



## Village of Stone Park

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Stone Park, IL 60165

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# Procedures For Obtaining BUSINESS LICENSE In Village Limits

The following steps will assist a new business to obtain a license.....

### Step 1: APPLICATION

First, a license application must be completely executed. Make sure to sign and date your application. Do not leave any blank spaces, this may delay approval. Omitting information will delay your application

### Step 2: BUSINESS PLAN

Along with the application a Business Plan must be submitted. The plan must include very detailed information pertaining to the proposed business. Other criteria that must be included consists of: hours of operation, number of employees, location for parking, state and/or federal licensing, outdoor renderings and preliminary build out plans (if available).

### Step 3: ZONING & COST

Once submitted, the application and the business plan, will be checked to meet Zoning. After it is processed, the results will be relayed to the applicant, along with the yearly license fee and any additional fees, as well as any additional documentation that will be required. At this point the results will either lead to moving to Step 4 or appearing before the Zoning Board.

### Step 4: BUILD OUT

Once past Zoning, and if performing a "Build Out" a building permit will be required. Please refer to "Procedures for Obtaining a Building Permit". If a build out is not needed, then a Pre-Occupancy Inspection will be necessary. This inspection will lead to obtaining a "Certificate of Occupancy". The inspection will need to be paid prior to scheduling. The \$75 fee includes first and final inspection. Additional inspections will be charged separately at an additional \$25 each.

### Step 6: CERTIFICATE OF OCCUPANCY

After inspections have been passed for either a Build Out or Pre-Occupancy Inspection, a Certificate of Occupancy will be issued.

### Step 7: PAYMENT & LICENSE

At this time, the license fee along with any other fees, will be due. The certificate of insurance, showing Stone Park as a holder and any other documents will also be due. Once the license file is complete, the applicant will receive a Certificate of Occupancy and License, which must be properly posted in the place of business. Also distributed at this time would be the vehicle stickers and coin-op machinery stickers.

We hope we were able to answer many of your questions. We also do appreciate your consideration to make Stone Park, home to your business.