



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 online by clicking on the *Business in Justice* tab located on the Village of Justice website. The tab is listed on the left side of the homepage 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 Building Department 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:

- Articles of Incorporation
- Business Application Form
- Copy of signed lease
- Federal EIN (Employee Identification Number)
- 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.
- \$80 Application Fee for Business/ \$50 Application Fee for Home Occupation

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 Director of Economic Development and appropriate fees are paid:

- The Director of Economic Development will walk you through the application process and assist in setting up a meeting with the Building and Health inspectors.
- The Building Commissioner will review the application for any inspections needed. The non-refundable application fee is determined by the number of inspections 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 Director of Economic Development prepares the license and delivers it to the new business owner.

How long is the approval process for a business?

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?

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?

- 1. Village Newsletter Advertisement-** Insert a business advertisement in the Village of Justice Newsletter: The Village Newsletter is mailed to our residents/businesses every other month along with the sewer and refuse bill. The newsletter is an economical way to advertise your business. Contact Brittany Abrams for further information at (708) 458-2130 or via email babrams@villageofjustice.org.
- 2. Village Value Coupons-** Place a coupon offer in our Village Value Coupon Sheet, FREE of charge: Community Coupons are a great way to promote your business and encourage residents to shop locally. The Economic Planning Board would like to assist you and your business by providing this FREE marketing opportunity. Coupon space is limited and fills quickly. Contact Brittany Abrams for further information at (708) 458-2130 or via email babrams@villageofjustice.org.
- 3. Visit the Village of Justice Economic Development page on the Village website www.villageofjustice.org:** The Economic Development section of the Village website 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.
- 4. Justice Chamber of Commerce:** To apply for a Chamber of Commerce membership or for further information, contact Chamber President Orley O. Betcher, Jr. at (708) 458-7111.
- 5. 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.

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