

CHECKLIST FOR BUSINESS LICENSE (NEW & RENEWAL)

Prior to any business commencing operations within Dolton, the proper business license(s) must be obtained. Documents are reviewed and upon pre-approval, the inspections will be conducted. Below are the steps to be done before a license can be issued.

Applications & Documents

All new business must be pre-approved before the actual licensing process can begin. Below are the documents needed for initial review.

- **All New Businesses:**
 - Copy of Business Plan
 - Articles of Incorporation/Organization
 - Business License Application and copy of applicant's ID

If approved, please submit the remaining documents (renewed business need only to update expired forms).

- **Approved Business/Business License Renewal:**
 - Certificate of Insurance
 - Certificate of Good Standing
 - Copy of Lease Agreement/Proof of Ownership
 - IDOR Registration/License (Business with employees, wholesale/retail, manufacturing)
- **Additional Documents will be needed for certain types of business. List as follows:**
 - **Food Handlers' Licenses** (Restaurants, Nursing Homes, Day Cares, and Etc.) must have from all handling food and management
 - **IDFPR Certifications** (Banking, Cosmetology, Dental, Funeral, Nursing, Optometry, Real Estate, and Etc.) (Full list available on IDFPR's site)
 - **ICC Licenses** for applicable Transportation services
 - **DCFS License** for childcare facilities
 - **501©** for any nonprofit organization
 - **Liquor License** will need the following:
 - Liquor License Application completed and notarized
 - Background check (new applicants)
 - DRAM Shop Insurance
 - BASSET License (bartenders, bouncers, servers)



- **Video Gaming License** will need the following:
 - Video Gaming License Application
 - Establishments must pay for Establishment and Terminal License fees
 - Operators must pay for Operator's License fee
 - Copy of State Liquor License (ILCC)
 - Copy of Terminal Operator License and Operator Agreement
 - State Video Gaming Establishment License (IL Gaming Board)
 - Articles of Incorporation/Organization for Terminal Operator

How to apply?

All applications are available in office, on our website (<https://vodolton.org/housing-permits/>), or via email upon request. Documents and applications can be submitted via email to permits@vodolton.org. Please include name of business in subject line when submitting via email.

Inspections

Once the application is submitted, we will set up the annual suite of inspections. All business must have commercial and fire inspections while food and health related licenses must have an additional health inspection. Fees are as follows:

- Commercial Inspection (\$350)
- Fire Inspections (\$100)
- Health Inspection (\$150)
- Re-inspection fees apply after three fails
- Must call 24 hours in advance to schedule. (**No same day inspections**)
- Free copies of the inspection reports are available upon emailed request or here:



(Physical copies available in office for \$5.00 per page)

Once all required documents are submitted, and inspections have passed, the business owner will be contacted to make the payment and receive their Village of Dolton Business License. Please note, once all documents are submitted it can take up to two weeks (14 days) for license completion.

All licenses are valid for one (1) calendar year after issuance with the exception of Liquor and Video Gaming Licenses. Those licenses will expire April 30th every year. Any licenses issued in addition to liquor and gaming will share this expiration date. License fees are subject to doubling if the applicant is thirty (30) days late in applying for renewal of the annual license.



PAYMENT CENTER

METHODS OF PAYMENT ACCEPTED:

The Village of Dolton no longer accepts cash or American Express as methods of payment.

ALL CHECKS SHOULD BE MADE PAYABLE TO THE "VILLAGE OF DOLTON"

Dolton Licenses can be purchased at:

Village of Dolton
14122 MLK Jr. Drive
Dolton, IL 60419

HOURS OF OPERATION (NEW HOURS):

Monday – Wednesday: 8:00 AM to 5:00 PM

Thursday: CLOSED

Friday: 8:00 AM to 5:00 PM

Saturday: 9:00 AM to 1:00 PM

Sunday: CLOSED

**For additional information contact the Permits/Licensing Department at
(708) 201-3296/3398/3397 or permits@vodolton.org**



Village of Dolton Business License Application

14122 Dr. Martin Luther King Jr. Drive Dolton, IL 60419
Phone: 708-201-3296 Fax: 708-201-3233 Email: Permits@voldolton.org

Check One: New Business Renewal Change of Business Name/Address

Name of Business: _____ DBA: _____

Business Address: _____
(No P.O. Box) Street City State Zip

Mailing Address: _____
(No P.O. Box) Street City State Zip

Phone #: (____) - _____ Fax #: (____) - _____ Email: _____

IL Dept. of Revenue (IBT #): _____ FEIN #: _____

Business Type: Sole Proprietorship Corporation Partnership Family LLC/LLP/LP Other _____

Business Description: _____

Business License Type (Select all that apply):

Amusement / Entertainment:
(Attractions, Machines, Halls, etc.)

Art / Culture:
(Studios, Gallery, etc.)

**Video Gaming (Please refer to
Video Gaming Application):**

Recreation:
(Sports Club, Bowling, Karate, etc.)

Medical:
(Ambulance, Dispensary, Laboratory,
Undertaker, etc.)

Warehouse / Storage:

Automotive / Transportation:
(Repair, Sales, Rental, Towing,
Garage, etc.)

Day Care (Child or Senior):
(Nursing Homes, Nursery, etc.)

**C.P.A / Banking / Savings and
Loan:**

Retail:
(Gift Shops, Specialty Stores,
Clothing, General Merchandise, etc.)

Market / Grocery:

Sales Offices:

**Liquor (Please refer to Liquor
License Application):**

Health & Beauty:
(Barbershop, Salons (Hair & Nail),
Health Club)

Animal Services:
(Animal hospital, exterminator, etc.)

Tobacco:

Vending:
(Food, Cigarette, etc.)

Hobby / Collectables:

Restaurant / Food:
(Bakery, Concession, Delicatessen,
Carry-Out, etc.)

Industrial:
(Welding, Grinding, Coal/Fuel, Glass,
etc.)

Agency / Broker:
(Detective, Employment, Newspaper,
etc. / Insurance, Real Estate, etc.)

Educational:
(Driving, Nursing, etc.)

Communication:

Sweepstakes / Lottery:

Hotel / Motel:

**Variety / Notion / Other: (Please
Specify _____)**

Hours of Operations: Mon-Fri _____, Sat _____, Sun _____. Full-Time Employees #: _____ Part-Time #: _____

Emergency Contact(s):

Name: _____ Phone Number: (_____) - _____

Name: _____ Phone Number: (_____) - _____

Scavenger Service? (Check One) Yes No If yes, Company: _____

Alarm System on Premises? (Check One) Yes No If yes, Company: _____

Fire System on Premises? (Check One) Yes No

Owner's Information: Name: _____ Other Lic: _____

Homes Address: _____
(No P.O. Box) Street City State Zip

Phone #: (_____) - _____ Fax #: (_____) - _____ Email: _____

Cell #: (_____) - _____

Driver's License / State ID #: _____ - _____ - _____

Vending Machines: Type	Coin Slot	Vender Name	Address	Phone
_____	_____	_____	_____	_____

I understand that the issuance of this license is conditioned upon compliance with all Village of Dolton ordinances and statutes of the State of Illinois, the result of any inspection of the above premises, and any subsequent inspection while this license is in force. I further understand that if at any time any of the above information changes, including ownership or incorporation, I will dutifully notify the Village of Dolton in writing. I further understand that the Village of Dolton may suspend/revoke any business issued/license pending a hearing on charges of violations of the Dolton Municipal Code and/or Illinois laws.

Owner/Officer Signature: _____

Title: _____

Date: _____

FOR OFFICE USE ONLY
Bldg./Zoning: Approved Denied
Health Dept.: Approved Denied
Fire Dept.: Approved Denied

Received By

Date