



CITY OF HARVEY

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

Dear Business Owner:

On behalf of the City of Harvey, I would like to thank you for investing in Harvey. The City of Harvey strives to be a business-friendly community, and we look forward to assisting you in the establishment or expansion of your business.

The purpose of the business license process is two-fold:

- To ensure each businesses is located in a suitable business district within the City, consistent with the City Zoning Ordinance; and
- To preserve the public's health and safety, consistent with the City's building, fire and health codes.

Accordingly, you will find in this packet (also available at: <https://www.cityofharveyil.gov/forms-and-licenses/>) the following information:

1. A business license application;
2. A summary of the process for getting your application successfully approved;
3. Key safety standards or best practices; and
4. Fee schedule.

The City has streamlined the forms and application process. The enclosed business license application covers nearly every type of business in the City. The only exceptions are businesses serving alcohol (requiring a separate liquor license) or sexually oriented businesses (requiring a separate review).

As noted above, the building license is necessary to ensure the suitability of the business location and to ensure the public's health and safety. The scope of the license does NOT cover any building alterations or improvements. Often, new business owners expand or change the interior or exterior of their building or its signage – if this applies to your situation, you may also need to pursue a separate *building permit* application in conjunction with the business license application.

Should you have any questions regarding the enclosed information, please do not hesitate to call me or my staff at (708) 210-5300. Again, thank you for investing in the City of Harvey – we look forward to working with you to further the development of your business in our community.

Sincerely,

Ms. Virginia Thornton
Director of Planning, Building and Inspection Services
City of Harvey