



CITY OF HARVEY

BUSINESS LICENSE PROCESS

DEPARTMENT OF PLANNING, BUILDING & INSPECTION SERVICES
DEPARTMENT OF ECONOMIC DEVELOPMENT
15320 Broadway Avenue
Harvey, IL 60426
Phone: 708-210-5300

The following describes the process for efficiently obtaining a business license.

STEP 1: MEET WITH STAFF TO DISCUSS PROPOSED BUSINESS (OPTIONAL)

It is recommended that you schedule an initial meeting or “consultation” with the Director of Planning, Building, and Inspection Services or the City’s designee to discuss the business and receive information regarding the Municipal Codes pertaining to the business license including the City’s Zoning Code, Building Code and related ordinances.

STEP 2: SUBMIT A CONCEPTUAL PLAN

The purpose of a conceptual plan is to allow the City staff tasked with reviewing your application to become familiar with your proposed business. (If you need suggestions, sample plans can be obtained from the Planning, Building, and Inspection Services Department.) All such plans must typed and attached to the business license application. It is recommended that the following elements be included in the plan:

1. An overview of the business enterprise. If you are a new business, please submit a proposal in writing outlining the goal of your business and the short-term objectives.
2. An overall scope of the business/project
 - a. Type of business
 - b. Size of the proposed business
 - c. Location of business
3. Site plan
 - a. This plan must be as detailed as possible including square footage of site and parcel
 - b. Include a parking plan.
 - c. Include the most current copy of the plat of survey
4. Other factors describing the business such as:
 - a. How many people will be employed at the facility
 1. Do you plan to have a culturally diverse staff?
 - b. Detailed information of the property and status
 1. Do you own the property or is it under contract?
 2. Are you negotiating with contractors?
 3. How soon do you want to begin construction?
 - c. List of any hazardous material or processes
5. Safety plan – This would include elements such as where cameras will be located, if security will be present, etc. (please review attached information regarding safety standards/best practices).
6. Landscaping plan - If you are unaware of our landscaping ordinance provisions, please download from the City website (www.cityofharveyil.gov).

STEP 3: MEET WITH CITY STAFF TO VERIFY COMPLETE SUBMITTAL

During this meeting, the business owner and City staff will review the submitted documents to ensure the application is complete, as well as to schedule your inspection.

STEP 4: CONDUCT THE INSPECTIONS

As an integral part of ensuring public safety, the City will have its inspectors conduct a thorough business inspection of the facilities to ensure that the business meets the current code standards. This may require inspections by inspectors from the Planning, Building, and Inspection Services Department as well as the Fire Department. An additional Cook County Health Department inspection may be necessary in connection with a business serving food or beverages.

STEP 5: APPROVE THE BUSINESS LICENSE

Once the business application has been reviewed and inspections show full compliance with the requests of the City of Harvey's staff (including business license application, inspection, and health and safety plan), the information will be reviewed by the Mayor or his designee. If the information meets the required guidelines, he will notify the Department of Building, Planning and Inspection Service staff to issue a business license.

STEP 6: ISSUE THE BUSINESS LICENSE/OPEN FOR BUSINESS

After the City has approved the business license application, a business license may be issued to the business owner. The license is good for one year. **ALL LICENSES MUST BE PICKED UP IN PERSON ALONG WITH PAYMENT OF FEES.** The business owner is now ready to proceed with the operation of business at the approved location.

If at any time the business is found in violation of any ordinances, a cease and desist order will be issued to the business owner.



CITY OF HARVEY

SAFETY STANDARDS

DEPARTMENT OF PLANNING, BUILDING & INSPECTION SERVICES
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The following safety standards or best practices should be addressed in order to operate a successful and safe business. The following are recommendations made by Mayor Christopher J. Clark to assist with improving the safety of your business:

BEST PRACTICE #1: MAINTAIN YOUR PROPERTY

Actively participate in beautification and property maintenance for your business. Whether you are the tenant or landlord, property maintenance contributes to the improvement of your business and the entire business district you are located in. If necessary, the City of Harvey will enforce those standards, pursuant to the 2018 International Property Maintenance Code. (A brochure regarding the most common property maintenance violations is available from the Planning, Building, and Inspection Services Department.)

BEST PRACTICE #2: MONITOR YOUR PROPERTY

The City recommends you monitor your property by:

- Keeping an accurate record of violent and non-violent property crimes or incidents;
- Filing reports to the City of Harvey's Police Department – If you see something, say something; and
- Installing outside surveillance. In case of a property or violent crime, evidence regarding the crime may be captured on tape.

These steps can be bolstered by maintaining consistent hours of operations, in accordance with your business license application.

BEST PRACTICE #3: EXTEND SAFETY MEASURES TO YOUR CUSTOMERS

Safety can go beyond the footprint of your building, by taking efforts to make your customers safe. This includes recommendations to provide (a) security officers or increase the number of officers in your establishment and (b) parking attendants (which may also be your security officer). This person can ensure that the cars in your parking lot are safe and free from theft and vandalism.

BEST PRACTICE #4 ADOPT SAFETY PLANS FOR YOUR BUSINESS

The City recommends all business owners implement safety plans including:

- An emergency procedure plan – Establish a schedule to ensure that there is at least one person working that has had CPR training. First aid kits should be provided on all levels of the building.
- A fire evacuation plan – Make sure that the Fire Department and the Department of Planning, Building and Inspection Services has a copy of this plan. The Fire Department can review the fire evacuation procedures based on the floor plan provided to the department. Occupancy loads will also be established.
- A "Knox Box" – If not installed already, the building should have a new Knox Box installed.

Mayor Christopher Clark would like to thank all businesses that participate in this effort to make the City of Harvey's businesses safer for the community.



CITY OF HARVEY

BUSINESS LICENSE APPLICATION

DEPARTMENT OF PLANNING, BUILDING & INSPECTION SERVICES

DEPARTMENT OF ECONOMIC DEVELOPMENT

15320 Broadway Avenue

Harvey, IL 60426

Phone: 708-210-5300

PART 1: INTRODUCTION

Please complete this application in its entirety and return to the City of Harvey. Failure to correctly respond, deliberately omit, or falsify any answers in this application may result in revocation of the business license. Upon submittal of a complete application, you will be invoiced the annual business license fee. The fee covers the cost of the mandatory zoning and building safety reviews. Each year a business license renewal form must be completed and updated. For more information, go to www.cityofharveyil.gov. *NOTE: This application may result in additional approvals (e.g., a building permit for signs or building renovations may be required in connection with a new business license).*

PART 2: BUSINESS CONTACTS

Business Entity	Name:	_____
	Address/City:	_____
	Phone Number(s):	_____
Business Owner	Name/Email:	_____
	Address/City:	_____
	Phone Number(s):	_____
	Driver's License #	_____
Person in Charge	Name/Email:	_____
	Address/City:	_____
	Phone Number(s):	_____
	Driver's License #	_____
Property* Owner	Name/Email:	_____
	Address/City:	_____
	Phone Number(s):	_____

*If applicable, i.e., when business owner/tenant rents from a landlord

PART 3: FIRE DEPARTMENT SURVEY

In order to protect and serve you, the Harvey Fire Department requests you verify that we have accurate, up-to-date information. This information will be used in the event of an after-hours emergency at your place of business. We encourage you to contact our department whenever the building may be closed for an extended period (e.g., for vacation, illness, etc.). If any key holder information changes, please inform the City immediately in writing so that our records remain accurate. Thank you.

Key Holder #1	Name:	_____
	Phone Number(s):	_____
Key Holder #2	Name:	_____
	Phone Number(s):	_____
Alarm Company	Name:	_____
	Phone Number(s):	_____

PART 4: BUSINESS DESCRIPTION

Describe the nature of the business.* Explain what services or goods are to be provided:

Illinois Tax Identification Number (if applicable): _____

Federal Tax Identification Number: _____

Square footage of facility* (operating and storage areas): _____

**Please attach a one-page conceptual plan as described in the "Business License Process" document, including but not limited to a floor plan/sketch, with marked dimensions (in feet or inches) of the facility on the floor plan/sketch.*

PART 5: BUSINESS SURVEY

Yes	No	Question
		Is there an alarm system on the premises?
		Are cigarettes or other tobacco products to be sold? If yes, please indicate: <ul style="list-style-type: none"> ▪ over the counter or vending machine: _____ ▪ the distributor/operator's name: _____ ▪ the distributor/operator address: _____
		Is this an establishment serving foods or beverages? If yes, please indicate: <ul style="list-style-type: none"> ▪ How many persons it accommodates: _____ ▪ Items sold (mark all that apply): ___ fresh meat ___ milk ___ produce ___ alcohol ___ other
		Is this a service station? If yes, please indicate total gallonage: _____
		Is this a hotel/motel? If yes, please indicate the number of units: _____
		Is this a day care/early childhood education facility?
		Is this a hair salon/barbershop?

PART 6: ZONING

Zoning District: _____ (for reference the City zoning code and zoning map are on the City website)

Number of employees (include owner/managers): _____

Number of existing off-street parking spaces: _____

Anticipated business hours:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Opening Time							
Closing Time							

PART 7: SIGNATURE

I do hereby certify that (check each box):

- The information contained in this application and addendums (if applicable) has been furnished by me and to the best of my knowledge is correct.
- I understand that any untrue, inconsistent or misleading information shall be cause for refusal to grant or revoke any license granted pursuant to this application
- I have read and understand my obligations in connection with the business license
- I have reviewed the business license document entitled "Safety Standards"

Name of applicant: _____ Signature: _____ Date: _____

INTERNAL OFFICE USE ONLY		
Intake Date	Payments (Yes/NA)	Approvals (Staff Initials)
Date Received:	Water Bill Paid?	Zoning:
Date Floor Plan Received:	Fines Paid?	Fire:
	Fees Paid?	Building:
		Health: