERS OF THE COMPANY**

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

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

Phone # \_\_\_\_\_

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

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

Phone # \_\_\_\_\_

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

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

Phone # \_\_\_\_\_

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

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

Phone # \_\_\_\_\_

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

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

Phone # \_\_\_\_\_

☐ See Attached List

**PLEASE READ THE FOLLOWING AND COMPLETE THE SECTION OR SECTIONS THAT PERTAIN TO YOUR COMPANY:**

|                                                                           |     |    |
|---------------------------------------------------------------------------|-----|----|
| Do you have a burglar alarm:                                              | YES | NO |
| Do you have amusement/video machines:                                     | YES | NO |
| Do you have vending machines:                                             | YES | NO |
| Do you have a Food Establishment: Inquire about the Places for Eating Tax | YES | NO |
| Do you have a Secondhand Store:                                           | YES | NO |

Notes: **PLEASE READ**

**Business licenses are valid until January 31<sup>st</sup>**

**All Business Licenses are due by January 31st, after January 31st a penalty of three times the amount plus the fee will be added**

**The City's Sales Tax Rate is 8%**

**Business licenses will not be issued until all required inspections have been approved**

**License regulations are available at [www.cityofcresthill.com](http://www.cityofcresthill.com) under Title 5 of the Code of Ordinances**

**Sign regulations (permanent or temporary) can be found under Title 15 Section 15.12**

**If you require a tobacco or liquor license, please complete the applications and requirements**

**If you require a building permit, please contact the Building Department at 815-741-5106. Information is also available under Title 15 Section 15.05**

**If you are opening a food establishment, please contact the Will County Health Dept to schedule an inspection. An approval will be needed before issuing a business license**

**If you require any additional licenses, such as: burglar alarm, secondhand store, amusement/vending, etc., please contact the Clerk's Office at 815-741-5100. Applications are also available on our website under Departments → Clerk's Office. Please complete the additional applications, and submit additional fees**

**If you are conducting a Thrift/Secondhand Store/Junk Peddler, you must register with the LeadsOnline Database implemented by the City of Crest Hill's Police Dept. You can register online at [www.leadsonline.com](http://www.leadsonline.com)**

**Home-Based Businesses must comply with the City of Crest Hill requirements**

**Registration for Places for Eating Tax Ordinance #1911 – All premises located within the corporate limits of the City where food is sold at retail for immediate consumption, with seating or counters provided to customers for consumption of said prepared food on the premises, whether consumed on premises or not, and whether or not such places for eating is conducted along with any other users in a common premise or business establishment are required to remit PFET to the City of Crest Hill. Please contact the Finance Department at 815-741-3080 regarding registration and FAQ packet for more details.**

Once you have completed this application, the Building Department, Economic Development Department, and the Water Department will be notified. Prior to a license being issued the following will need to be done: **PLEASE READ**

**Zoning of the property has been verified by the Building Department for the type of business you would like to conduct**

**Contact the Building Department to set up an inspection: 815-741-5106**

**Inspections are required by the Building Inspector and the Lockport Fire Department prior to operating the business**

**If applicable: please contact the Will County Health Dept. to schedule an inspection.**

**Complete and submit any additional applications necessary along with the fees**

**If you are a new business (excluding Home-Based businesses) you must provide a floor plan to determine building requirements and/or Fire Dept. requirements. This drawing will need to be done by an architect or engineer, but must be ¼ scale and neatly drawn and it must show layout, shelving, exit signs, fire extinguishers, etc. Please provide to the Building Dept for review (for new construction)**

**If you are a new commercial business or have not completed the form prior:**

**PLEASE READ AND COMPLETE THE ATTACHED DOCUMENT: NON-RESIDENTIAL WASTEWATER SURVEY**  
**(If you need an explanation to the questions below, please contact 815-723-8671; M-F 7am – 3:30pm)**

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

03/2026