



Village of Addison

FINANCE DEPARTMENT

WELCOME:

We would like to extend a warm welcome to you and your employees, and wish you success in your business in Addison.

Please be advised that the various Village Departments are available to help you. It is our duty and pleasure to advise and assist you where we can.

A Business License is required to operate in the Village of Addison (Sec 10-2). The licensing year of the Village is January 1st through December 31st. Any type of vending or coin-operated machine also needs to be licensed. Please feel free to contact the Village Finance Dept. to obtain the amount of fees due at this time and the applications.

Approval of a new business license shall require a background investigation of the business owners and co-owners conducted by the Police Dept. A non-refundable one time filing fee of \$125.00 and \$25.00 per each co-owner must be paid at time of application. Other requirements are noted on the Police Dept. Business License Application.

Your business is also required to have an inspection by our Building Department to ensure safety and compliance with current Village Codes. The Building Department will call and make an appointment. Failure to allow access for inspection or failure to comply with Village ordinances can result in denial of your Business License.

Lastly, note that every owner of a motor vehicle or motorized bike who resides within the Village or owns a vehicle which has its base within the Village must display a valid Village of Addison vehicle sticker. Stickers are valid from Oct 1. through Sept. 30.

Please complete and return all forms, applications and checks to the attention of Business Licensing clerk.

Once again, may we say "welcome" and wish you every success in your business venture.

Sincerely,
Village of Addison
Licensing Department
Bridget Olson
630-693-7573
bolson@addison-il.org

BUSINESS LICENSE
APPLICATION CHECKLIST/PROCEDURES

The following information will hopefully assist you in calling attention to the procedures which will be followed by the Village of Addison, and the information which is required from you, with regard to making application for business license.

APPLICATION

1. The application should be completed in its entirety, with all required materials attached. ALL questions on the application must be responded to.
2. Required materials are to be attached to the application (copy of lease or proof of ownership of the property, etc.).
3. Upon filing of application, a non-refundable \$125.00 one time filing fee must be paid. An additional fee of \$25.00 PER EACH ADDITIONAL co-owner listed on the application is also due at this time.
4. A copy of the current Business License Code will be given to the applicant.

FINGERPRINTING

5. The Police Department will contact you to arrange for applicants to be fingerprinted in the Police Department facility, Three Friendship Plaza, Addison, Illinois. A non-refundable fee of \$34.25 or \$39.25 per individual to be fingerprinted is due at the time of fingerprinting. Cashier's check should be made out to Illinois State Police.

ELIGIBILITY FOR LICENSE

6. See Section 10-5

PROCESSING APPLICATIONS

7. Submit application and payment based on square footage to the Village of Addison Finance Department, Business License Clerk. It will then be forwarded to Community Development Planner who will verify zoning. If zoning is approved, the Planner will sign off and return to the business license clerk. A background will be conducted by the police department and return the disposition to the business license clerk, as well as a background summary to the Village Manager and a copy to the Director of Community Development. A copy of the application will be given to Community Development Clerk for scheduling for the Business Inspector. This business owner will receive a letter stating the time and date of inspection. A copy is also given to the Fire Department for an inspection. Addison Fire Department requires a final inspection be conducted by them after occupancy but before opening for business. Upon all inspections being completed, the inspector will sign a completion sheet and send to the business license clerk, who will mail the business license.

VILLAGE of ADDISON

1 Friendship Plaza • Addison, IL 60101-2786 • (630) 543-4100 x 7573

BUSINESS LICENSE APPLICATION

Business Application for January 1, _____ to December 31, _____

Forms must be completed each year

BUSINESS NAME: _____ OWNER OF BUSINESS: _____
ADDRESS: _____ NAME: _____
BUSINESS PHONE # _____ HOME ADDRESS: _____
BILLING ADDRESS: _____ HOME PHONE # _____
BILLING PHONE # _____ ZONING CLASSIFICATION _____
STARTING DATE IN ADDISON: _____ IBT # _____
DESCRIPTION OF BUSINESS OPERATIONS: _____
NUMBER OF EMPLOYEES _____

TOTAL BUSINESS SQUARE FOOTAGE _____
IF YOU OCCUPY MORE THAN ONE LOCATION IN ADDISON, LIST ADDRESS AND SQUARE FOOTAGE OF ALL LOCATIONS.
ADDRESS OF OTHER LOCATIONS: _____ SQUARE FOOTAGE _____

_____ SQUARE FOOTAGE _____
_____ SQUARE FOOTAGE _____
TOTAL SQUARE FOOTAGE OF ALL LOCATIONS _____

PLEASE COMPLETE IF APPLICABLE:
GAS STATION/NO. OF HOSES _____ NO. OF BOWLING LANES _____
FOOD _____ LOOSE CIGARETTES _____ NO. OF VENDING MACHINES _____
NO. OF HOTEL/MOTEL ROOMS _____ NO. OF LAUNDROMAT MACHINES _____
BANQUET FACILITIES _____

LIST OF PERSONS TO BE CALLED IN EMERGENCIES: (In order of priority - MUST have keys)

NAME/TITLE	ADDRESS	CITY	PHONE #

PLEASE CHECK THE APPROPRIATE BOX CONCERNING PREMISES: ANIMALS SAFE GUNS WATCH DOG HAZARDOUS MATERIALS
BURGLAR ALARM COMPANY / PHONE _____ / _____
TYPE OF ALARM SYSTEM AUDIBLE SILENT PERIMETER ONLY HOLD UP ENTRY MOTION DETECTORS
DOES THE ALARM RESET AUTOMATICALLY? No
OWNER OF BUILDING _____ PHONE # _____

I, THE UNDERSIGNED HEREBY CERTIFY THAT,
1. I UNDERSTAND ISSUANCE OF A LICENSE OR SUBMISSION OF THIS APPLICATION AND PAYMENT OF THE LICENSE FEE IS CONDITIONAL UPON COMPLIANCE WITH ALL VILLAGE ORDINANCES AND THE RESULT OF ANY INSPECTION OF ABOVE PREMISES AT THIS TIME OR ANY SUBSEQUENT REQUIRED INSPECTION.
2. I UNDERSTAND THAT ALL BUSINESS LICENSES, THAT ARE NEW, TRANSFER OR RENEWED ARE SUBJECT TO AN INSPECTION, CONDUCTED BY THE BUILDING DIVISION AND THE FIRE PROTECTION DISTRICT. THESE INSPECTIONS WILL BE CONDUCTED DURING NORMAL BUSINESS HOURS AND FAILURE TO ALLOW ACCESS OR COMPLY MAY RESULT IN THE DENIAL OF THIS APPLICATION OR THE REVOCATION OF THE BUSINESS LICENSE.
3. I AGREE THAT THE BUSINESS SHALL COMPLY WITH THE PERFORMANCE STANDARDS, INDUSTRIAL PRETREATMENT STANDARDS AND OTHER PROVISIONS OF THE ADDISON ZONING ORDINANCE AND ADDISON BUILDING CODES, I.E. SIGN REGULATIONS AND OUTSIDE STORAGE.

LICENSE FEES MUST ACCOMPANY ALL APPLICATIONS AND ARE DUE JANUARY 1.
A 50% PENALTY WILL BE APPLIED AFTER MARCH 1ST.
MAKE CHECKS PAYABLE TO "VILLAGE OF ADDISON".

THE INFORMATION SUBMITTED ON THIS APPLICATION IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE
AUTHORIZED OFFICIAL _____ E-MAIL: _____
PRINT NAME _____
TITLE _____ DATE _____
PRESIDENT OF CORPORATION, PARTNER OR OWNER OR WRITTEN AUTHORIZATION FROM DESIGNATING OFFICIAL

OFFICE USE ONLY
ID# _____
LIC.# _____
FEE: _____
DATE PD. _____
INV.# _____
CK.# _____
USE APPROVAL: _____
ZONING _____
BACKGROUND APPROVAL: _____
PD _____
INSPECTION APPROVAL: _____
BUILDING/FIRE _____



VILLAGE OF ADDISON
OFFICE OF THE MAYOR
PART 2 APPLICATION FOR VILLAGE BUSINESS LICENSE

The undersigned hereby make(s) application for the issuance of a Village business license and hereby certify (certifies) to the following facts:

1. Applicants corporate name _____

Type of business to be conducted _____

2. Location of place of business for which license is sought:

A. _____ Phone _____
(exact address by street and number)

B. A copy of the lease or evidence that the applicant is the owner of record of the property for which the license is sought.

3. Date of business incorporation _____ under laws of the State of _____

4. State names of owners or co-owners with their respective residence addresses, giving street and number, city and state:

Owner _____ Residence Phone _____
Res. Address _____
(City, state and zip code)
Date of birth _____ Place of birth _____
Social Security# _____ Drivers Lic.# _____

Owner _____ Residence Phone _____
Res. Address _____
(City, state and zip code)

Date of birth _____ Place of birth _____
Social Security# _____ Drivers Lic.# _____

Co-Owner _____ Residence Phone _____
Res. Address _____
(City, state and zip code)

Date of birth _____ Place of birth _____
Social Security# _____ Drivers Lic.# _____

Co-Owner _____ Residence Phone _____
Res. Address _____
(City, state and zip code)

Date of birth _____ Place of birth _____
Social Security# _____ Drivers Lic.# _____

5. Does applicant own premises for which this license is sought? _____
6. Has the applicant a lease on such premises covering the full period for which license is sought? _____ If so, give:
- A. Name and address of lessor _____
- B. Period covered by lease: from _____, _____ to _____, 20 _____
7. Has any owner or co-owner (s) of such business/corporation, ever been convicted of any felony under any federal or State law? _____ If so, give name of person so convicted, stating date and offense

8. Has any owner or co-owner (s) of such business/corporation ever been convicted of being the keeper of a house of ill fame; or of pandering or other crime opposed to decency and morality? _____
9. Has the owner or co-owner (s) of such business/ corporation, made application for a similar license for this period for any premises other than those described above? _____
10. Is any law enforcing official, mayor, alderman, member of the city council or commission, member of a Village board of trustees, or member of a county board, directly or indirectly interested in the business for which license is sought? _____
11. Has any license previously issued by State, Federal or local authorities to the owner or co-owner (s) of such business/ corporation, ever been revoked? _____ If so, given name of licensee and state reasons for and date of revocation. _____
12. Will the business be conducted by an agent? _____ If so, give:
- A. Agent Name _____ Residence Phone _____
Res. Address _____
(City, state and zip code)
- Date of birth _____ Place of birth _____
Social Security# _____ Drivers Lic.# _____
- B. Authority conferred upon him by the business/corporation with relation to the operation or management of the business for which this license is sought: _____
13. Has the business/corporation applied for a State of Illinois Corporate Filing? If so, Number Issued? _____

AFFIDAVIT

STATE OF ILLINOIS)
)SS.
COUNTY OF DU PAGE)

The undersigned swear (or affirm) that the business/corporation in whose name this application is made will not violate any of the ordinances of the Village of Addison or the laws of the State of Illinois or of the United States of America, in the conduct of the place of business described herein and that the statements contained in this application are true and correct to the best of our knowledge and belief. Further, that the Village of Addison be notified when and if the establishment ceases to operate as a business.

Subscribed and sworn to before me this

_____ day of _____ A.D. 20_____

(Notary Public)

_____, Owner
(Signature)

_____, Co-Owner
(Signature)

(Notary Seal)

I have also received a copy of the Village of Addison Business License Code

Applicant

ORDINANCE NO. 0-09-69

**ORDINANCE AMENDING CERTAIN PROVISIONS OF
CHAPTER 10 OF THE VILLAGE OF ADDISON CODE RE LICENSES**

WHEREAS, Section 6(a) of Article VII of the 1970 constitution of the State of Illinois provides that any municipality which has a population of more than 25,000 is a home rule unit, and the Village of Addison, DuPage County, Illinois, with a population in excess of 25,000 is, therefore, a home rule unit and, pursuant to the provisions of said Section 6(a) of Article VII, may exercise any power and perform any function pertaining to its government and affairs, including, but not limited to, the power to tax and to incur debt; and

WHEREAS, the Mayor and Board of Trustees believe and hereby declare that it is in the best interests of the Village to amend the Village Code with respect to business and other licenses issued by the Village, as hereinafter set forth;

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF ADDISON, DU PAGE COUNTY, ILLINOIS, IN THE EXERCISE OF ITS HOME RULE POWERS, AS FOLLOWS:

SECTION ONE: The foregoing recitals are hereby incorporated in this Section One as if said recitals were fully set forth herein.

SECTION TWO: Section 10-5 of Chapter 10, Article I, of the Village Code of the Village of Addison shall be and is hereby amended in its entirety so that Section 10-5 shall hereafter be and read as follows:

Sec. 10-5. Premises Inspections and Investigations Generally.

- (A) Approval of a new business license shall require a premises inspection, as well as zoning review for approval of the business as a permitted use, and a favorable report. Upon the receipt of any application for a permit where the provisions of this Code or other ordinances of the Village necessitate an inspection of the premises before the issuance of such permit or license, the Village Treasurer or designee shall refer such application to the proper office for making such inspection. The building inspector charged with the duty of making such premises inspection shall make a report thereon, favorable or otherwise, before the business is ready to be opened to the public. The building inspector shall make or cause to be made any such premises inspection, relative to the construction of buildings or other structures. All premises inspections shall be made by a building inspector designated by the Village Manager. The Addison Fire Department requires that a final inspection be conducted by them after occupancy but prior to opening for business.
- (B) Approval of a new business license shall require a background investigation. A background investigation of business owners and co-owners shall be conducted by the Police Department and forwarded to the Village Manager no later than thirty (30) days after receiving the application or a copy thereof.

All investigations shall be made by the Chief of Police or his designee.

(C) Issuance of the license may be denied by the Village Manager for cause, including but not limited to the causes for license revocation set forth in Section 10-13. In the event that issuance of the license is denied, the applicant may file a petition for leave to appeal with the Village Manager not less than ten (10) days after the date of the decision. The Village Manager shall, upon receipt of such petition, prepare a notice of hearing and shall schedule a hearing before the Mayor and Village Board of Trustees with respect to the appeal. Said notice shall contain the time, date and place of the hearing before the Mayor and Board of Trustees of the Village. Said hearing shall be no sooner than five (5) days from the date of mailing. The notice shall also specify that the person or organization may be represented by counsel with the right to confront and cross-examine adverse witnesses. Testimony shall be taken upon oath or affirmation. The findings and order of the Mayor and Board of Trustees shall, within ten (10) days of the conclusion of the hearing, be forthwith sent to the applicant by certified mail, return receipt requested, at the address listed on the application.

SECTION THREE: Section 10-7 of Chapter 1, Article I, of the Village Code of the Village of Addison shall be and is hereby amended to include the following:

Background Investigation (non-refundable).....	\$125.00
Each Additional Background Investigation (non-refundable).....	\$ 25.00
Fingerprinting fee	Fee assessed by the State of Illinois

SECTION FOUR: Section 10-9 of Chapter 1, Article I, of the Village Code of the Village of Addison shall be and is hereby amended in its entirety so that said Section 10-9 shall hereafter be and read as follows:

Sec. 10-9. Same--Payment; Proration; Disposition.

In the absence of any provision to the contrary, all fees and charges for licenses or permits shall be paid in advance at the time of application therefor to the Village Treasurer or designee. When an applicant has not engaged in the business until after the expiration of part of the current license year, the license fee shall be prorated by quarters and the fee paid for each quarter thereof during which the business has been or will be pursued. Except as otherwise provided, all license fees shall become a part of the corporate fund.

SECTION FIVE: Section 10-12 of Chapter 1, Article I, of the Village Code of the Village of Addison shall be and is hereby amended in its entirety so that said Section 10-12 shall hereafter be and read as follows:

Sec. 10-12. Change of Location of Licensed Business or Occupation.

The location of any licensed business or occupation, or any permitted act, may be changed, provided ten days; notice thereof is given to the Village Treasurer or designee, in the absence of any provision to the contrary; provided, that the building, zoning and frontage consent requirements of this Code and other Village ordinances are met.

SECTION SIX: Section 10-15 of Chapter 1, Article I, of the Village Code of the Village of Addison shall be and is hereby amended in its entirety so that said Section 10-15 shall hereafter be and read as follows:

Sec. 10-15. Tags, etc. for Vehicles where Number of Vehicles Used Is Basis for Fee.

Whenever the number of vehicles to be used in connection with a business for which a license is required is a basis of a license fee, the Village Treasurer or designee shall furnish each licensee with a tag or license sticker for each vehicle covered by the license, and such tag or sticker shall be permanently affixed in the right-hand lower corner of the front window of the vehicle.

SECTION SEVEN: Any ordinance, resolution, policy, or part thereof that conflicts with the provisions of this ordinance is hereby expressly repealed to the extent of such conflict.

SECTION EIGHT: This ordinance shall be in full force and effect after its passage, approval and publication in the manner provided by law.

PASSED THIS 2nd day of November, 2009.

AYES: Hendley, Fayer, Fayash, Mc Dermott, Theodor, Venster

NAYS:

ABSENT:

APPROVED THIS 2nd day of November, 2009.

ATTEST:

[Signature]
Mayor

[Signature]
Deputy Village Clerk

PUBLISHED: November 5, 2009

LKL\VOA\138643\REV9/29/09