



## *BUSINESS LICENSE APPLICATION PACKET*

### *BUSINESS LICENSE*

Please allow 2 weeks for processing of your business license.

**Failure to complete the required fields may delay your application and/or result in denial.**

PER TITLE 5 OF THE COLLINSVILLE MUNICIPAL CODE, ALL PERSONS OPERATING A BUSINESS IN THE CITY OF COLLINSVILLE ARE REQUIRED TO LICENSE THEIR BUSINESS WITH THE CITY, WITH THE EXCEPTION OF THOSE BUSINESSES OR OCCUPATIONS SPECIFICALLY EXEMPTED BY STATE OF ILLINOIS STATUTES. EXEMPT BUSINESSES ARE REQUIRED TO *REGISTER* WITH THE CITY; THERE IS NO CHARGE TO REGISTER A BUSINESS.

ALL BUSINESSES ARE REQUIRED TO RENEW THEIR LICENSE OR REGISTRATION ON AN ANNUAL BASIS. THE CITY WILL SEND RENEWAL INFORMATION 30-60 DAYS PRIOR TO EXPIRATION. HOWEVER, FAILURE TO RECEIVE NOTIFICATION FROM THE CITY DOES NOT RELEASE THE BUSINESS OWNER OF HIS/HER OBLIGATION TO RENEW AND PROVIDE THE REQUIRED INFORMATION. ALL CHANGES IN OPERATION, LOCATION, NAME, MANAGEMENT OR OWNERSHIP OF THE BUSINESS MUST BE REPORTED.

THE ANNUAL FEE OF \$25 MUST BE PAID BEFORE THE LICENSE IS ISSUED; THERE IS NO FEE TO RENEW A REGISTRATION. SEPARATE LICENSES MAY BE REQUIRED FOR BUSINESSES OPERATED WITHIN THE SAME BUILDING.

A LICENSE MAY BE SUSPENDED OR REVOKED UPON FRAUD, MISREPRESENTATION, OR FALSE STATEMENT IN THE APPLICATION, VIOLATION BY THE LICENSEE OF ANY CITY ORDINANCE, CONVICTION OF CERTAIN FELONIES AND MISDEMEANORS, FAILURE OF THE LICENSEE TO PAY ANY FINE, PENALTY, JUDGMENT OR LIEN OWED TO THE CITY, REFUSAL TO ALLOW REQUIRED INSPECTIONS, OPERATION OF A BUSINESS CONSIDERED A NUISANCE, OR FOR ANY OTHER VIOLATION OF ANY CITY ORDINANCE, RESOLUTION OR REGULATION.

IN ADDITION TO THE BUSINESS LICENSE/REGISTRATION REQUIREMENTS, THE FOLLOWING PERMITS/INSPECTIONS MAY BE NEEDED BEFORE THE BUSINESS CAN BE OPERATED IN THE CITY OF COLLINSVILLE:

- BUILDING, REMODELING, ELECTRICAL, PLUMBING, HVAC – CONTACT RANDY TEDESCO AT 346-5200 EXT. 1159
- INSTALLING OR CHANGING THE FACE OF A SIGN – CONTACT AMY BOEVING AT 346-5200 EXT. 1126 OR SHAWNA ROBINSON AT 346-5200 EXT. 1143
- LIFE SAFETY & FIRE CODE INSPECTION – CONTACT DOUG DEADMOND AT 346-5022 EXT. 3154
- MECHANICAL AMUSEMENT DEVICES (ARCADE GAMES), MECHANICAL MUSICAL DEVICES (JUKEBOXES), CIGARETTE VENDING MACHINES – CONTACT CARRIE CARLISLE AT 346-5200 EXT. 1132
- LIQUOR LICENSE – CONTACT KIM WASSER AT 346-5200 EXT 1113
- VIDEO GAMING LICENSE – CONTACT KIM WASSER AT 346-5200 EXT 1113



