



## **BUSINESS LICENSE APPLICATION PACKET LICENSES**

**FAILURE TO COMPLETE THE REQUIRED FIELDS MAY DELAY YOUR APPLICATION AND/OR  
RESULT IN DENIAL.**

PER ORDINANCE # 80-10090 OF THE CITY OF EAST ST. LOUIS MUNICIPAL CODE, ALL PERSONS OPERATING A BUSINESS IN THE CITY OF EAST ST. LOUIS ARE REQUIRED TO LICENSE THEIR BUSINESS WITH THE CITY, WITH THE EXCEPTION OF THOSE BUSINESSES OR OCCUPATIONS SPECIFICALLY EXEMPTED BY STATE OF ILLINOIS STATUTES.

ALL BUSINESSES ARE REQUIRED TO RENEW THEIR LICENSE OR REGISTRATION ON AN ANNUAL BASIS. THE CITY WILL SEND RENEWAL INFORMATION 30-60 DAYS PRIOR TO EXPIRATION. HOWEVER, FAILURE TO RECEIVE NOTIFICATION FROM THE CITY DOES NOT RELEASE THE BUSINESS OWNER OF HIS/HER OBLIGATION TO RENEW AND PROVIDE THE REQUIRED INFORMATION.

***ALL CHANGES IN OPERATION, LOCATION, NAME, MANAGEMENT OR OWNERSHIP OF THE BUSINESS MUST BE REPORTED.***

THE ANNUAL FEE MUST BE PAID BEFORE THE LICENSE IS ISSUED. SEPARATE LICENSES MAY BE REQUIRED FOR BUSINESSES OPERATED WITHIN THE SAME BUILDING.

A LICENSE MAY BE SUSPENDED OR REVOKED UPON FRAUD, MISREPRESENTATION, OR FALSE STATEMENT IN THE APPLICATION, VIOLATION BY THE LICENSEE OF ANY CITY ORDINANCE, CONVICTION OF CERTAIN FELONIES AND MISDEMEANORS, FAILURE OF THE LICENSEE TO PAY ANY FINE, PENALTY, JUDGMENT OR LIEN OWED TO THE CITY, REFUSAL TO ALLOW REQUIRED INSPECTIONS, OPERATION OF A BUSINESS CONSIDERED A NUISANCE, OR FOR ANY OTHER VIOLATION OF ANY CITY ORDINANCE, RESOLUTION OR REGULATION.

IN ADDITION TO THE BUSINESS LICENSE/REGISTRATION REQUIREMENTS, THE FOLLOWING PERMITS/INSPECTIONS MAY BE NEEDED BEFORE THE BUSINESS CAN BE OPERATED IN THE CITY OF EAST ST. LOUIS:

- BUILDING, REMODELING, ELECTRICAL, PLUMBING, HVAC – CONTACT REGULATORY AFFAIRS AT 482-6826**
- INSTALLING OR CHANGING THE FACE OF A SIGN – CONTACT REGULATORY AFFAIRS 482-6722**
- FIRE INSPECTION – CONTACT THE FIRE DEPARTMENT AT 482-6800**
- MECHANICAL AMUSEMENT DEVICES (ARCADE GAMES), MECHANICAL MUSICAL DEVICES (JUKEBOXES), CIGARETTE VENDING MACHINES – REGULATORY AFFAIRS AT 482-6722**
- LIQUOR LICENSE – MAYOR CHARLES R. POWELL III AT 482-6601.**

**APPLICATION FEE - \$30.00**

**GENERAL LIABILITY INSURANCE, 10,000 SURETY BOND**



CHARLES R. POWELL III, Mayor

**City of East St. Louis Department of Regulatory Affairs  
Business License Application Packet**

If you are looking for information on starting a new business, please refer to [www.cesl.us](http://www.cesl.us)

- Ownership of property – Lease, Deed, Contract**
- Picture I.D.**
- Proof of Insurance – Commercial Liability (after approval by City Council)**
- Completed Application - \$30.00 application fee**
- Commercial Occupancy Inspection fee – 40.00**
- Commercial Occupancy Permits - \$95.00 (after inspection approval).**
- Licensing Fee: Based on the attached fee schedule**
- Fire Inspection - \$80.00 below 5000 sq. feet - \$160.00, 5000 sq. ft. and above**
- If applicable you will need an Employer Identification Number, (Federal Tax ID number) and /or an IL Sales Tax Number.**
- Sales Tax I.D. number – All State and Federal requirements pertaining to your business must be completed before submitting your application to the City of East St. Louis.**
- All food establishments will be subject to paying a 2% food/beverage tax quarterly.**
- If selling liquor, proof of a Licensed, bonded SECURITY OFFICER/COMPANY.**
- Your business name must be registered with the State of Illinois Department of Commerce, (unless you are doing business under your own name). Verification must be provided.**
- If your business or occupation requires State Licensing, (contractor, cosmetology, insurance, daycares etc.) Verification must be provided**
- Health Dept. Certification – FOOD ONLY**
- Immunization records (Hep. A) - Food sales ONLY**

All applications must be filled out completely; any missing information may cause a delay in processing.

Once the business license application is submitted, all applicants are subject to a background and the processing can take approximately 3-4 weeks; applications requiring Health Department approval may take longer. Business License fee is separate from the application fee.

If you have any questions, please contact Regulatory Affairs at 618-482-6826 or [aroberson@cesl.us](mailto:aroberson@cesl.us)

**General Business Activity I – Annual Fee - \$110.00**

Bakeries	Hardware
Ice Dealers	Car Washes (MOBILE NOT INCLUDED \$275.00)
Cleaners/Laundrerers	Laundromats
Coal Dealers	Moving & Storage
Confectioneries/Quick Shops	Parking Lots
Day Care Centers	Rental & Leasing
Distributors (Retail)	Restaurants
Express & Hauling	Scavengers
Food Vehicles (PEDDLER \$275.00)	Wreckers/Towing
Firearms Dealer	Workshops (Service Repair Shops)
Garages	
Transport Permit-----	\$45.00

**General Business Activity II – Annual Fee -- \$275.00**

Advertising	Manufacturers, Plants & Warehouses
Amusements	Pawnbrokers
Auctioneers	Peddlers
Bottling Works	Pool-billiards & Bowling Alleys
Building Material Dealers	Rooming Houses-Motels-Hotels (TBD BY COUNCIL)
Car Sales (STATE LICENSE REQUIRED)	Supermarkets/Grocery Stores/Meat Markets
Distributors (Wholesale)	Trailer Courts (TBD BY COUNCIL)
Gasoline Service	Theaters-Shows
Funeral Homes	Vendor of Merchandise (CLOTHING, PHONES, ETC)
Lumber Yards	

**General Business Activity III – Annual Fee -- \$550.00**

Amusement Device Distributor (excluding Juke Boxes & Dart Machines)

**General Business Activity IV – Annual Fee -- \$825.00**

Junk Yard  
Auto Savage Dealer  
Scrap Metal Dealer  
Recycler & Processor of Metal, Rags, Plastics, Rubber

**General Business Activity V – Annual Fee -- \$1100.00**

**Junk Yards (Two or more Sites)**

Auto Salvage Dealers (Two or more site)  
Scrap Metal Dealers (Two or more sites)  
Recyclers & Processors of Metal Rags, Rubber and Plastic (Two or more Sites)

**Tire Shops, Storages, & Warehouses Annual Fee - \$1,500.00**

**Vending & Amusements devices or Machines**

Vending Machine Stickers-----	\$40.00
Dart Machine Stickers-----	\$60.00
ATM Stickers-----	\$40.00
Juke Boxes-----	\$85.00

**\$30.00 APPLICATION FEE**

**CITY OF EAST ST. LOUIS  
BUSINESS LICENSE APPLICATION**

**TO ENSURE PROMPT PROCESSING OF THIS APPLICATION, PLEASE ANSWER ALL QUESTIONS. IF A QUESTION DOES NOT APPLY, WRITE N/A. INCOMPLETE APPLICATIONS WILL DELAY APPROVAL OF THE BUSINESS LICENSE AND MAY RESULT IN DENIAL OF THE APPLICATION.**

<b>SECTION ONE: BUSINESS INFORMATION</b>	
BUSINESS NAME:	BUSINESS PHONE & EMAIL ADDRESS
TYPE OF BUSINESS:	SEND RENEWAL & LICENSE INFORMATION TO:
<b>SECTION TWO: OWNER INFORMATION (PLEASE COMPLETE EITHER "A" OR "B")</b>	
<b>A. IF THE BUSINESS IS OWNED BY AN INDIVIDUAL, COMPLETE THIS SECTION:</b>	
FULL NAME:	PHONE: (AT LEAST ONE NUMBER IS REQUIRED)
BIRTHDATE:	HOME: CELL:
ADDRESS: (ADDRESS, CITY, STATE, ZIP)	WORK:
	FEIN OR SOCIAL SECURITY NUMBER:
	STATE OF ILLINOIS RETAILERS TAX No. (IBIT)
HAVE YOU EVER BEEN CONVICTED OF A CRIME?	IF YES, PLEASE INDICATE THE TYPE OF CRIME.
<b>B. IF THE BUSINESS IS OWNED BY A CORPORATION, COMPLETE THIS SECTION:</b>	
NAME OF CORPORATION:	BUSINESS ADDRESS: (ADDRESS, CITY, STATE, ZIP)
	PHONE:
FULL NAME & TITLE OF CONTACT PERSON:	FEIN:
BIRTHDATE:	STATE OF IL RETAILERS TAX NUMBER (IBIT):
HAVE YOU EVER BEEN CONVICTED OF A CRIME? NO	IF YES, PLEASE INDICATE THE TYPE OF CRIME.
<b>SECTION 3: ON-SITE STORE MANAGER INFORMATION (PLEASE LIST THE PERSON RESPONSIBLE FOR MANAGING THE LICENSED LOCATION)</b>	
FULL NAME:	PHONE: (AT LEAST ONE NUMBER IS REQUIRED)
BIRTHDATE:	HOME:
	CELL:
HOME ADDRESS: (ADDRESS, CITY, STATE, ZIP)	
HAVE YOU EVER BEEN CONVICTED OF A CRIME?	IF YES, PLEASE INDICATE THE TYPE OF CRIME.
<b>SECTION FOUR: PROPERTY OWNER INFORMATION (IF THE PROPERTY IS LEASED, PLEASE PROVIDE THE FOLLOWING.)</b>	

PROPERTY OWNER NAME:	ADDRESS AND PHONE:
<b><u>Do You Have A VENDING MACHINE, Or ATM At This Location?</u></b>	
___Yes ___No	
IF YES PLEASE SEE THE DEPARTMENT OF REGULATORY AFFAIRS FOR PROPER LICENSING.	
<b>SECTION FIVE: REQUIRED SIGNATURES</b>	
BY SIGNING BELOW, I HEREBY CERTIFY THAT THE STATEMENTS ON THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND BELIEF, AND THAT I WILL COMPLY WITH APPLICABLE CITY OF EAST ST. LOUIS ORDINANCES CONCERNING THE OPERATION OF A BUSINESS IN EAST ST. LOUIS. I UNDERSTAND THAT ANY CHANGES IN ADDRESS, NATURE OF BUSINESS OR DISCONTINUATION OF BUSINESS MUST BE REPORTED TO THE CITY. FURTHER, I UNDERSTAND THAT ANY MISREPRESENTATION OR OMISSION ON THIS APPLICATION MAY RESULT IN THE REVOCATION OF THE BUSINESS LICENSE BY AUTHORITY OF THE CITY MANAGER.	
OWNERS SIGNATURE: (REQUIRED IF INDIVIDUAL OWNED)	DATE:
PRINTED NAME & TITLE OF AUTHORIZED PERSON:	PHONE NUMBER:
SIGNATURE:	EMAIL ADDRESS:
<b>SECTION SIX: REQUIRED SIGNATURES</b>	
APPLICABLE CITY OF EAST ST. LOUIS ORDINANCES CONCERNING THE OPERATION OF A BUSINESS IN EAST ST. LOUIS. I UNDERSTAND THAT ANY CHANGES IN ADDRESS, NATURE OF BUSINESS OR DISCONTINUATION OF BUSINESS MUST BE REPORTED TO THE CITY. FURTHER, I UNDERSTAND THAT ANY MISREPRESENTATION OR OMISSION ON THIS APPLICATION MAY RESULT IN THE REVOCATION OF THE BUSINESS LICENSE BY AUTHORITY OF THE CITY MANAGER.	
OWNERS SIGNATURE: (REQUIRED IF INDIVIDUAL OWNED)	DATE:
PRINTED NAME & TITLE OF AUTHORIZED PERSON:	PHONE NUMBER:
SIGNATURE:	EMAIL ADDRESS:

***PLEASE PRINT CLEARLY AND COMPLETE THE ENTIRE APPLICATION.***

***ALL APPLICATIONS ARE APPROVED BY THE MAYOR AND CITY COUNCIL.***



**Please provide a detail business Security plan if you are applying for a Liquor License as well.**

- 1. Hours of operation:**
- 2. Security plan (Mandatory if selling liquor):**
- 3. Security company's information:**
- 4. How many License, Bonded security officers on the premises during a shift?**
- 5. All services to be offered at this location:**
- 6. Any other information**



**DEPARTMENT OF REGULATORY AFFAIRS  
BUSINESS LICENSE APPLICATION ACKNOWLEDGMENT**

**BUSINESS LICENSE**

**DATE:** \_\_\_\_\_

**I, the undersigned, do hereby acknowledge that I have applied for a Business License with the City of East St. Louis, Illinois.**

**I further acknowledge that by submitting this application for a business, I have no authority to commence the business for which I have applied and that no rights shall exist on my behalf until the application has been approved and the business license issued by the City. If premises are occupied prior to approval and operating, I will be in violation of the City's Business License ordinance and if found in violation, I will be subject to fines up to \$500.00 per day.**

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
REGULATORY AFFAIRS

**I, the undersigned, acknowledge the receipt of the above acknowledgement application as signed by me above.**

**DATE THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20 \_\_\_\_\_**

\_\_\_\_\_  
SIGNATURE OF APPLICANT