



Business License Handbook

How to Open and Operate a
Business in Blue Island



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http://www.amlegal.com/codes/client/blue-island_il/



Business License Process

RETAIL TAX NUMBER

Businesses required to charge sales tax on their merchandise will need a sales tax number. To obtain your sales tax number, contact Illinois Department of Revenue at:

James R. Thompson Center - Concourse Level

100 West Randolph Street

Chicago, Illinois 60601-3274

800-732-8866

8:30 am to 5:00 pm

<http://www.revenue.state.il.us/businesses/register.htm>

FOOD HANDLING ESTABLISHMENTS

Food handling establishments must observe proper health and sanitation guidelines set by the City of Blue Island and the State of Illinois. Food handling establishments are inspected on a regular basis, and are subject to inspection at any time at the discretion of the City. Failure to comply with City Regulations may lead to a suspension of operations and/or revocation of license. Prior to opening food businesses must receive inspections from the Building Department and Fire Department. The inspections must show that a business is in compliance with City code prior to the Clerk's Office issuing a business license. The food codes that must be strictly adhered to are the following:

Food Service Sanitation Code

Link: <http://www.ilga.gov/commission/jcar/admincode/077/07700750sections.html>

Retail Food Store Sanitation Code

Link: <http://www.ilga.gov/commission/jcar/admincode/077/07700760sections.html>

In addition to all applicable chapters in the Blue Island Code of Ordinances, Building and Fire Protection codes.

CHANGING OWNERSHIP OF AN EXISTING BUSINESS

In the event a business is sold or transferred to another ownership, an unexpired business license may be transferred to the new ownership; however, a new application must be executed and properly processed. The business may continue to operate with the new owner while the license application is in process. Vending machine and liquor licenses are separate, and must be applied for separately.

CHANGE OF LOCATION

If you would like to relocate your existing business to a new location within Blue Island, you must provide 15 day notice to the City Clerk and the Building Department so that your license can be updated and the new property can be inspected.

BUSINESS LICENSE PROCESS FLOW

- Step 1 Identify a location for your business and determine zoning conformance.
Once a location for the business has been identified, the business license applicant should talk to a representative of the Blue Island Building Department to determine if the business concept is permitted by right in the zoning district or if a meeting with the Zoning Board of Appeals is required.
- Step 2 Submit business license application to the building department.
Once a location has been determined and the business license applicant has completed the business license application, it should be submitted to the Building Department for processing.
- Step 3 Schedule initial building, fire and health inspections.
The Building Department will contact the business license applicant to schedule a walk-through of the property by a building inspector, fire inspector and health inspector (if applicable) to determine if the location meets the applicable codes and ordinances. After the walk through is completed, inspection reports will be made available to the business license applicant such that any violations can be corrected. Once all violations have been corrected, the applicant should then schedule a final inspection with the building department. Please note that a Certificate of Occupancy must be issued before a business can officially occupy the building.
- Step 4 Submit signage plan to the building department for review.
The business applicant MUST submit a signage application to the Building Department for approval and permitting prior to purchasing and installing any sign that will be affixed to the business or property, including temporary signs such as banners. Please note that unauthorized signage will be subject to a penalty.
- Step 5 Remit payment for business license and receive business license.
Once all inspections have been completed and it is found that the business location conforms to all applicable codes and ordinances, the business license applicant will be advised that they can remit payment for the business license in the Blue Island City Clerk's Office located at 13051 Greenwood Avenue. Once payment has been received the business license applicant will be mailed a copy of the business license. Please note, the business license applicant can make arrangements to pick-up their business license during regular business hours.

Business License Fees

The regulatory fee schedule for each business license classification is listed below.

Classification I	Home Occupation Business	\$35.00
Classification II	Professional Entertainment in Business	\$75.00
Classification III	Industrial, Manufacturing, Automobile & Vehicle Sales, Multi-Purpose Retail And Wholesale	\$100.00

Zoning Approvals

Businesses are required to conform to the Blue Island Zoning Code. In the event that the proposed business is not a permitted use or not listed within the zoning district use table the applicant will be required to receive the necessary zoning relief in the form of a special use and/or text amendment prior to obtaining a business license. Please contact the Blue Island Planning Department at 708-597-8606 to confirm your business conforms to the Zoning Code.

Signage Approvals

A complete sign permit application is required for all commercial and home-based business sign approvals. A building permit is required to erect or install any signage, with fees beginning at \$25 for temporary signs and \$50 for business signs. There is no fee for the application and review. New signage in the Olde Western Historic District or on Landmark buildings may require approval from the Historic Preservation Commission.

The City of Blue Island's sign code includes sign overlay districts, each with its own regulations.

Visit <http://www.blueisland.org/government/city-departments/building-zoning/permits/> or ask Building Department staff to determine your overlay district from the Sign Overlay Map. Sign regulations are available online at http://www.amlegal.com/codes/client/blue-island_il/ Chapter 166 Zoning Code; Signs. Uptown-TOD regulations are available by downloading the UTOOD code at the Permits link above.

Businesses located in the Western Avenue Business Development District may qualify for a grant for signage and other exterior improvements. Grants of up to \$5,000 are available for businesses that comply with all design criteria, guidelines and historic preservation standards.

All signs must limit the number of items of information on any single sign face to no more than 6 items. Each piece of information on a sign shall be defined as an item of information. All signs on a zoning lot must be related to goods and/or services sold or offered on the premises.

A permit is required for all banners in nonresidential zoning districts. Banner signs may only be displayed for 30 days. Banner signs may only be displayed by a commercial establishment or business entity on 4 occasions in any single calendar year. A minimum 30 day period of time between separate displays of a banner shall apply. Banner signs may not be displayed as replacements for permanent signs.

Prohibited signs include: Animated, moving, or flashing signs; wind-blown signs; handwritten signs; signs that cover architectural elements; roof signs; portable signs; signs in the public way.

Neon, rope lighting, light bands, luminous tubes, LED lighting or similar to outline sign, buildings or building elements, such as doors and windows, is prohibited.

Any sign that uses illumination shall be turned off while the related business is not open to the public for regular distribution of goods or services. No sign illumination shall exceed 1 footcandle of illumination at the property line, except indirect lighting where permitted.

Electronic Message Boards require Special Use approval from the Blue Island Plan Commission, Zoning Board of Appeals and Community Development Committee.

Please contact the Building & Zoning Department with any questions regarding signage approval and permitting at 708-597-8606.

RESIDENTIAL SIGN OVERLAY

Signs for commercial uses in Residential districts require a Special Use Permit.

COMMERCIAL SIGN OVERLAY DISTRICT

Permitted Sign Types:

- Wall signs, including individually mounted channel letter signs
- Awnings and canopy signs
- Window signs
- Projecting signs, including hanging and blade signs
- Monument and Pole Ground signs
- Temporary signs

<u>Wall Sign Area</u>	<u>Wall Sign Area (max)</u>	<u>Awning Sign Area</u>	<u>Awning Sign Area (max)</u>	<u>Projecting Sign Area (max)</u>
1 s.f. per lineal front foot	40 s.f.	1.25 s.f. per foot of awning	32 ft.; 25%	24 s.f.

No more than 40% of a window area may be covered.

One monument or pole sign is allowed per zoning lot, pursuant to the regulations of the Blue Island Sign Code, see Blue Island Code of Ordinances Section 166.117(F).

INDUSTRIAL SIGN OVERLAY DISTRICT

<u>Wall Sign Area</u>	<u>Wall Sign Area (max)</u>	<u>Projecting Sign Area</u>	<u>Projecting Sign Area (max)</u>	<u>Ground Sign Area (max)</u>
50 s.f.	50 s.f. + 1 s.f. per frontage over 50 ft.	16 s.f.	32 s.f.	50 s.f.; 72 s.f.

One monument or pole ground sign is permitted per zoning lot. The maximum height is 15 feet.

UTOD: UPTOWN – TRANSIT-ORIENTED DEVELOPMENT DISTRICT

Awnings and canopies that are used primarily as a business sign are not allowed. Awnings should be over real windows, doorways or opening. Awnings that are mounted too high or project too little into the sidewalk add no shade for pedestrians or windows. These are decorative or for signage only and are not allowed.

Signs should be simple and have a direct message. Lettering shall be consistent and harmonious with the architecture of the building and its surroundings. Lettering shall be proportional to the relative size of the sign area; and sign lettering shall be of a professional quality.

Sign colors, shapes, materials and sizes should reinforce the overall composition of the facade. Materials shall be in keeping with the architecture of the building.

<u>Blade Sign Area (max)</u>	<u>Blade Sign Projection</u>	<u>Banner Sign Area (max)</u>	<u>Banner Sign Projection</u>	<u>Wall Sign Area (max)</u>
8 s.f.	5 ft.	12 s.f.	4 ft.	1 s.f. per lineal front foot

One blade or banner sign is permitted per storefront. Projecting signs must provide a minimum vertical clearance of 8 ft.

Internally lit signs may be permitted only if approved by the Plan Commission and consistent with the historic character of Uptown Blue Island and the sign guidelines, and only the illumination of the cut-out letters of internally illuminated wall or projecting signs is permitted. Signs may be backlit or illuminated by spot lights; however, all light sources shall be located or shielded. The use of gooseneck lighting and signs lit by flood lights is encouraged

Prohibited signs: Flashing signs; pennant signs; festoon lighting; beacons; changeable copy signs; portable signs; electronic or LED message boards; internally illuminated signs: plastic box wall and projecting signs, and awning signs.

Roof signs may be allowed in the UTOD Sign Overlay District subject to the Measurement, Construction and Design Standards of this ordinance and the issuance of a Special Use Permit.

Prohibited materials: Florescent materials and paints, paper products as a permanent sign (paper, cardboard, poster board, and construction paper), cloth, plastic, tybeck, and vinyl materials affixed to a building as a permanent sign.

Building Approvals

BUILDING PERMITS

A building permit is required for any new construction, repair, alteration or addition (see Chapter 5 of the IEBC 2012 for scope). The property owner, business owner or general contractor must apply for a permit in the Building & Zoning Department Office.

A licensed contractor is required for all construction except minor repairs, as determined by the Building Commissioner. Alterations and additions require prints to be submitted. All contractors are required to be licensed and bonded through the City of Blue Island. Permits must be submitted in a single application. Once approved, all permits will be issued at the same time.

PROHIBITED EXTERIOR FINISH MATERIALS

- Vinyl siding
- Wood siding
- Concrete Masonry Units (CMU)
- Mirrored or reflective glass
- Plywood

BLUE ISLAND CODES

The City of Blue Island follows the following codes as amended:

		Ordinance
Building	2012 International Building Code	12-168
Residential	2012 International Residential Code	12-168
Existing Buildings	2012 International Existing Building Code	12-168
Energy	2015 International Energy Conservation Code	2016-017
Property Maintenance	2012 International Property Maintenance Code	12-168
Mechanical	2012 International Mechanical Code	12-168
Electrical	2005 National Electrical Code	12-168
Plumbing	2004 Illinois Plumbing Code	12-168
Accessibility	1997 State of Illinois	12-168
Fire Protection	2012 NFPA 1: Uniform Fire Code	12-168
Food Service	2008 Illinois Food Service Sanitation Code	12-168

CERTIFICATE OF OCCUPANCY

A certificate of occupancy (CO) is required with any changes of occupancy. The CO is issued after final inspections are approved by the Building Commissioner, Fire Chief and all applicable fees have been paid. Once a CO is issued the application is released to the Clerk's Office to receive payment of business license.

Fire Department Requirements

FIRE ALARMS

Through the passage of Ordinance No. 2000-298 Regulating Fire Alarms, the City of Blue Island relieves an undue burden on the Blue Island Fire Department (misuse of fire alarms systems or false alarms) and to ensure that each fire alarm system is in proper working order. Ordinance No. 2000-298 also addresses approvals of installations, repairs and modifications, permit revocations and fines.

Every fire alarm user must apply for and obtain an alarm system permit annually for the use of their fire alarm system. The Blue Island Fire Prevention Bureau will evaluate and test the alarm system and then issue a certificate for the year.

Should you have any questions regarding your fire alarm system or Ordinance No. 2000-298 please contact the Fire Department at 708-396-7071.

ADDITIONAL FIRE PROTECTION INFORMATION

- Sprinkler systems must be installed in accordance with their proper NFPA Code.

- Plans for fire alarms and sprinkler systems must be submitted to the Fire Protection Bureau for approval.
- The Blue Island Fire Department requires copies of all sprinklers and fire alarm system's test and inspection reports
- Fire alarms and sprinkler systems will be inspected and tested prior to occupancy

Parking

All uses in any residential, C-2 Highway Commercial or industrial district shall provide off-street parking spaces in accordance with the following:

MINIMUM OFF-STREET PARKING SPACES REQUIRED	
Use	Off-Street Parking Spaces
Bowling Alley	5 spaces for each alley
Eating or Drinking Place, Bar, Cocktail Lounge, Night Club, or Indoor Entertainment	1 space for each 4 seats
Funeral Home	10 spaces for each chapel
Hospital, Nursing or Convalescent Home	1 space for each 3 beds
Manufacturing, Processing or Repairing Uses	1 space for each 600 square feet gross floor area
Medical or Dental Office	8 spaces for each doctor
Office	1 space for each 500 square feet gross floor area
Professional Office in Residence	2 spaces
Retail Store or Personal Service Establishment	1 space for each 300 square feet gross floor area
Professional Business or Technical School, Studio for Art, Music, Dancing or Photography	1 space seat for each 10 classroom seats
Wholesale Establishment or Warehouse	1 space for each 2 employees in maximum shift with an absolute minimum parking area of 25% of gross floor area

Violations of Business License

A business license issued by the City of Blue Island can be suspended or revoked for the actions as listed below.

SUSPENSION OF BUSINESS LICENSE

A business license may be suspended by the City of Blue Island Mayor or designee, where any of the conditions listed in this subsection exist. A business whose license or permits has been suspended for any of the reasons below will not be allowed to continue business operations or commercial activities and shall cease all business operations until the following dangers or conditions no longer exist:

1. Where the conduct or operation of any business, occupation, activity or establishment, whether licensed or unlicensed, shall constitute a nuisance or a clear and present danger to the public health, safety or general welfare, or
2. Where the holder of any license or permit shall have refused to allow an inspection of the license or permit holder's premises, or
3. Where the holder of any license or permit has refused a sample of the license or permit holder's goods for testing, or
4. Where there has been a violation of the licensing provisions, or
5. Where there has been a violation of the zoning regulations or management and safety plan pertaining to the premises.

REVOCATION OF BUSINESS LICENSE

Licenses issued by the city may be revoked by the Mayor or his designee upon the recommendation of city officials after notice and hearing as provided in this ordinance, for any of the following causes:

1. Any fraud, misrepresentation, or false statement contained in the application or renewal application for the license;
2. Any violation by the licensee of the provisions relating to the license, the subject matter of the license, or to the premises occupied;
3. Conviction of the licensee of any felony or of a misdemeanor when such conviction indicates an inability to operate a safe, honest or legitimate business operation;

4. Failure of the licensee to pay any fine or penalty owing to the city.
5. Failure of the licensee to pay any amount owing to the city, other than a fine or a penalty, within one hundred twenty (120) days of its due date.
6. Refusal to permit inspection or investigation or, take sample or interference with an authorized city officer or employee while in making inspection or investigations;
7. When the conduct of the business constitutes a nuisance or a clear and present danger to the public health, safety or general welfare;
8. More than three (3) violations of the zoning regulations or management and safety plan pertaining to the premises; or
9. For other good and sufficient cause shown including but not limited to repeated failures to comply with this or other applicable ordinances or multiple violations of the same.

If a business is in violation of standards listed above three (3) or more times within a fiscal year or fails to procure a required certificate within three (3) months after the renewal date, the business will be requested to attend a hearing before the Community Development and Human Services Committee to determine if the business license of the establishment should be suspended or revoked.

Appendix



City of Blue Island Business License Application

Blue Island City Hall
13051 Greenwood Ave
Blue Island, IL 60406
708.597.8606 • F: 708.396.2686
building@cityofblueisland.org
www.blueisland.org

- ☐ New Business ☐ Change Ownership of Existing Business ☐ Home Business
☐ Relocate Business ☐ State-licensed Business Registration Submit copy of State License with application

Business Information

Business Name	Corporate Name (if applicable)
Business Address	Corporate Address
Business Phone	Corporate Phone
Business Email Address	Corporate Email Address
Business Owner Name	Business Owner Phone
Business Owner Address	Business Owner Email Address
Square footage of Business	<input type="checkbox"/> Own <input type="checkbox"/> Rent Do you own or rent building
Property Identification Number	

Aldermanic Ward ☐ 1st Ward ☐ 2nd Ward ☐ 3rd Ward ☐ 4th Ward ☐ 5th Ward ☐ 6th Ward ☐ 7th Ward

If renting space, list the property owner's name & address

Property Owners Name

Property Owners Address

Current Zoning Designation

- ☐ R1: Single Family Residential
☐ C1: Central Area Commercial
☐ C2: Highway Commercial
☐ UTOD: Uptown TOD
☐ I1: Limited Industry
☐ I2: General Industry

☐ Mon ☐ Tue ☐ Wed ☐ Thurs ☐ Fri ☐ Sat ☐ Sun
Days of Operation

Hours of Operation

☐ Yes ☐ No
Will your business be serving liquor?

☐ Yes ☐ No
If yes, are you an elected official or police officer?

☐ Yes ☐ No
Will your business be serving food?

Form of Business ☐ Corporation ☐ Partnership ☐ Limited Liability Corporation ☐ Sole Proprietor
☐ For Profit ☐ Not-for-Profit (Attach copy of State Form 501c)

Federal Tax Identification Number

If required, Food Certification Number

Illinois Retail Occupation Tax Number

Number of Employees: Full Time

Part Time

Business Category ☐ Retail ☐ Industrial ☐ Service ☐ Other

Principal Business Activity:

Business Description

Building Interior

Please attach a diagram of the building interior.

Business Servicer Information

Exterminator Servicer Name

Exterminator Servicer Phone

Exterminator Servicer Address

City

State

Zip

Scavenger Servicer Name

Scavenger Servicer Phone

Scavenger Servicer Address

City

State

Zip

Business/Emergency Contact Information

Name: First/Middle/Last

Home Phone

Email

Home Address

City

State

Zip

Name: First/Middle/Last

Home Phone

Email

Home Address

City

State

Zip

Required Fire Department Information *A Lock Box mounted on the primary entrance is required.*

Fire Alarm Company Name		Fire Alarm Company Phone	
Fire Alarm Company Address	City	State	Zip
Sprinkler Company Name		Sprinkler Company Phone	
Sprinkler Company Address	City	State	Zip
Fire Extinguisher Servicer Name		Fire Extinguisher Servicer Phone	
Fire Extinguisher Servicer Address	City	State	Zip

Has the Applicant ever had a previous business license revoked or suspended or an application for a license denied by any local government or by any State or subdivision thereof? ☐ Yes ☐ No If yes, please explain.

I/we hereby certify that all of the information contained in this application for a Business License is true and correct. I/we understand the issuance of this license is conditional upon compliance with all City Codes, Ordinances, State and Federal Law, and the results of any inspections required by ordinance at this time and any further inspections while this license is in force. Upon approval of this application, the business of record shall have a period of 90 days to pursue business advances in conjunction with the terms and conditions on which the license was issued.

Print Name

Signature

Date

Licenses issued by the City may be revoked for any of the following causes: fraud, misrepresentation, or false statement; any violation by the licensee of the provisions relating to the license, the subject matter of the license, or to the premises occupied; Conviction of the licensee of any felony or of a misdemeanor when such conviction indicates an inability to operate a safe, honest or legitimate business operation; failure of the licensee to pay any fine or penalty owing to the city; failure of the licensee to pay any amount owing to the city, other than a fine or a penalty, within 120 days of its due date; refusal to permit inspection or investigation, or interference with an authorized city officer or employee while in making inspection or investigations; When the conduct of the business constitutes a nuisance or a clear and present danger to the public health, safety or general welfare; more than 3 violations of the zoning regulations or management and safety plan pertaining to the premises; or for other good and sufficient cause shown including but not limited to repeated failures to comply with this or other applicable ordinances or multiple violations of the same. The Mayor or designee shall hold a hearing for the purposes of determining whether or not the license or permit shall be revoked or remain suspended and what fines or penalties, if any, shall be imposed.

City Use Only

Business Name				Date Received		
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA	Application completed
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA	Floor Plans (must show dimensions of complete business)
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA	Exterior Elevations (must show every side of property)
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA	Signage Plan (must show proposed signage for business)
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA	Sales Tax Number (must have copy of Sales Tax letter)
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA	Business Corporation (must have copy of Corporation)
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA	Remodeling Drawings (if applicable)
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA	State I.D. (must have a copy to accompany application packet)
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA	Copy of State Certificate (-i.e. hair salon, nail salon, barber shop)
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA	Copy of Emergency Contact ID
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Conforms to Zoning Use Table		
<input type="checkbox"/>	Permitted Use		<input type="checkbox"/>	SUP		Approved Use:
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Off-Street Parking Required:		
Initial Building Department Approved to Open				Final Building Inspection (if applicable) Approved to Open		
<input type="checkbox"/> Yes <input type="checkbox"/> No				<input type="checkbox"/> Yes <input type="checkbox"/> No		
Initial Electrical Inspection Approved to Open				Final Electrical Inspection (if applicable) Approved to Open		
<input type="checkbox"/> Yes <input type="checkbox"/> No				<input type="checkbox"/> Yes <input type="checkbox"/> No		
Initial Plumbing Inspection Approved to Open				Final Plumbing Inspection (if applicable) Approved to Open		
<input type="checkbox"/> Yes <input type="checkbox"/> No				<input type="checkbox"/> Yes <input type="checkbox"/> No		
Initial Health Inspection Approved to Open				Final Health Inspection (if applicable) Approved to Open		
<input type="checkbox"/> Yes <input type="checkbox"/> No				<input type="checkbox"/> Yes <input type="checkbox"/> No		
Initial Fire Inspection Approved to Open				Final Fire Inspection (if applicable) Approved to Open		
<input type="checkbox"/> Yes <input type="checkbox"/> No				<input type="checkbox"/> Yes <input type="checkbox"/> No		
Scheduled Special Use Permit or Zoning Hearing				Plan Commission		Zoning Board of Appeals