



CITY OF CHICAGO HEIGHTS BUSINESS LICENSE PROCESS

Dear Business License Applicant:

Your application must be approved by the following departments before a business license is issued:

POLICE DEPARTMENT

Police do a background check and if there are no issues, you are approved. If there is an issue, the police will contact you.

CODE ENFORCEMENT

Code Enforcement will call you, after Police approval, in order to schedule a business premises inspection. Code will inspect for plumbing, electrical and other code compliance. After all repairs are completed, call Code Enforcement to schedule your re-inspection. Passing your re-inspection does not authorize you to open for business.

FIRE DEPARTMENT

Fire Department will call you after Code re-inspection is passed to schedule a fire inspection. The Fire Department will inspect for fire/life safety issues including but not limited to clear exit ways, exit signs, smoke and carbon monoxide detectors, emergency lights, fire extinguishers and fire alarm systems.

WATER BILLING

Will review account status. Contact Water Billing to set up an account if you will be responsible for the water bill. If the Landlord is responsible and an account is already set-up, the account will have to be current for application to be approved.

SCAVENGER SERVICE

Call Republic Service or Homewood Disposal to set up scavenger service. You must bring a copy of your scavenger service agreement or paid invoice to the Clerk's Office.

Homewood Disposal: 708-798-1004

Republic Services 708-385-8252

STATE LICENSES & CERTIFICATONS

Required state licenses or certifications must be submitted to City Clerk's Office before business license is released to applicant.

***The City Clerk's Office will issue the business license after all the requirements have been met
You May Not Operate Your Business Until a Business License Has Been Issued***

Please contact the City Clerk's Office with any questions during the application process at 708-756-5304 or fax 708-756-5310.

Additional Department Contact Information:

Police Department: 708-756-6333

Water Billing: 708-756-5344 Fax: 708-756-4017

Code Enforcement: 708-756-5328

Fire Department: 708-756-5370

Please take the time to review the general information we are providing regarding exterior building signage, painting and lighting, which are governed by City ordinances. Call Code Department before renovations so we may provide you with direction before you begin to ensure your project will meet the ordinance requirements.