

## VILLAGE OF ELMWOOD PARK BUSINESS LICENSE PROCEDURE

### APPLICATION PROCEDURE

1. Business License Application forms must be completed in full; (i.e. sign, liquor, or vending)
2. All license application fees must be remitted at time of submitting application
3. License fees are not refundable

### REVIEW OF APPLICATION

1. The Applications are reviewed by Village staff for zoning requirements and numeration. If a hearing is necessary the Application is then remanded to the PZD Committee for approval.
2. If a hearing is not necessary, the Application is reviewed by the following inspectors to ensure that the business meets all code requirements:
  - A. Fire Inspector
  - B. Health Inspector
  - C. Building Inspector
  - D. Plumbing Inspector
  - E. Electrical Inspector
  - F. Finance Department/Water Billing
3. The completed Application is then forwarded to the Village Manager's office for final review. A "license applied for" card will be issued. The packet will then be forwarded to the Village Clerk for submission to the Village Board of Trustees for final approval.

The business license decal and all other appropriate decals and license forms will be issued upon the completion and approval of the above steps 1 through 3.

**No business is allowed to operate until the above process is fully completed.**

(Revised 3/25/02)