



Frequently Asked Questions – Business

Does every business need a license?

Yes, ALL businesses operating in the Village of Justice are required to have a business license, including home occupation businesses.

Where can I find an application for a business license?

Applications are available by clicking on the Business Application link to the left or by visiting the Building Department at 8748 W. 82nd Place, Justice, IL 60458. All businesses need to complete the application form in its entirety. The “consent form” must be completed by anyone that sells tobacco, firearms, or operates as a special gems broker (cash for gold).

What does it cost for a business license?

Business license fees vary by type of business. An annual inspection fee is charged for each “brick & mortar” business and health inspections are added for food service establishments. Contact the Municipal Services Administrator for individual fees at (708) 458-2130.

What documents do I need when applying for a business license?

Along with basic information about your business, you should be prepared to provide the following:

- If you are licensed with the State of Illinois please bring a current copy of your State License. (liquor, basset, food service/sanitation, gaming).
- Illinois business or sales tax number.
- Federal EIN (Employee Identification Number)
- Name of your waste disposal company.
- Name and phone number of your alarm company.
- Name and phone number of building owner (if you are a renter).
- Name and phone numbers of emergency contacts.

What is the approval process for a business license?

The approval process goes through the following steps after the application is completed, submitted to the Municipal Services Administrator and appropriate fees are paid:

- The Municipal Services Administrator will walk you through the application process and assist in setting up a meeting with the Building and Health inspectors.
- The completed application is first reviewed for zoning and fire hazard classification. The Municipal Services Administrator will determine which building, fire or health inspectors will need to inspect the property where you wish to locate. The non-refundable application fee is determined by the number of inspectors required.
- Initial inspections will determine if building, plumbing, or electrical permits are required for the build out of your space. If it is determined that permits are required, the Building Department will assist you in completing applications.
- Once all final inspections are satisfactorily completed, the business license application is forwarded to the Village Board for final approval.
- Upon Board approval, the Municipal Services Administrator prepares the license and delivers it to our new business owner.

How long does is the approval process for a business license?

Approval may take up to 14 business days, depending on the time of receipt and the next available Board meeting, provided all inspections are satisfactorily completed.

Once I have a license do I have to complete an application each year?

No. Renewal invoices will be sent each year in November. You may be asked to update key contact information. A renewal fee is required annually. A new application is required only for physical moves to another location, name changes or ownership changes.

Now that I have a license, what are some of the resources available to help me grow my business?

- Become a member of the **Justice Chamber of Commerce**:
 - Contact President Orley O. Betcher, Jr, at (708 458-7111).

- Insert an advertisement in the **Village of Justice Newsletter**:
 - Our newsletter is mailed to our residents every other month. The newsletter is an economical way to advertise our business.
 - Contact Brittany Abrams for further information at (708) 458-2520 or at babrams@villageofjustice.org
- Place your special events on the **Village Business Calendar**:
 - Contact Matthew Zarebczan to add your special events to the Business calendar on the Village web site.
- Review the Village of Justice **Economic Development** page on the village website www.villageofjustice.org:
 - The Economic Development section of the village web site is designed to assist business owners, developers, real estate agents, and residents to locate information concerning businesses and business programs for educating employers, training employees, resources to obtain local demographics, and much more. Contact the Economic Development Coordinator, Brittany Abrams, at (708) 458-2520 or babrams@villageofjustice.org for more information.
- **Media options** with the Village of Justice:
 - The Village View Newspaper and the DesPlaines Valley News are long time community newspapers that serve the Justice area. Both of these newspapers are printed weekly and distributed throughout the Village and are made available to selected business locations for distribution.