

**VILLAGE OF CHICAGO RIDGE
BUSINESS APPLICATION**

10455 S. Ridgeland Ave.
Chicago Ridge, IL 60415

Phone (708) 425-7700
Fax (708) 425-9942

DATE: _____

NAME OF BUSINESS: _____

BUSINESS ADDRESS: _____

BUSINESS PHONE: _____

SALES TAX #: _____

MANAGER: _____

BUSINESS OWNER: _____

OWNER'S ADDRESS: _____

CITY _____ STATE: _____ ZIP CODE: _____

DESCRIBE TYPE AND OPERATION OF BUSINESS (W/SPECIFICITY): _____

RESTAURANTS – NUMBER OF SEATS: _____

AND TYPE OF VENDING MACHINES: _____

TOTAL SQUARE FOOTAGE OF BUSINESS & SALES AREA: _____

STOREFRONT: _____ KIOSK: _____ CART: _____ OTHER: _____

PRIOR BUSINESS IN CHICAGO RIDGE: YES: _____ NO: _____

CIGARETTE SALES: YES: _____ NO: _____

SIGNAGE MUST BE SECURED TO BUILDING FACADE OR ROOF

License fees must be paid at time of filling out business application. New businesses must attend a Village Board Meeting for Board approval. Any misrepresentations or falsification of the information sought may result in revocation of the license granted.

*****FOR OFFICE USE ONLY*****

LICENSE FEE: _____ MEETING: _____

OCCUPANCY: _____

INSPECTION FEE: _____ APPROVED: _____

WATER DEPOSIT: _____ HEALTH DEPARTMENT

GENERAL BUSINESS: \$150.00

RESTAURANTS/LOUNGES: \$500.00

FIRE DEPARTMENT

TOTAL AMOUNT DUE: _____ BUILDING DEPARTMENT

COMMENTS AND/OR RESTRICTIONS: _____



CHICAGO RIDGE FIRE DEPARTMENT

10258 Southwest Highway, Chicago Ridge, Il 60415

Emergency 911

Business 708-857-1456

Fax 708-425-6404

Date: _____

Business name: _____

Business address: _____

Telephone: _____

Business owner: _____

Owner address: _____

Owner telephone: _____

Type of business: _____

Business insurance carrier: _____

Company/agent address: _____

Company/agent telephone: _____

Building owner if different: _____

Address: _____ Telephone: _____

Emergency contacts:

Name: _____ Telephone: _____

Name: _____ Telephone: _____

Does your building have a sprinkler system? _____

Does your building have an automatic alarm? _____

If yes, is it monitored? _____ by who? _____

Does your building have a knox box? _____

Will your business produce and/or store hazardous materials on the

Property? _____

Tentative opening date: _____



CHICAGO RIDGE POLICE DEPARTMENT
10425 S Ridgeland Avenue
Chicago Ridge, Il 60415

Business name: _____

Business address: _____

Business phone number: _____

President's name: _____

President's phone number: _____

Type of business: _____

List in order persons to be notified in case of emergency:

	Name	Number
1)	_____	_____
2)	_____	_____
3)	_____	_____

Does business have an alarm: Yes No

If so, what type? Burglar Robbery Fire

How is alarm transmitted? Direct telephone Telephone by private security

Direct to alarm board Outside ringer only

Does business have a cleaning service? Yes No

PLEASE NOTIFY POLICE DEPARTMENT WITH ANY CHANGES

Please note store hours:

Monday _____ Tuesday _____ Wednesday _____

Thursday _____ Friday _____ Saturday _____

Sunday _____

New Business Inspection Requirements

1. Your plan for intended use of the location must be submitted.
2. Your plan for any changes to the location must be submitted.
3. You must arrange for an initial inspection after the Village grants a license.
4. No work of any kind is to be done until after the initial inspection is performed.
5. No occupancy will be issued until all inspection finals are completed by the Building, Electrical, HVAC, Plumbing, and Fire Marshall (also the Health Department when applicable).
6. All work requires a permit (see attached sheet).
7. This business application is not a license to operate your business until all Building Department inspections are complete and any code violations are corrected.
8. **No occupancy certificate will be issued after 12:00 p.m. on Fridays.**

Building Permit Application Requirements
Village of Chicago Ridge
(708) 425-7700

All construction/remodeling work done on or in any type of building or on the property needs a building permit. If you do not know if a permit is required, please call for assistance.

All applications for permits must be completed by the contractor doing the work and the contractor must submit building department approved plans.

All plumbing work must be done by a state licensed plumber.

All electrical work must be done by a licensed electrical contractor.

All fire sprinkler work must be done by a state licensed sprinkler company. Drawings must be approved by the Fire Marshall. Review fee \$150.

All fire alarm work must be done by a state licensed fire alarm company. Drawings must be approved by the Fire Marshall. Review fee \$150.

Boiler replacement or maintenance must be done by a licensed boiler contractor.

* No permit will be issued until ALL contractors being used are registered.

Contractor Registration Requirements

Registration fee for a general contractor - \$100.00 All other contractors – \$75.00

All contractors must be registered with the Village of Chicago Ridge and provide a certificate of insurance and \$5,000.00 surety or performance bond.

Plumbing contractors require \$10,000 bond or a copy of state bond, certificate of liability insurance.

Sewer contractors require \$10,000 bond, insurance, and a copy of license.

Electrical contractors require a \$5,000 bond, a certificate of insurance, and copy of electrical contractor license.

Roofing contractors require \$5,000 bond, a certificate of insurance, and a copy of Illinois Roofing License.

No occupancy certificates issued after 12:00 p.m. on Fridays.