



City of Harvey
15320 Broadway Avenue
Harvey, IL 60426

Dear Business Owner:

I would like to thank you for continuing to provide the City of Harvey guests and residents with your goods and services. Before your business license can be renewed, the following must be completed:

- **Business License Renewal Application**
 - Please fill the form out in its entirety (typed only)
 - Submit the required fees
 - Provide a copy of your insurance (including workers comp., lease or deed)
- **Safety Plan**
 - Review the attached requirements and sign the statement on the back of the application.
 - Include a floor plan
- **Business Inspections**
 - Schedule a business inspection with the Building and Inspectional Services
 - Schedule a fire inspection with the Building and Inspectional Services
- **Required Documents**
 - Beauty Salon - Cosmetology License
 - Barber Shop – Barber License
 - Day Care – State License
 - Restaurant – Health & Sanitation

If any fees are delinquent, you will be required to submit payment of those delinquent fees prior to receiving a current year business license. Failure to submit current and outstanding fees may result in additional fines and penalties or possible license revocation.

I have enclosed a fee schedule with this letter for your review.

Should you have any questions regarding the enclosed information, please do not hesitate to call the City of Harvey (708) 210-5300. Once again, thank you for keeping your business within the City of Harvey and we look forward to continuing a public/private partnership.

Building and Inspectional Services Department
Economic Development Department