

COMMERCIAL/RETAIL BUSINESS LICENSE APPLICATION PROCESS GUIDE FOR NEW BUSINESSES

STEP 1: Complete a Commercial/Retail Business License Application and submit to the Village Clerk's Office along with the applicable fee. Application can be found on the Village website (www.villageofmatteson.org) under Government > Clerks Office.

STEP 2: The Economic Development department will contact the applicant(s) to discuss the proposed business.

STEP 3: Upon completion of the Introduction Meeting, the Community Development Department Planner will conduct a zoning review to determine whether the proposed use is appropriate for the designated zoning area.

STEP 4: Once the zoning is approved, applicants must apply for an ESI (Existing Structure Inspection) online at www.citizenserve.com/matteson with the applicable fee.

- **If the inspection passes**, the applicant(s) must come to the Village Hall to complete an Application for Commercial Water Service.
- **If the inspection fails**, the applicant(s) will be asked to make improvements or apply for a remodel permit to make renovations. Once improvements have been made, the applicant(s) are responsible to schedule a reinspection or final inspection online at www.citizenserve.com/matteson. If the inspection passes, the applicant(s) must come to the Village Hall to complete an Application for Commercial Water Service.
- **If the business requires an interior buildout and/or exterior work**, an ESI must be done first. The applicant must complete a commercial permit application on Citizen Serve. A standard plan review time is three to four weeks. Staff will review and provide comments to be addressed by applicant(s). Applicants must provide revised plans accordingly. Once staff approved the revised plans, a permit for buildout/construction is issued. Inspections are done during various stages of construction. After the final inspection is approved, applicant(s) must complete an Application for Commercial Water Service, once that is approved a Certificate of Occupancy and a current Business License will be issued. Commercial permit applications can be found on the Village website at www.citizenserve.com/matteson.

STEP 5: Applicant(s) must come to the Village Hall to complete an Application for Commercial Water Service. Must bring a copy of Ownership Documents or Lease/Rental Agreement and Picture ID.

STEP 6: Once the Application for Commercial Water Service is approved, a Certificate of Occupancy and a current Business License will be issued.

STEP 7: **If a business needs a new sign or replaces an old sign**, applicant(s) must submit a permit application with required drawings and details to the Building Services Department. The standard time to review the application and issue a zoning certificate is two weeks. Applicant(s) must provide a contractor's proposal to Building Services and the contractor must be registered with the Village. Once the fee is paid, a permit is issued. Before a Sign permit can be issued, you must be approved for Occupancy. Sign permit applications can be found online at www.citizenserve.com/matteson.

PLEASE NOTE: All business operating within the Village of Matteson must undergo an annual business license renewal process, which includes submitting an updated Business License Application along with the required fee.

2024 COMMERCIAL/RETAIL BUSINESS LICENSE APPLICATION

Calendar year beginning January 1, 2024 and ending December 31, 2024

Please complete this 2-page document in its entirety and return it to the Village Clerk's Office. A valid license must always be visible. **Fees are not prorated.** All business licenses expire on December 31st. Failure to comply with Village Ordinance may result in termination of your license, additional fees and further action by the Village, including daily citations. Please contact the Village Clerk's Office should you have any questions.

New Business Annual Renewal New Owner Address Change Business Name Change

Business Name (as it will appear on license): _____

Business Address (as it will appear on license): _____

Address/Name Change: What is previous Matteson address or Name _____, Matteson, IL

"List the business address above as it appears on the reporting document to the IL Dept. of Revenue"

Business Telephone #: _____ Fax #: _____ Email: _____

Is Business owned by an Individual Partnership Corporation LLC

Corporation Name _____ Phone _____

Corporation Address _____

Individual Owner Name: _____

Name of person/department completing application _____ phone _____

Type of Business: _____ Hours & Days of Operation: _____

Is this a Temporary or Seasonal Business? No Yes What months will Business operate? _____

Square Footage of Building: _____ Number of Jobs: _____ /Illinois Retailers Occupational Tax/Sales Tax # _____

Federal Employer Tax (FEIN) # _____ / New/Expansion Estimated Project Cost: \$ _____

Do you have an Alarm System? No Yes Type: Fire Burglar Do you have a hold-up/panic button?

Name of Alarm System Company _____ phone _____

****Please attach the following: Proof of Annual Fire Alarm Certification *Proof of Fire Alarm Monitoring *Proof of Annual Fire Sprinkler Certification *Proof of Annual Fire Sprinkler Pump *Proof of Annual Commercial Hood Inspection and Cleaning (Restaurants)****

Key Holders (Order to Call)

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Applicant Signature: _____ **Title:** _____

Type/Print Applicant Name: _____ **Date:** _____

*****FOR OFFICE USE ONLY*****

Approved: _____ Denied: _____ By Zoning: _____ Date: _____

Bldg. _____ FD _____ PD _____ Finance _____ Econ. Dev _____ Water _____

Commercial/Retail Annual Business License Fees:

Gasoline Filling Station (food inspection & tobacco fees below)	\$250.00	\$ _____
Motor Vehicle Repair Shop.....	\$250.00	\$ _____
Taxicab.....	\$200.00	\$ _____
Scavenger (not under contract with any inhabitant of any building in the Village)....	\$150.00	\$ _____
Scavenger (under contract with any inhabitant of any building in the Village).....	\$1000.00	\$ _____
Massage Establishment \$500.00 (separate application required-contact the Clerk’s Office)		
Adult Use \$500.00 (separate application required-contact the Clerk’s Office)		
Second Hand Dealer based upon square footage (separate application required-contact the Clerk’s Office)		

Vending Machines: *an annual permit is required for machines located in any building within the Village. The person responsible for the machine must contact the Clerk’s Office for a permit/license application.*

ANNUAL FEES BASED ON SQUARE FOOTAGE

In the event there is no specific fee listed above for the type of business, the annual fee shall be based upon the total area utilized for business operations or the area under the control of the business, excluding loading docks and parking areas as follows:

0 to 2,500 square feet.....	\$150.00	\$ _____
2,501 to 5,000 square feet.....	\$175.00	\$ _____
5001 to 10000 square feet.....	\$200.00	\$ _____
10,001 to 20,000 square feet.....	\$250.00	\$ _____
20,001+ square feet.....	\$300.00	\$ _____
Late Fees... (If received after December 31 st)....Home....\$50 / Commercial	\$100.00	\$ _____

ANNUAL FOOD HANDLER/INSPECTION FEES

In addition to the business license fee, food establishments must pay an inspection fee annually as follows:

Retail Food Store.....	\$125.00	\$ _____
Food Service (Restaurant)	\$225.00	\$ _____

ANNUAL TOBACCO FEE

In addition to the annual business license fee and inspection fee, establishments that sell tobacco products are required to pay an annual tobacco fee as follows:

Tobacco	\$125.00	\$ _____
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TOTAL DUE **\$ _____**

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Cash _____ Check/MO # _____ Last 4 Digits of Credit Card _____ exp. Date: _____