

**OFFICE OF THE CITY CLERK**  
**NYOTA T. FIGGS**  
**204 PULASKI ROAD • CALUMET CITY, IL 60409**  
**(708) 891-8110**

New    Renewal    Owner change only    Address change only    Name change only

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_

Business E-mail: \_\_\_\_\_

Do you wish to have license mailed to corporate address: YES  NO

Corporate Name (if applicable): \_\_\_\_\_

Business Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Number of Business Signs: \_\_\_\_\_ Do you own or rent the building?  Own  Rent

If renting space, list the owner's name & address: \_\_\_\_\_

REQUIRED TO PROCESS APPLICATION: \_\_\_\_\_

Describe your business and the products sold: \_\_\_\_\_

Illinois Secretary of State

(312) 793-1010 [www.cyberdriveillinois.com](http://www.cyberdriveillinois.com)

**OWNERSHIP INFORMATION**

Sole Proprietor    Partnership    LTD Partnership    Corporation    LLC   **Verified** \_\_\_\_\_  
(Must provide documentation)

List all owners where ownership is more than 5%. Use additional sheets if necessary. Some businesses may be required to obtain a background check through the Calumet City Police Department.

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

Address: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Home Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

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

Address: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Home Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Sales Tax Number: \_\_\_\_\_

Are there any other businesses you now or previously have owned in Calumet City:  Yes  No

If yes, please name them: \_\_\_\_\_

Key holders to be called in order of preference for emergency:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Title: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Title: \_\_\_\_\_

<b>Basic- License Fees (1/2 of fee after July 1<sup>st</sup>)</b>		<b>\$150.00 (\$75.00)</b>	<b>CHECK ALL THAT APPLY</b>
PLEASE CHECK EACH ADDITIONAL SPECIALTY- IN ADDITION TO THE BASIC LICENSING FEE			
Advertising distributors		\$258.00	
Auto wrecking shops and yards		\$360.00	
Automobile Sales, including accessories		\$240.00	
Bank and savings and loan associations		\$360.00	
Barber Shop-per chair		\$60.00 per chair	
Beauty or (beauty) shops-with retail sales		\$150.00	
Beauty or Barber school		\$360.00	
Cigarette Sales		\$150.00	
Clothing Store		\$150.00	
Collection Agency		\$360.00	
Day Care		\$150.00	
Drug store or Pharmacy		\$240.00	
Dry Cleaning Plants		\$150.00	
Furniture Store		\$150.00	
Health Clubs		\$180.00	
Home improvement sales and services		\$240.00	
Vending trucks (propelled by motor, four cylinder and up)		\$135.00	
Jewelry Store		\$150.00	
Massage Parlor		\$180.00	
Movers and Storage		\$210.00	
Pawnbrokers/Cash for Gold		\$3500.00	
Repair Shops (not including automotive)		\$150.00	
Scavenger Trucks (2)		\$240.00	
Specialty Business		\$150.00	
Warehouse		\$210.00	
OTHER			
TOTAL (CHECK OR MONEY ORDER)			

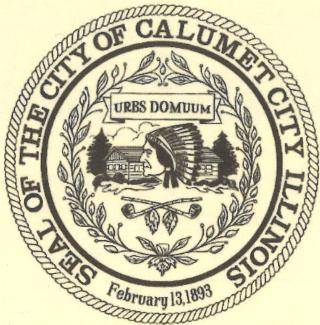
Number	Fees	(Other fees may apply)	Vending Machines
	<b>.01 to .25</b>	\$35.00	
	<b>.26 to .50</b>	\$60.00	
	<b>.51 to .75</b>	\$85.00	
	<b>.76 to 1.00</b>	\$110.00	
	<b>Various/ Multiple Headed</b>	\$160.00	
	<b>Cigarette Vending</b>	\$120.00	
	<b>Juke Box</b>	\$75.00	
	<b>Electronic Games</b>	\$75.00	
	<b>Amusement Games</b>	\$75.00	
	<b>Sign Inspection Fee (per sign)</b>	\$75.00	

\*Only 3 are allowed by Ordinance, 40 square feet per machine.

**MAKE CHECK OR MONEY ORDER PAYABLE TO: CITY OF CALUMET CITY (NO CASH)  
BUSINESS LICENSES ARE NOT TRANSFERABLE**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_ Revised 10/28/2019



## OFFICE OF THE CITY CLERK

### CALUMET CITY

"An Illinois Certified City"

*Nyota T. Figgs*

City Clerk

Dear: Business Owner,

Enclosed is a Business License Application Form for the current year. Please complete the application in its **entirety** completing each section with current and updated information. If there are questions that do not apply to your business; please respond by writing N/A in that section. Vending machines require a license; if you have vending machines there is a separate fee. You must document all vending machines and pay the appropriate license fee which is listed inside the application. Additionally, effective immediately, there is an annual sign inspection fee of \$75 (per sign).

A business that functions as a corporation or an LLC must provide verification of the incorporation with the application. Verification can be obtained at [www.cyberdriveillinois.com](http://www.cyberdriveillinois.com).

In order to receive your Business License, you must return the completed application, any supporting documentation, and the fee owed. Incomplete or incorrect applications will not be processed. An unprocessed application, lack of payment, or an incomplete application will be returned.

I want to thank you in advance for your cooperation in this process. If you have any questions, please feel free to contact the City Clerk's Office at 708-891-8116.

The City of Calumet City appreciates your business and I look forward to working with you. We wish you the best of luck in your future endeavors.

Sincerely,

Nyota T. Figgs

City Clerk

**CITY OF CALUMET CITY**  
**NEW BUSINESS LICENSE TRACKING SHEET**

**BUSINESS NAME:**

**BUSINESS ADDRESS:**

**CITY CLERK'S OFFICE- (708)891-8110**

**ACCEPTED BY:**

**DATE:**

**DEPARTMENT ID INSPECTATIONAL SERVICES -ZONING- (708)891-8120**

**INSPECTED BY:**

**APPROVED:**

**DENIED:**

**LICENSING COMMITTEE-CHAIRMAN:**

**1<sup>ST</sup> APPROVAL:**

**DENIAL:**

**DATE:**

**WATER DEPARTMENT- (708)891-8121**

**PAID IN FULL:**

**BALANCE DUE:**

**APPROVED:**

**DATE:**

**FIRE DEPARTMENT-(708)891-8145**

**APROVED**

**DENIED:**

**DATE:**

**DEPARTMENT ID INSPECTATIONAL SERVICES- INSPECTIONS- (708)891-8120**

**APPROVED:**

**DENIED:**

**DATE:**

**HEALTH DEPARTMENT-INSPECTIONS- (708)891-8120**

**APPROVED:**

**DENIED:**

**DATE:**

**LICENSING COMMITTEE-CHAIRMAN:**

**2<sup>ND</sup> APPROVAL:**

**DATE:**

**MAYOR:**

**APPROVED:**

**DENIED:**

**DATE:**

**CLERK:**

**APPROVED:**

**DENIED:**

**DATE:**