

City of Zion

2828 Sheridan Road
Zion, Illinois 60099



(847) 746-4000
(847) 746-7167 FAX
www.cityofzion.com

"Historic Past - Dynamic Future"

APPLICATION FOR RETAIL BUSINESS LICENSE **Important things to know**

- ◆ Before a new business license can be issued, you must obtain an occupancy permit. Please contact the Zion Building Department at 847-746-4018 for more information. A fee will apply.
- ◆ All new businesses **must** attach a copy of an executed lease agreement or Bill of Sale to this application.
- ◆ Any business that deals with food products of any kind **must** attach a copy of the following to this application:
 - An executed lease agreement or Bill of Sale
 - A valid Lake County Health Department Permit.
- ◆ Any business that provides hair or nail services **must** attach a copy of the following to this application:
 - An executed lease agreement or Bill of Sale
 - Copy of Salon/Shop Registration issued by the State of Illinois
 - Copy of the Illinois Cosmetology License for everyone that will be providing cosmetology services at the address provided in this application.
- ◆ Businesses applying for a change of ownership must schedule a walk-through inspection with the Zion Building Department and Fire/Rescue Department to obtain an occupancy permit. Please contact the Zion Building Department at 847-746-4018 for more information. A fee will apply.

For questions, please email Sonolito at sonolitob@zion.il.us.



CITY OF ZION

BUSINESS LICENSE APPLICATION

2828 Sheridan Road, Zion, IL 60099

847-746-4056 - FAX 847-746-7167

www.cityofzion.com

ANNUAL FEE: \$140.00 **see late charge fees below

DATE: _____

☐

New Application

☐

Renewal Application

☐

**Change of Ownership/Business Name/Address
(Circle One)**

APPLICANT INFORMATION:

Business/Organization Name:			
Business Mailing Address:			City:
State:	Zip Code:	Business Phone No:	Fax No.:
Street Address of Business:			
Main Contact or Responsible Party:			Emergency Contact Number:
E-Mail Address:			Tax ID No.:
Business Website Address:			

THE UNDERSIGNED HEREBY PETITIONS THE CITY OF ZION FOR A LICENSE TO OPERATE A:

BUSINESS/LICENSE TYPE	
Check all that apply: Annual fee for each license is \$140.00	
☐	Accountant, banks, currency exchanges, loan companies, savings and loan institutions, commodity and/or stock and bond brokers, and investment companies
☐	Animal Care/Pet Services & Supplies
☐	Appliance Stores
☐	Automotive Repair, Automotive Body Repair/Detailing
☐	Automotive Sales and/or Rental
☐	Barbershops or hair cutting facilities
☐	Carwashes, or auto laundries
☐	Clothing Establishments
☐	Commercial/Residential Cleaning
☐	Convenience Store/Gas Station
☐	Dry cleaning, laundries and Laundromats, (full- or self-service)
☐	Entertainment Product Sales
☐	Fitness Centers
☐	Florists, Nurseries & Landscapers
☐	Bakery
☐	Catering Service
☐	Candy or Confectionary Store
☐	Coffeehouse
☐	Food Delivery Vehicle
☐	Food Products Sales Fruit or Vegetable Store
☐	Grocery Store
☐	Ice Cream Store or Parlor

	Meat Market
	Restaurant
	Funeral Homes/Cemeteries
	Hardware/Paint/Building Materials/Lumber Yards
	Hotel/Motel/Bed & Breakfasts
	Insurance Agencies
	Jewelry Stores
	Machine Shops, Fabrication, Manufacturing Establishments & Repair Shops
	Medical & Dental Offices & Clinics
	Movie/Theaters/Entertainment
	Nursing Homes
	Printers/Stationer Establishments
	Recycling Business
	Resale or Secondhand Shop
	Retail Sales & Service Establishments
	Security & Detective Agencies
	Storage Facilities, Warehouses and Distribution Centers
	Other:

The undersigned here by agrees to abide by the ordinances of the City of Zion and to open his establishment for inspection by the properly designated Officials at any reasonable hour.

The license fee is **\$140.00** for each license for the license year beginning **January 1st and ending December 31st**. All license fees are **non-refundable**. Checks should be payable to **"City of Zion"** and mailed to City of Zion, Office of Economic Development, 2828 Sheridan Road, Zion, IL 60099

****Late Charges:**

Any person not purchasing a required business licenses or permits by the required due date, shall pay a late charge as follows:

- Within first 30 days of the due date, a late charge of 10% of the business license fee will be added to the amount due.
- Over 30 days of the due date, a late charge of 10% of the business license fee plus and additional \$5.00 per day for every day over 30 days will be added to the amount due.

\$_____ **TOTAL AMOUNT DUE**

Owner Signature

Date

Print Name

- ◆ Any business that deals with food products of any kind, must attach a copy of their health department permit.
- ◆ Any business that provides hair or nail services must attach a copy of their salon license and copies of the barber, cosmetology, esthetics, hair braiding and nail technology license of their employees.
- ◆ All **NEW** businesses must attach a copy of their lease agreement.
- ◆ Any business that changes ownership shall contact the City Clerk's office, and obtain a **NEW** license.
- ◆ All **NEW** businesses or a change of ownership must schedule a walk-through inspection with the Zion Building Department and Fire/Rescue Department to obtain an occupancy permit.
- ◆ A license is required for all home-based businesses. All permitted home businesses must meet the standards and conditions as established in Chapter 102, Zoning.
- ◆ All **Licensed Businesses** will be listed in the Business Directory on the City of Zion Website **free of charge**.

FOR OFFICE USE ONLY

Business Name _____

Date Paid: _____ Receipt No: _____ Received By: _____

Original License Amount: _____ License No. _____

License # 2 Amount: _____ License No. _____

License # 3 Amount: _____ License No. _____

Late Charges: _____

TOTAL DUE: _____

Building Dept./Fire Dept. Inspection completed on _____ **by** _____