

# BUSINESS LICENSE APPLICATION

## City of Oak Forest

15440 Central Avenue, Oak Forest, IL 60452

Tel: (708) 687-4050 Email: CityofOakForest@oak-forest.org

Save this form to your desktop  
before completing.  
Open the form in Adobe Reader.



**All information must be provided. An incomplete application will be rejected.**

### BUSINESS INFORMATION

<b>BUSINESS NAME:</b>		<b>DBA:</b>
<b>ADDRESS:</b>	<b>UNIT #:</b>	<b>CITY/STATE/ZIP:</b>
<b>PHONE/FAX:</b>	<b>EMAIL:</b>	
<b>FEDERAL TAX ID #:</b>		<b>ILL. RETAIL OCC. TAX #:</b>

### BUSINESS OWNER INFORMATION *Please check one box.*

Individual (List Owner)  Partnership (List all Owners)  LLC (List all Members)  Privately Held Corporation (List all Principal Owners)  
 Publicly Held Corporation (List President, Vice President and Treasurer)

<b>NAME:</b>	<b>TITLE:</b>	<b>% OF OWNERSHIP:</b>
<b>ADDRESS:</b>	<b>UNIT #:</b>	<b>CITY/STATE/ZIP:</b>
<b>PHONE:</b>	<b>EMAIL:</b>	
<b>DRIVER'S LICENSE #:</b>	<b>STATE:</b>	<b>DATE OF BIRTH:</b>
<b>NAME:</b>	<b>TITLE:</b>	<b>% OF OWNERSHIP:</b>
<b>ADDRESS:</b>	<b>UNIT #:</b>	<b>CITY/STATE/ZIP:</b>
<b>PHONE:</b>	<b>EMAIL:</b>	
<b>DRIVER'S LICENSE #:</b>	<b>STATE:</b>	<b>DATE OF BIRTH:</b>
<b>NAME:</b>	<b>TITLE:</b>	<b>% OF OWNERSHIP:</b>
<b>ADDRESS:</b>	<b>UNIT #:</b>	<b>CITY/STATE/ZIP:</b>
<b>PHONE:</b>	<b>EMAIL:</b>	
<b>DRIVER'S LICENSE #:</b>	<b>STATE:</b>	<b>DATE OF BIRTH:</b>

### CORPORATION INFORMATION *If different than business information.*

<b>CORPORATE NAME:</b>		
<b>ADDRESS:</b>	<b>SUITE #:</b>	<b>CITY/STATE/ZIP:</b>
<b>PHONE:</b>	<b>EMAIL:</b>	<b>WEBSITE:</b>

### EMERGENCY CONTACTS *List contacts in order of priority.*

<b>NAME:</b>	<b>PHONE:</b>	
<b>ADDRESS:</b>	<b>UNIT #:</b>	<b>CITY/STATE/ZIP:</b>
<b>NAME:</b>	<b>PHONE:</b>	
<b>ADDRESS:</b>	<b>UNIT #:</b>	<b>CITY/STATE/ZIP:</b>

### PROPERTY INFORMATION

Does the building/tenant space have a security alarm? <input type="checkbox"/> Yes <input type="checkbox"/> No	Does the building/tenant space have a fire alarm? <input type="checkbox"/> Yes <input type="checkbox"/> No
Does the building/tenant space have a fire sprinkler system? <input type="checkbox"/> Yes <input type="checkbox"/> No	Does the business have a current key in the KNOX box? <input type="checkbox"/> Yes <input type="checkbox"/> No If NO, contact the Oak Forest Fire Dept. at (708) 687-6050.

Are the premises leased? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, complete remaining:		Check one: <input type="checkbox"/> Property Owner <input type="checkbox"/> Management
BUILDING OR TENANT SPACE SQUARE FOOTAGE:		
PROPERTY OWNER/MANAGEMENT NAME:		
ADDRESS:	UNIT #:	CITY/STATE/ZIP:
PHONE:	EMAIL:	

DESCRIPTION OF BUSINESS OPERATIONS	
PRIMARY OPERATION/ACTIVITY:	SECONDARY OPERATION/ACTIVITY:

GENERAL OPERATIONS QUESTIONNAIRE	
1. Number of employees:	2. Hours of operation:
3. Does the business serve or sell food products? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, complete questions 4 – 6.	
4. Provide the following:	
<u>Name of Sanitation License Holder</u>	<u>License Number</u> <u>Expiration Date</u>
5. Will the food products be served to seated customers? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, complete question 6.	
6. Number of seats, as shown on <u>conceptual floor plan</u> *: _____ <i>*This must be submitted at the time of application.</i>	
7. Does the business serve or sell alcoholic beverages? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, request a Liquor License application.	
8. Does the business operate gaming terminals? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, request a Liquor License application.	
9. Does the business operate coin operated amusement/vending machines*? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, please provide the following:	
<u>Type of Amusement/Vending Machine</u>	<u>Quantity</u>
10. Does the business store hazardous materials on premises? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, state the type of materials:	

### A NEW BUSINESS MAY BE REQUIRED TO CARRY MULTIPLE LICENSES

I understand the issuance of this license is conditional upon compliance with all City Codes and Ordinances, State and Federal Law, and the results of any inspections required by ordinance at this time and any further inspections while this license is in force. I hereby authorize the City of Oak Forest by its agents to make inquiries into my character, credit and background, in order to approve or deny this license application. I have read this application and answered all questions fully. The information I have submitted in this application is complete and truthful to the best of my knowledge.

AGREEMENT: By signing this Electronic Signature Acknowledgment Form, I agree that my electronic signature is the legally binding equivalent to my handwritten signature. Whenever I execute an electronic signature, it has the same validity and meaning as my handwritten signature. I will not, at any time in the future, repudiate the meaning of my electronic signature or claim that my electronic signature is not legally binding.

ELECTRONIC  
SIGNATURE:

I understand that checking this box constitutes a legal signature confirming that I acknowledge and warrant the truthfulness of the information provided in this document.

TYPE YOUR FIRST AND LAST NAME

TITLE:

DATE:

SIGNATURE:

TITLE:

PRINT NAME:

DATE:

ALL FEES WILL BE PAID AFTER APPLICATION IS REVIEWED AND APPROVED.

**FOR OFFICE USE ONLY**

Zoning District: _____		NAICS Code: _____	
Zoning Determination (check all that apply):	<input type="checkbox"/> Use is <u>permitted</u>	<input type="checkbox"/> Existing non-conforming use	
	<input type="checkbox"/> Special Use Permit required	<input type="checkbox"/> Use is <u>NOT</u> permitted	
<b>DEPARTMENT APPROVALS:</b>			
Community Development _____	Fire Department _____	City Clerk _____	
Building Department _____	Date: _____	Period Covered: <input type="checkbox"/> Full Year <input type="checkbox"/> Partial Year	
Fee Received: _____	DATE LICENSE ISSUED: _____		