



CITY OF HARVEY

CHRISTOPHER J. CLARK, MAYOR

Dear Business Owner:

Business license renewal applications for the 2023-2024 term are now being accepted. In keeping with City ordinance 5-02-010, all business licensed applicants must apply to renew their business license and provide all required information and fees annually by April 30th. Therefore, failure to renew your business license by April 30, 2023, is a violation of said ordinance for which a non-negotiable \$2,500.00 per day penalty will be assessed.

In that the business license renewal process has typically been bureaucratic, cumbersome, and procedurally long, we are implementing a **NEW POLICY** for the 2023-2024 renewal term. Under the new policy, renewal applications will be approved upon receipt of the following three documents **(1) Renewal Application (fully completed and signed), (2) Valid Photo ID, (3) Business Questionnaire (fully completed and signed)** and the actual business license will be mailed via United States Postal Service within three to five business days.

Please be advised, the issuance of a business license is conditional upon compliance with all City Codes and Ordinances, State and Federal Laws, and the results of any required inspections. **This means, applicable and current insurance, licenses, deeds and/or leases must be maintained onsite for verification. Failure to comply, shall be just cause for a \$2500.00 daily penalty. Additionally, the issued licensed may be suspended or revoked by the City.**

We hope you see as we do, the value of your investment along with the ease of this new policy and will continue to provide your goods and/or services to City of Harvey residents and guest. For your convenience, a copy of the 2023-2024 renewal application is enclosed. If you have any questions, please email planning@cityofharveyil.gov.

Kind regards,

Building and Inspectional Services