

## CITY OF HARVEY



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## DAYCARE BUSINESS LICENSE APPLICATION



City of Harvey  
15320 Broadway Avenue  
Harvey, IL 60426

Dear Business Owner:

I would like to thank you for your decision to serve the City of Harvey's residents by having your business in our City. Prior to receiving your business license, the following must be completed:

- Business License Application
  - Please fill the form out in its entirety
  - Include a copy of your DCFS license
  - Proof of Insurance
- Safety Plan
  - Review the attached requirements and sign the statement at the bottom
  - Include any police reports or additional activities in this packet
  - Include floor plan
- Business Inspection
  - Schedule an inspection with the Planning Department

While it often appears that the role of City government is to inspect and regulate, we are deeply concerned that you feel comfortable with this process. Please include a copy of your DCFS license with your application. We want to handle your process with courtesy and respect as well as provide the necessary materials to make your process a success.

Should you have any questions regarding the enclosed information, please do not hesitate to call us at (708) 210-5300. Once again, thank you for your business within the City of Harvey.

Sincerely,

Planning Director

**PLEASE PRINT OR TYPE**



**CITY OF HARVEY**  
PLANNING DEPARTMENT  
15320 BROADWAY AVENUE  
HARVEY, IL 60426  
(708) 210-5300 – PHONE

**OFFICE USE ONLY**

**Date Received:** \_\_\_\_\_  
**Inspection Approval Date:** \_\_\_\_\_  
**Insurance:** \_\_\_\_\_  
**Fee:** \_\_\_\_\_  
**Sanitation License:** \_\_\_\_\_  
**Safety Sticker:** \_\_\_\_\_

**DAYCARE BUSINESS LICENSE APPLICATION**

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
\_\_\_\_\_  
Cell Phone: \_\_\_\_\_  
\_\_\_\_\_  
New Business \_\_\_\_\_ Renewal \_\_\_\_\_

Business Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
\_\_\_\_\_  
State Tax ID: \_\_\_\_\_  
\_\_\_\_\_  
Federal ID: \_\_\_\_\_

Have your business been certified by the department of Children and Family Services? \_\_\_\_\_ License No. \_\_\_\_\_

Current Zoning Classification of Property: \_\_\_\_\_

Services Provided: \_\_\_\_\_

Purposed Type of Business: \_\_\_\_\_ Hours of Operation: \_\_\_\_\_

Owner/Manager Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Owner/Manager Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Drivers License Number: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

**THE FOLLOWING INFORMATION MUST BE ACCURATE PRIOR TO THE ISSUANCE OF A LICENSE**

Number of Employees: \_\_\_\_\_ Public Safety Sticker: \_\_\_\_\_

What type of Equipment will be used or stored: \_\_\_\_\_

Area of Facility in which your business will be conducted: \_\_\_\_\_

Square Footage of area to be used: \_\_\_\_\_

APPLICANT SIGNATURE: \_\_\_\_\_ STAFF INITIALS: \_\_\_\_\_

**THE CITY OF HARVEY RETAINS THE RIGHT TO REQUEST BACKGROUND CHECKS ON ALL APPLICANT**

**HEALTH AND SAFETY STANDARDS**

Health and safety issues are major concerns in operating a safe City. The following health and safety issues are a few of the many issues that must be addressed in order to operate a successful and safe business. The following are suggestions made by Mayor Christopher J. Clark to assist with improving the safety standards in your business:

1. Actively participate in an on-going beautification plan. The City of Harvey is currently enforcing the International Property Maintenance Code. A brochure regarding the most common property maintenance violations is located with the Planning and Zoning Department.
2. Keep an accurate record of violent incidents and/or police reports to assist the City of Harvey's Police Department with keeping your business environment safe.
3. Provide security officers or increase the number of officers in your establishment.
4. Maintain the same hours of operation. Make sure the Police Department and the Department of Planning and Development has an updated copy of the hours of operation.
5. Provide a tracking plan that will assist with identifying employees and customers.
6. Install outside surveillance. In case of a violent crime, proof of the violators may be captured on tape.
7. Provide a parking attendant, 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.
8. Implement an emergency procedure plan. This plan will outline the procedures to take during an uncomfortable/violent situation. 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.
9. Implement a fire evacuation plan. Make sure that the Fire Department and the Department of Planning and Development has a copy of this plan. The Fire Department will provide the fire evacuation procedures based on the floor plan provided to the department. Occupancy loads will also be established.

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

**My signature below acknowledges that I have read the aforementioned and agree to comply with the City of Harvey's Health and Safety Standards.**



\_\_\_\_\_  
Signature of Business Owner

**BUSINESS LICENSE FEE SCHEDULE**

<b>NUMBER OF EMPLOYEES</b>	<b>AMOUNT</b>
1 – 7	\$ 200.00
8 – 14	\$ 350.00
15 – 21	\$ 500.00
22 – 29	\$ 650.00
30+	\$ 900.00
<b>LIQUOR LICENSE</b>	
	\$ 2,250.00
<i><u>Club License Capacity Fees</u></i>	
1 to 299 people	= \$400.00
300 to 399 people	= \$600.00
400 to 499 people	= \$800.00
500 and up	= \$1,000.00
<b>PUBLIC SAFETY STICKER</b>	<b>\$ 150.00</b>
<b>COIN/ATM MACHINE LICENSE</b>	<b>100.00</b>
<b>VIDEO GAMING</b>	<b>1,000.00</b>
<b>GAME MACHINE LICENSE</b>	<b>100.00</b>
<b>MUSIC BOX LICENSE</b>	<b>100.00</b>
<b>POOL TABLE LICENSE</b>	<b>100.00</b>
<b>TAXICAB LICENSE</b>	<b>100.00</b>
<b>TOW TRUCK LICENSE</b>	<b>100.00</b>
<b>VENDING MACHINE LICENSE</b>	<b>50.00</b>
<b>WEIGHTS &amp; MEASURES LICENSE</b>	<b>50.00</b>
<b>TOBACCO LICENSE</b>	<b>100.00</b>

**AN ANNUAL BUSINESS LICENSE IS REQUIRED FOR ALL BUSINESSES OR TRADE PROFESSIONALS THAT HAVE OCCUPANCY IN THE CITY OF HARVEY, INCLUDING DAY CARE FACILITIES.**

**ALL BUSINESS LICENSE FEES MUST BE SUBMITTED NO LATER THAN APRIL 30<sup>TH</sup>. THE LIQUOR LICENSE FEE MUST BE SUBMITTED NO LATER THAN OCTOBER 31<sup>ST</sup>.**

**A PENALTY OF 50% WILL BE ASSESSED FOR ANY BUSINESS LICENSE FEES RECEIVED BETWEEN MAY 1<sup>ST</sup> TO JUNE 1<sup>ST</sup> AND A PENALTY OF 100% WILL BE ASSESSED THEREAFTER.**

**ALL BUSINESS LICENSES REQUIRE A PUBLIC SAFETY STICKER.**

**FOR ADDITIONAL INFORMATION, PLEASE CONTACT THE CITY OF HARVEY'S PLANNING DEPARTMENT AT (708) 210-5350.**