

PROCEDURE FOR BUSINESS LICENSE APPLICATION – 10/2022

1. Identify location for business. If the space is to be leased, it is recommended that the lease be contingent upon the Board approving the business license application.
2. Complete application in its entirety. The applicant may contact Mayor Burke's office with any questions regarding the application. (phone # 708-229-8212; email: skerwin@evpkadm.org) The application must be notarized. Notary is available at Village Hall if needed.
3. Once completed, submit the application to Mayor's office for review. Mayor may call the applicant with any questions or concerns regarding the application, or may request a meeting with applicant.
4. After review, the application will be brought before the Board of Trustees meeting for approval. Mayor Burke will request the applicant attend the board meeting in order to answer any questions the Board may have regarding the application. The Board meets the first and third Monday of each month at 6:30 pm. (If Monday is a holiday, the Board will meet on Tuesday, the day after the holiday).
5. If the board approves the application, the applicant will need to contact the Building Department (phone # 708-229-3333) in order to schedule an inspection prior to the license being issued and prior to the business opening.
6. A fee will be assessed based upon square footage. Additional fees will be assessed for some categories; hair salons, barbershops, nail salons, restaurants, etc., depending upon the number of chairs, seating and health inspections required. The business license CAN NOT be issued until the Building Department issues a clear inspection report and license fees are paid.