



**Village of Stone Park**  
1825 N. 32<sup>nd</sup> Ave  
Stone Park, IL 60165  
www.vosp.us

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**Beniamino Mazzulla**  
**President**

**Laura Cassidy-Hatchet**  
**Village Clerk**

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**Board of Trustees**

Loretta J. Teets

Marco Paz

Marco A. Gutierrez

Nazario Garcia

Sylvia Terrazas

Simplisio Roman

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**Administration**

708-345-5550

Fax: 708-450-3202

**Police Department**

708-344-2134

Fax: 708-345-5564

www.vosp.com

**Public Works**

708-450-3208

# Procedures for Obtaining BUSINESS LICENSE Within Village Limits

The following steps will assist a new business obtain a license:

**Step 1: Application**

A license application must be executed. Please do not leave any blank spaces and ensure you signed and dated the application to avoid delays.

**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 and Cost**

Once submitted, the application and the business plan, will be checked to meet Zoning requirements. Once checked the results will either lead to moving to Step 4 or appearing before the Zoning Board. The results will be relayed to the applicant, in addition to the fees pertaining to the yearly license and any other additional costs. Any other relevant documentation will also be requested.

**Step 4: Build Out**

After necessary Zoning approvals are complete and you are performing a Build Out, a building permit is 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 5: Certificate of Occupancy**

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

**Step 6: Payment and License**

At this time, the license fee along with any other fees will be due. The Certificate of Insurance must be turned in with the Village of Stone Park as a certificate holder. Once everything is complete, the applicant will receive a Certificate of Occupancy and Licenses, 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 if applicable.

**Step 7: Presentation**

Your business will be presented to the Village Board for information purposes. This will take place during a regularly scheduled Village Board Meeting.

Thank you for choosing the Village of Stone Park for your new business location.



# VILLAGE OF STONE PARK

## BUSINESS LICENCE- WITHIN VILLAGE LIMITS

### BUSINESS INFO

### BUSINESS OWNER INFO

Business/DBA \_\_\_\_\_  
 Contact \_\_\_\_\_  
 Bus Address \_\_\_\_\_  
 Bus Phone \_\_\_\_\_  
 Bus Fax \_\_\_\_\_  
 Bus Hrs: M-F \_\_\_\_\_ # of Employees \_\_\_\_\_  
           Sat \_\_\_\_\_  
           Sun \_\_\_\_\_  
 Preferred Mailing Address:  Owner Address  Business Address

Owner's Name \_\_\_\_\_  
 DOB \_\_\_\_\_ Cell Phone \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Corporation Name \_\_\_\_\_  
 Corporate # \_\_\_\_\_ FIN# \_\_\_\_\_  
 Sales Tax # \_\_\_\_\_

### PROPERTY INFO

Own  Lease

### EMERGENCY INFO

Leased Owners Name \_\_\_\_\_  
 Owners Address \_\_\_\_\_  
 City, State Zip \_\_\_\_\_  
 Phone \_\_\_\_\_

List at 2 contacts in case of an emergency?  
 Contact \_\_\_\_\_ Phone \_\_\_\_\_  
 Contact \_\_\_\_\_ Phone \_\_\_\_\_  
 Alarm Co \_\_\_\_\_ Phone \_\_\_\_\_

### ADDITIONAL INFO

Garbage Hauler \_\_\_\_\_ Phone # \_\_\_\_\_

Number of Vehicles that would require a Village Sticker? \_\_\_\_\_

Which category best describes the nature of your business?

- |                                        |                                      |                                         |                                        |
|----------------------------------------|--------------------------------------|-----------------------------------------|----------------------------------------|
| <input type="checkbox"/> Automotive    | <input type="checkbox"/> Food Liquor | <input type="checkbox"/> Retail         | <input type="checkbox"/> Miscellaneous |
| <input type="checkbox"/> Entertainment | <input type="checkbox"/> Health      | <input type="checkbox"/> Service        | <input type="checkbox"/> Other         |
| <input type="checkbox"/> Finance Money | <input type="checkbox"/> Industrial  | <input type="checkbox"/> Transportation |                                        |

**BUILDING PERMITS MUST BE SECURED PRIOR TO ANY WORK TO BE DONE ON PREMISES**

READ BEFORE SIGNING: I, the applicant, understand the issuance or renewal of this license is conditioned upon compliance with all Village Ordinances and other applicable Statues, the payment of all prior fees, including those accumulated from violations, a criminal background check for all individual(s) whose name(s) appear on this application and the results of any inspections and that the above stated information is true and correct.

Print \_\_\_\_\_

Date \_\_\_\_\_

Sign \_\_\_\_\_

Title \_\_\_\_\_

<b>Lic</b> _____ <b>Lic2</b> _____ <b>Water Acct:</b> _____ <b>Operating Since:</b> _____ <b>Zoning:</b> _____	<b>***OFFICE USE ONLY***</b>			
	<b>**CHECK LIST**</b>			Paid?
	App Received	By: _____	Water Uptodate	<input type="checkbox"/>
	Payment	Date _____	Tickets	<input type="checkbox"/>
Insurance	Expires _____	Inspections	<input type="checkbox"/>	
State Licenses	Valid _____	Business Plan	<input type="checkbox"/>	