

APPLYING FOR A BUSINESS LICENSE

1. ACQUIRE BUSINESS LICENSE APPLICATIONS
2. PUT DOWN \$100.00 WATER DEPOSIT IF YOU WILL BE RESPONSIBLE FOR THE WATER BILL

WHEN PAPERWORK IS RETURNED

1. PAPERWORK MUST BE FILLED OUT **COMPLETELY**
2. COPY OF THE LEASE
3. COPY OF CORPORATION PAPERS/ASSUMED NAME PAPERWORK
4. COPY OF TAX ID INFORMATION
5. COPY OF SALON LICENSE & COSMETOLOGY LICENSE, IF APPLICABLE
6. A BUILDING PERMIT IS REQUIRED FOR ANY RENOVATION WORK
7. A SCOPE OF WORK MAY BE REQUIRED
8. SIGN PERMIT IF NECESSARY – SIGN COMPANY MUST BE LICENSED WITH THE VILLAGE

BUSINESS MUST BE INSPECTED BY THE FIRE DEPT (\$50.00) AND THE BUILDING DEPT (\$50.00) BEFORE THE LICENSE WILL BE ISSUED

FEES WILL BE TAKEN AT THE TIME OF APPLICATION

DEPENDING ON WHAT TYPE OF BUSINESS, THE HEALTH INSPECTOR WILL ALSO BE INSPECTING THE BUSINESS

New Business Inspection Process

1. The building department will be the first village department to conduct an inspection. Please review the village ordinances pertaining to your responsibilities as a tenant or building owner for building code compliance.
2. Obtain any/all applicable permits for renovations and code compliance issues.
3. Once all work has been completed and you are in compliance with all of our municipal codes the building department will conduct a final inspection. Attached in your packet in the building inspection check list.
4. Once you have passed all of your final building inspections you will need to schedule your Fire department inspection.
5. The fire department inspection will be the final inspection before you receive a business license and certificate of occupancy, as they will be addressing life safety compliance. *The only exception to this would be if your business requires a health inspection.* Attached in your packet is our Fire inspection check list. Also, please review the village ordinances pertaining to your responsibilities as a tenant or building owner for fire protection systems.
6. Once you have passed your final fire inspection and are in compliance with our municipal codes, the fire department will notify the building department and you will receive your business license and certificate of occupancy.

If you have any questions during the process or need to schedule/reschedule inspections please call the Building Department at (708) 385-8642 or the Fire Department at (708) 489-4742.

FOR OFFICE USE ONLY

APPROVED:

POLICE DEPT: _____

FIRE DEPT: _____

BUILDING DEPT: _____

HEALTH DEPT: _____

FINANCE COMMITTEE: _____

EDC COMMITTEE: _____

WATER DEPOSIT: _____

LICENSE FEE: _____

VENDING MACHINES: _____

INSPECTION FEE: _____

TOTAL FEES: _____

DATE ISSUED & LICENSE #: _____

VILLAGE OF MIDLOTHIAN
P – (708) 389-0200 FAX – (708) 389-0255

APPLICATION FOR BUSINESS LICENSE

I (We) the undersigned, hereby make application for a General Business License under and by virtue of the Ordinance of Midlothian, Illinois

NOTICE: The license year shall be from January 1st to December 31st.
BUSINESS OWNER IS RESPONSIBLE FOR SECURING VENDING MACHINE LICENSES.

****PRINT ALL INFORMATION****

I. BUSINESS INFORMATION:

A. NAME OF BUSINESS: _____ TELEPHONE: _____

BUSINESS ADDRESS: _____

MAILING ADDRESS: _____

B. Describe the principal business activity including product and/or service to be provided/dispensed: _____

If any other business operates from this address, list their name and their Village License Numbers: _____

C. Will your business be manufacturing, storing or selling any type of hazardous matter? YES _____ NO _____

D. Illinois Retail Occupation Tax (IBT) Number: _____

E. Square Footage of Commercial Establishment: _____
(including display area, storage, hallways, bathrooms)

F. Are you operating under an assumed name? YES _____ NO _____

If you are operating under an assumed name, it must be registered with Cook County, Please provide registered number. _____

II INFORMATION:

A. Do you sell milk, ice and/or food products? _____

B. Do you sell tobacco goods over the counter? _____ Sell tobacco goods by vending machine? _____

C. What trucks or other commercial vehicles are used in conjunction with your business? _____

D. SERVICE STATIONS: Number of gas nozzles? _____ Tow trucks? _____

E. NURSING/RETIREMENT HOMES: Number of beds? _____

F. VENDING MACHINES: Specify all vending machines located in your establishment:

No. of Food Vending Machines: _____ No. of Other Vending Machines: _____

No. of Tobacco Vending Machines: _____

G. Specify the types and number of amusement devices operated in your establishment:

JUKEBOX _____ GAMES OF SKILL _____ POOL TABLE _____

H. Maximum number of employees on any one shift, including part-time? _____

I. Number of parking stalls for your business _____

**** PRINT ALL INFORMATION ****

III BUSINESS OWNERSHIP:

A. Type of Ownership: Individual Partnership Corporation – attach Articles of Incorporation
Name: _____ Driver's License # _____
Home Address: _____ Home Phone _____
City, State, Zip: _____

NOTE: If more than one owner or Partner, give names, addresses (including city, state and zip), driver's license number and phone numbers of each on a separate sheet.

B. Official or operator responsible for the daily management of business:
Name: _____ Driver's License # _____
Home Address: _____ Home Phone _____
City, State, Zip: _____

C. If a Corporation, attach Articles of Incorporation, and list:
President's Name: _____ Driver's License # _____
Home Address: _____ Home Phone: _____
City, State, Zip: _____
Secretary's Name: _____ Driver's License # _____
Home Address: _____ Home Phone: _____
City, State, Zip: _____
Registered Agent's Name _____ Driver's License # _____
Home Address: _____ Home Phone: _____
City, State, Zip: _____

D. Has any owner, corporate officer or director ever been convicted of the commission of a felony under the laws of the State of Illinois, any other state, or federal law of the United States? YES _____ NO _____

IV BUSINESS PREMISES:

Do you own the property? YES NO

If NO: Property Owner's Name: _____ Driver's License # _____
Home Address: _____ Home Phone: _____
City, State, Zip: _____

Do you lease the property? YES NO

If you lease the property, provide a copy of the lease. You may strike all financial information from the terms of the lease.

If you own the property, provide proof of ownership.

V AFFIDAVIT:

I hereby certify that there are no willful misrepresentations, or falsifications of the above statements, in answers and attachments. I am aware that should investigation disclose such misrepresentations and falsifications, my application will be rejected, or if already issued, my license may be subject to revocation.

AUTHORIZED SIGNATURE _____ DATE _____

Subscribed and sworn to, before me, this
_____ day of _____ 20____

NOTARY PUBLIC _____



Village of Midlothian
 14801 S. Pulaski Rd.
 Midlothian, Illinois 60445
 Phone (708) 389-0200
 Fax (708) 389-0255

BUSINESS FACT SHEET

(PLEASE PRINT ALL INFORMATION - FORM MUST BE FILLED OUT COMPLETELY
 OR WILL BE RETURNED DELAYING ISSUANCE OF THE BUSINESS LICENSE)

Business Details	
Name of Business	
Business Address	
Business Telephone	
Business Email	

Business Owner Contact Information	
Business Owner Name	
Business Owner's Address	
Business Owner's Phone	
Business Owner's Email	

Building Owner Contact Information	
Plaza Name (if applicable)	
Building Owner's Name	
Building Owner's Address	
Building Owner's Phone	
Email	

24-Hour Emergency Contacts			
Please list, in order to be called, the names and telephone numbers of the Person(s) to be contacted in case of an emergency			
Primary		Telephone	
Secondary		Telephone	

Alarm/Security Information	
Does the business have a Fire Alarm system? · Yes · No	
If Yes, Company Name:	Phone:
Does the business have a Police Alarm system? · Yes · No	
If Yes, Company Name:	Phone:

	Type of Alarm System	Company	Y/N
1)	Robbery/Hold Up		
2)	Burglary/Hold Up		
3)	Outside Ringer/Flasher Only		

How is the alarm reported to the Midlothian Police Department?	
· Central Dispatch - CalComm · By Private Security Company	
· Other (Describe)	
If telephoned to Midlothian Police Department by private security company, please give:	
Company Name:	
Telephone:	
Does the business employ a security dog for protection? · Yes · No	
If Yes, Dog's Name:	
Owner's Name:	
Telephone:	
Miscellaneous business information:	

Municipality Department Use Only	
Date Received:	Date Entered:



Midlothian Fire Department – Fire Prevention Bureau

Stephen Hotwagner

Fire Chief

Michael Lonkar

Fire Prevention Officer

New building owners and tenants,

The Midlothian Fire Department performs inspections on **ALL** businesses in Midlothian before business licenses are approved. **ALL BUSINESSES REQUIRE FIRE ALARM SYSTEMS** (Heat and/or smoke detection system) your business may require an **Automatic Fire Suppressant System (Sprinkler System) depending on occupancy type and size of building.**

Existing Business with a Fire Alarm

- A fire alarm system that is NFPA 72 compliant and meets all the requirements mandated by the authority having jurisdiction and must be installed, monitored and in proper working order. All businesses are required to have a signed maintenance contract with a licensed fire alarm contractor.

New Business without a Fire Alarm

- Please review the Village of Midlothian Ordinances for requirements.
- If you have any questions regarding Fire Alarm System requirements contact the Midlothian Fire Prevention Bureau. (708) 489-4742

Automatic Suppressant System

- Please review the Village of Midlothian Ordinances for requirements.
- If you have any questions regarding Sprinkler System requirements contact the Midlothian Fire Prevention Bureau. (708) 489-4742

Your signature below confirms that you have been notified of these requirements.

Address of Business _____ Date _____

Printed name **X** _____

Owner/Tenant/Occupant **X** _____

Cc: New tenant/owner
Fire Prevention Bureau

Stephen M. Hotwagner
Fire Chief

Michael Lonkar
Fire Prevention Officer



Midlothian Fire Department – Fire Prevention Bureau

Stephen Hotwagner

Fire Chief

Michael Lonkar

Fire Prevention Officer

Midlothian Fire Department – Inspection checklist

- * Aisles must be clear at all times
- * Exit doors and hallways leading to them must remain clear from obstruction at all times.
- * Exit doors must be marked with an illuminated exit sign.
- * Exit doors must be able to be opened by any occupant in the event of an emergency without use of a key, tool or special knowledge on how to open the door (some occupancies will require “panic hardware”).
- * Emergency lighting will operate when normal electrical power is shutdown
- * Electrical wiring and related equipment will be installed and will operate according to electrical code standards. No extension cords will be allowed to operate any fixed device.
- * All occupancies shall have approved fire extinguishers which shall be mounted (according to code) and be serviced annually by a licensed and certified company.
- * A fire alarm system will be required for all businesses and, depending on the occupancy classification and related code; a sprinkler system may also be required.
- * Any fire alarm or sprinkler system must be inspected annually by a licensed and certified company.
- * All heating, ventilation and cooling systems will be in good working order.
- * Flammable liquids will be stored in an approved container.
- * All pressurized cylinders must be properly secured via chain to a wall.
- * The building must be in good shape and free from any dangerous condition.
- * A Knox Box shall be installed for every business (as well as other occupancies as defined by code) with a key inside it to open the business by the fire department.

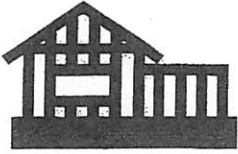
The items listed above are meant to serve only as a brief summary of common safety issues. The Fire Prevention Bureau performs annual fire safety inspections that cover adopted Village and Fire Codes which may be more extensive than the list above. This list is not intended to replace or supersede any laws governing fire safety or other rules under the authority of the Midlothian Fire Department.

If you have any questions, please contact the Fire Prevention Bureau at (708) 489-4742

14801 South Pulaski Road, Midlothian, IL 60445

(708) 489-4742 phone

(708) 389-2436 fax



VILLAGE OF MIDLOTHIAN BUILDING DEPARTMENT

14801 S. Pulaski Road, Midlothian, IL 60445
708-385-8642

Business/Commercial Building Inspections Checklist

- Electric - Switches and outlets must be properly installed and maintained in good working order.
- GFI Outlets - Need to be installed within 6 feet of any water source.
- Doors - Every door and its hardware shall be maintained in good condition. Door locks must be in good repair and capable of locking the door.
- Sanitation - Interior areas shall be maintained in a safe, clean and sanitary condition. All areas shall be free from insect and rodent infestations and from any accumulation of refuse including storage of junk, boxes, excessive papers, parts, machinery, or any & all equipment not in an operable condition.
- Refuse Containers - Businesses are required to have a metal container with a tight fitting lid, 1.5 cubic yards minimum.
- Carbon Monoxide Alarm Detectors - Installed in the area of furnace/boiler room.
- Windows - Glass must be free of cracks or holes, and each operating window must have screens with no rips or tears.
- Interior Surfaces - Floors, walls, including windows and doors, ceilings, and other interior surfaces shall be maintained in good, clean, and sanitary condition. Peeling paint, cracked, or loose plaster, missing tiles, decayed wood, and other defective surface conditions shall be eliminated.

If applicable:

- Landscaping - Grass and bushes must be kept with no overgrown or dead growth. Trees shall be maintained.
- Gutters/Trim/Siding - Shall be in good repair and properly secured to the building. No peeling or chipped paint or rotted wood permitted. All gutters shall be kept clean and clear of any obstructions.

We hope this handout helps make the inspection process go smoother and clears up any questions you may have. Any further questions, please call the Building Dept. at (708) 385-8642.