

PROCEDURE FOR BUSINESS LICENSE APPLICATION – 03/24

1. Identify location for business. If the space is to be leased, it is recommended that the lease be contingent upon the Board approving the business license application.
2. Complete application in its entirety. The applicant may contact Mayor Burke's office with any questions regarding the application. (phone # 708-229-8212; email: skerwin@evpkadm.org) The application must be notarized. Notary is available at Village Hall if needed.
3. Once completed, submit the application to Mayor's office for review. Mayor may call the applicant with any questions or concerns regarding the application, or may request a meeting with applicant.
4. After review, the application will be brought before the Board of Trustees meeting for approval. Mayor Burke will request the applicant attend the board meeting in order to answer any questions the Board may have regarding the application. The Board meets the first and third Monday of each month at 6:30 pm. (If Monday is a holiday, the Board will meet on Tuesday, the day after the holiday).
5. If the board approves the application, the applicant will need to contact the Building Department (phone # 708-229-3333) to obtain a building permit if renovation work is to be done. When all work is completed and business is ready to open, you'll need to schedule an inspection with the business office prior to the license being issued and prior to the business opening. Building department link: <https://www.evergreenpark-ill.com/134/Building-Department>
6. A fee will be assessed based upon square footage. Additional fees will be assessed for some categories; hair salons, barbershops, nail salons, restaurants, etc., depending upon the number of chairs, seating and health inspections required. The business license CAN NOT be issued until the Building Department issues a clear inspection report and license fees are paid.

VILLAGE OF EVERGREEN PARK
APPLICATION FOR BUSINESS REGULATION CERTIFICATE
9418 South Kedzie Ave.
Evergreen Park, IL 60805
(708) 422-1551 FAX: (708) 422-7818
WWW.EVERGREENPARK-ILL.COM

Business Name:		Application Date:
Doing Business As:		IL Business Tax Number (IBT):
Address / City / State & Zip:		
Business Owner Name:	Home Address / City/ State & Zip:	
Business Owner Email Address:		Business Owner Home Phone / Cell:
Manager Name:	Home Address / City / State & Zip:	
Manager Email Address:		Manager Home Phone / Cell:
Specific Type of Business:		Total Square Footage of Business (All areas):
Off Street Parking Lot / Size:	Total Number of Employees & Vehicles:	Total Number of Spaces:
Days and Hours of Operation:		
Has Applicant ever been arrested? () YES () NO / Has Applicant Ever Been Refused a Business License? () YES () NO		
Will there be vending machines on the premises? () YES () NO - If Vending is on premises - Complete form VEND 1001		
Enclose copy of license and / or certification, if required by the State to Conduct this business.		
Certification or License Number:	Name of Issuing Agency (State, Federal, Etc.):	Date of Expiration:
BILL INVOICE TO: (Note - This information will appear on the business certificate)		
Bill Invoice - Name:	Address / City / State & Zip:	
Phone #	Attention:	Email:
Name of Previous Business at This Location:		
PROPERTY OWNER INFORMATION		
Name of Property Owner:		Property Manager Name:
Address:		Address:
City, State, Zip:		City, State, Zip:
Phone #		Phone #

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Building / Space Remodeling To Be Effectuated () YES () NO

If YES (Explain)

The Applicant Certifies that all information on this application to be true and correct.

This Oath must be Taken and Witnessed / Signed by a Notary Public:

STATE OF ILLINOIS
COUNTY OF COOK

I, _____ BEING DULY SWORN, STATE THAT THE ANSWERS AND STATEMENTS IN THIS APPLICATION ARE TRUE TO THE
BEST OF MY KNOWLEDGE.

SIGNATURE OF APPLICANT _____

Subscribed and sworn to before me by said Applicant, this _____ Day of _____ 20 _____

Notary Public _____ Commission Expires _____

Date Approved	Board Approval	Certificate Fee

Signature _____