



*Village of Midlothian*  
14801 S. Pulaski Rd.  
Midlothian, Illinois 60445  
Phone (708) 389-0200  
Fax (708) 389-0255

## **APPLYING FOR A BUSINESS LICENSE**

1. ACQUIRE BUSINESS LICENSE APPLICATION FORMS
2. PUT DOWN \$100 WATER DEPOSIT IF YOU WILL BE RESPONSIBLE FOR THE WATER BILL (SIGNED LEASE OR LANDLORD APPROVAL NEEDED)

## **WHEN PAPERWORK IS RETURNED**

1. PAPERWORK MUST BE FILLED COMPLETELY
2. COPY OF THE LEASE
3. COPY OF THE CORPORATION/ ARTICLES OF INCORPORATION/ ASSUMED NAME
4. COPY OF TAX ID INFORMATION
5. COPY OF SALON LICENSE & COSMETOLOGY LICENSE, IF APPLICABLE
6. BUILDING PERMITS REQUIRED FOR ANY RENOVATION WORK AND SIGNS
7. PAYMENT OF APPLICABLE FEES

- REQUIRED BUSINESS INSPECTION MAY BE SCHEDULE WHEN LOCATION IS READY AND BUILDING PERMITS ARE COMPLETED
- DEPENDING ON THE TYPE OF BUSINESS, A HEALTH INSPECTION MAY BE REQUIRED
- APPROVED FIRE INSPECTION IS REQUIRED FOR ALL BUSINESSES BEFORE LICENSE IS ISSUED



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## BUSINESS INSPECTION PROCESS

1. The Building Department will be the first Village Department to conduct an inspection. Please review the Village Ordinances and adopted Codes pertaining to your responsibilities as a tenant or building owner for building code compliance.
2. Obtain applicable permits for renovations and code compliance issues.
3. Once all work has been completed and you are in compliance with all of our municipal codes, the building department will conduct a final inspection. Attached in your packet is the building inspection checklist.
4. Once you have passed all your final building inspections you will need to schedule your Fire department inspection.
5. The Fire department inspection will be the final inspection before you receive a business license and a certificate of occupancy, as they will be addressing life safety compliance. The only exception to this would be if your business requires a health inspection. Attached in your packet is our Fire inspection checklist. Also, please review the Village ordinances pertaining to your responsibilities as a tenant or building owner for fire protection systems.
6. Once you have passed your final Fire inspection and are in compliance with our municipal codes, the Fire department will notify the Building department and you will receive your business license and certificate of occupancy.

If you have any questions during the process or need to schedule/reschedule inspections please call the Building Department at (708) 385-8642 or the Fire Department at (708) 489-4742.



# Midlothian Fire Department – Fire Prevention Bureau

*Stephen Hotwagner*

**Fire Chief**

*Michael Lonkar*

**Fire Prevention Officer**

## Midlothian Fire Department – Inspection checklist

- \* Aisles must be clear at all times
- \* Exit doors and hallways leading to them must remain clear from obstruction at all times.
- \* Exit doors must be marked with an illuminated exit sign.
- \* Exit doors must be able to be opened by any occupant in the event of an emergency without use of a key, tool or special knowledge on how to open the door (some occupancies will require “panic hardware”).
- \* Emergency lighting will operate when normal electrical power is shutdown
- \* Electrical wiring and related equipment will be installed and will operate according to electrical code standards. No extension cords will be allowed to operate any fixed device.
- \* All occupancies shall have approved fire extinguishers which shall be mounted (according to code) and be serviced annually by a licensed and certified company.
- \* A fire alarm system will be required for all businesses and, depending on the occupancy classification and related code; a sprinkler system may also be required.
- \* Any fire alarm or sprinkler system must be inspected annually by a licensed and certified company.
- \* All heating, ventilation and cooling systems will be in good working order.
- \* Flammable liquids will be stored in an approved container.
- \* All pressurized cylinders must be properly secured via chain to a wall.
- \* The building must be in good shape and free from any dangerous condition.
- \* A Knox Box shall be installed for every business (as well as other occupancies as defined by code) with a key inside it to open the business by the fire department.

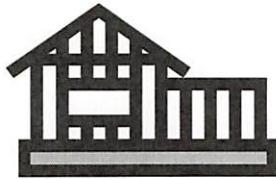
The items listed above are meant to serve only as a brief summary of common safety issues. The Fire Prevention Bureau performs annual fire safety inspections that cover adopted Village and Fire Codes which may be more extensive than the list above. This list is not intended to replace or supersede any laws governing fire safety or other rules under the authority of the Midlothian Fire Department.

If you have any questions, please contact the Fire Prevention Bureau at (708) 489-4742

*14801 South Pulaski Road, Midlothian, IL 60445*

*(708) 489-4742 phone*

*(708) 389-2436 fax*



# VILLAGE OF MIDLOTHIAN BUILDING DEPARTMENT

14801 S. Pulaski Road, Midlothian, IL 60445

P: (708) 385-8642 F: (708) 389-0255

[buildingdepartment@villageofmidlothian.org](mailto:buildingdepartment@villageofmidlothian.org)

## Business/Commercial Building Inspections Checklist

- Electric - Switches and outlets must be properly installed and maintained in good working order. Including outdoor lighting.
- GFI Outlets and any exterior outlet - Need to be installed within 6 feet of any water source.
- Doors - Every door and its hardware shall be maintained in good condition. Door locks must be in good repair and capable of locking the door.
- Sanitation - Interior areas shall be maintained in a safe, clean and sanitary condition. All areas shall be free from insect and rodent infestations and from any accumulation of refuse including storage of junk, boxes, excessive papers, parts, machinery, or any & all equipment not in an operable condition.
- Refuse Containers - Businesses are required to have a metal container with a tight-fitting lid, 1.5 cubic yards minimum.
- Carbon Monoxide Alarm Detectors - Installed in the area of furnace/boiler room.
- Windows - Glass must be free of cracks or holes, and each operating window must have screens with no rips or tears.  
Window signs that exceed fifty percent (50%) of the window surface area of each windowpane are prohibited.
- Interior Surfaces - Floors, walls, including windows and doors, ceilings, and other interior surfaces shall be maintained in good, clean, and sanitary condition. Peeling paint, cracked, or loose plaster, missing tiles, decayed wood, and other defective surface conditions shall be eliminated.

If applicable:

- Landscaping - Grass and bushes must be kept with no overgrown or dead growth. Trees shall be maintained.
- Gutters/Trim/Siding - Shall be in good repair and properly secured to the building. No peeling or chipped paint or rotted wood permitted. All gutters shall be kept clean and clear of any obstructions.
- Proper size and contrast with the background address numbers.

We hope this handout helps make the inspection process go smoother and clears up any questions you may have. Any further questions, please call the Building Dept. at (708) 385-8642.



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**Midlothian**

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www.villageofmidlothian.net

*Office use only*

**LICENSE #** \_\_\_\_\_

DATE RECEIVED: \_\_\_\_\_

DATE ISSUED: \_\_\_\_\_

## APPLICATION FOR BUSINESS LICENSE

Please complete this application. Missing information may delay the approval of your license. If you have any questions, please contact the Building Department at **708-385-8642** or e-mail [buildingdepartment@villageofmidlothian.org](mailto:buildingdepartment@villageofmidlothian.org).

NOTICE: The license year shall be from January 1 to December 31

### I. GENERAL INFORMATION

A. OCCUPANCY TYPE:  OPEN A NEW BUSINESS  
 CHANGE OF OWNER  
 RELOCATE FROM ANOTHER MIDLOTHIAN LOCATION  
 CHANGE OF NAME / USE

B. IS ANY WORK THAT REQUIRES A PERMIT NEEDED IN THE EXISTING SPACE?  YES  NO

IF YES, PLEASE COMPLETE A BUILDING PERMIT APPLICATION AND SUBMIT BOTH APPLICATIONS.

C. TENTATIVE DATE TO OPEN: \_\_\_\_\_  ALREADY OPEN

### II. BUSINESS INFORMATION

D. BUSINESS NAME: \_\_\_\_\_  
DBA (if applicable): \_\_\_\_\_

E. BUSINESS ADDRESS: \_\_\_\_\_  
MAILING ADDRESS (if different than business address): \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

F. PROVIDE THE NAME(S) OF ANY OTHER BUSINESS THAT OPERATES FROM THIS ADDRESS:  
\_\_\_\_\_

G. SQUARE FOOTAGE OF TENANT SPACE: \_\_\_\_\_

H. BUSINESS PHONE #: \_\_\_\_\_ BUSINESS EMAIL: \_\_\_\_\_  
WEBSITE: \_\_\_\_\_

I. DESCRIBE BUSINESS ACTIVITY/PURPOSE/SERVICE:  
\_\_\_\_\_

J. WILL YOUR BUSINESS MANUFACTURE, STORE OR SELL ANY TYPE OF HAZARDOUS MATTER?  YES  NO

K. ILLINOIS BUSINESS TAX# (IBT): \_\_\_\_\_ FEDERAL ID# (EIN): \_\_\_\_\_

L. NUMBER OF EMPLOYEES EXPECTED FULL TIME: \_\_\_\_\_ PART TIME: \_\_\_\_\_

M. HOURS OF OPERATION: \_\_\_\_\_

### III. BUSINESS OWNERSHIP

N. TYPE:  INDIVIDUAL  PARTNERSHIP  CORPORATION (attach Articles of Incorporation)

O. NAME: \_\_\_\_\_ DRIVER'S LICENSE #: \_\_\_\_\_  
HOME ADDRESS: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

LIST THE NAME OF ALL OWNERS, INCLUDING ADDRESSES, DRIVER'S LICENSE NUMBER, PHONE NUMBER AND EMAIL OF EACH PERSON ON PAGE 3.

P. LOCAL CONTACT AGENT: \_\_\_\_\_ PHONE #: \_\_\_\_\_

Q. EMAIL: \_\_\_\_\_

R. HAS ANY OWNER, CORPORETE OFFICER OR DIRECTOR EVER BEEN CONVICTED OF THE COMISSION OF A FELONY UNDER THE LAWS OF THE STATE OF ILLINOIS, ANY OTHER STATE, OR FEDERAL LAW OF THE UNITED STATES?  YES  NO

### IV. BUSINESS PREMISES

S. IS THE BUSINESS LEASING THE SPACE?  YES  NO

IF YES, PROVIDE THE OWNER/LANDLORD NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_

STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_ PHONE #: \_\_\_\_\_

EMAIL: \_\_\_\_\_  PROVIDE A COPY OF THE LEASE

T. NAME OF RETAIL PLAZA: \_\_\_\_\_

U. NUMBER OF PARKING STALLS FOR YOUR BUSINESS: \_\_\_\_\_

### V. INFORMATION

V. DO YOU SELL MILK, ICE AND/OR FOOD PRODUCTS?  YES  NO

W. DO YOU SELL TOBACCO GOODS?  YES  NO

IF YES, WHICH TYPE:  OVER THE COUNTER  VENDING MACHINE

X. DO YOU INTEND TO SELL OR PROVIDE LIQUOR AT THIS ESTABLISHMENT?  YES  NO

Y. ARE TRUCKS OR COMMERCIAL VEHICLES USED?  YES  NO IF YES, HOW MANY? \_\_\_\_\_

Z. SERVICE STATIONS: NUMBER OF GAS NOZZLES \_\_\_\_\_ TOW TRUCKS \_\_\_\_\_

AA. NURSING/RETIREMENT HOMES: NUMBER OF BEDS \_\_\_\_\_

BB. HOW MANY VENDING MACHINES (food/article)? \_\_\_\_\_ AMUSEMENT DEVICES (jukebox/pool table/skill game)? \_\_\_\_\_

I have read this application and answered all questions completely and truthfully to the best of my knowledge.

I hereby apply for a permit to occupy the structure or part thereof herein described and a license to operate a commercial activity in the Village of Midlothian. If granted, I will comply with all requirements of the village ordinances related thereto and pay the fees required by such ordinances.

I understand that any willful misrepresentation or falsification of the above statements may cause the rejection of my application, or if already issued, the revocation of my license.

Printed name: \_\_\_\_\_  Business owner  Legal Agent  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

III. BUSINESS OWNERSHIP (continued from page 2)

LIST THE NAME OF ALL OWNERS:

NAME: \_\_\_\_\_ DRIVER'S LICENSE #: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_ PHONE #: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

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NAME: \_\_\_\_\_ DRIVER'S LICENSE #: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_ PHONE #: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

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NAME: \_\_\_\_\_ DRIVER'S LICENSE #: \_\_\_\_\_

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## BUSINESS FACT SHEET

**(PLEASE PRINT ALL INFORMATION - FORM MUST BE FILLED OUT COMPLETELY  
OR WILL BE RETURNED DELAYING ISSUANCE OF THE BUSINESS LICENSE)**

<b>Business Details</b>	
Name of Business	
Business Address	
Business Telephone	
Business Email	

<b>Business Owner Contact Information</b>	
Business Owner Name	
Business Owner's Address	
Business Owner's Phone	
Business Owner's Email	

<b>Building Owner Contact Information</b>	
Plaza Name (if applicable)	
Building Owner's Name	
Building Owner's Address	
Building Owner's Phone	
Email	

**24-Hour Emergency Contacts**

Please list, in order to be called, the names and telephone numbers of the Person(s) to be contacted in case of an emergency

Primary		Telephone	
Secondary		Telephone	

**Alarm/Security Information**

Does the business have a Fire Alarm system?    · Yes · No

If Yes, Company Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Does the business have a Police Alarm system?    · Yes · No

If Yes, Company Name: \_\_\_\_\_ Phone: \_\_\_\_\_

	Type of Alarm System	Company	Y/N
1)	Robbery/Hold Up		
2)	Burglary/Hold Up		
3)	Outside Ringer/Flasher Only		

How is the alarm reported to the Midlothian Police Department?

- Central Dispatch - CalComm
- By Private Security Company
- Other (Describe) \_\_\_\_\_

If telephoned to Midlothian Police Department by private security company, please give:

Company Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Does the business employ a security dog for protection?    · Yes · No

If Yes, Dog's Name:: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Miscellaneous business information:

**Municipality Department Use Only**

Date Received:

Date Entered:



# Midlothian Fire Department – Fire Prevention Bureau

*Stephen Hotwagner*

**Fire Chief**

*Michael Lonkar*

**Fire Prevention Officer**

New building owners and tenants,

The Midlothian Fire Department performs inspections on **ALL** businesses in Midlothian before business licenses are approved. **ALL BUSINESSES REQUIRE FIRE ALARM SYSTEMS** (Heat and/or smoke detection system) your business may require an **Automatic Fire Suppressant System (Sprinkler System) depending on occupancy type and size of building.**

## Existing Business with a Fire Alarm

- A fire alarm system that is NFPA 72 compliant and meets all the requirements mandated by the authority having jurisdiction and must be installed, monitored and in proper working order. All businesses are required to have a signed maintenance contract with a licensed fire alarm contractor.

## New Business without a Fire Alarm

- Please review the Village of Midlothian Ordinances for requirements.
- If you have any questions regarding Fire Alarm System requirements contact the Midlothian Fire Prevention Bureau. (708) 489-4742

## Automatic Suppressant System

- Please review the Village of Midlothian Ordinances for requirements.
- If you have any questions regarding Sprinkler System requirements contact the Midlothian Fire Prevention Bureau. (708) 489-4742

Your signature below confirms that you have been notified of these requirements.

Address of Business \_\_\_\_\_ Date \_\_\_\_\_

Printed name X \_\_\_\_\_

Owner/Tenant/Occupant X \_\_\_\_\_

Cc: New tenant/owner  
Fire Prevention Bureau

Stephen M. Hotwagner  
Fire Chief

Michael Lonkar  
Fire Prevention Officer