

CITY OF HARVEY



BUSINESS LICENSE APPLICATION PACKET

PROCEDURE FOR OBTAINING A BUSINESS LICENSE

1. Complete all sections of the attached application.
2. Attach all required exhibits designated in the application, including a Health and Safety Plan. (View the Attached)
3. Submit application and exhibits as follows:

**City of Harvey
Planning Department
15320 Broadway Avenue
Harvey, Illinois 60426**
4. Upon receipt of the application and exhibits, staff will review the submitted information for completeness and accuracy.
5. A pre-hearing conference with staff will be scheduled if needed.
6. Please review the attached steps to assist you with expediting this process.
7. **ALL LICENSES MUST BE PICKED IN PERSON AND NO PAYMENT OF FEES CAN BE MADE VIA MAIL. YOUR SIGNATURE WILL BE REQUIRED TO RECIEVE THE LICENSE.**
8. Review your license upon receipt of it to ensure that is has been signed the Mayor and City Clerk. Without the signatures of the Mayor and City Clerk your license is invalid.



City of Harvey
15320 Broadway Avenue
Harvey, IL 60426

Eric J. Kellogg
Mayor

Dear Business Owner:

I would like to thank you for considering the City of Harvey to assist you with the growth and development of your company. The City of Harvey is a developer friendly community looking forward to being an integral part of the expansion of your business. The continued growth of our Commercial Corridor has allowed us to view our City as part of the foundation for economic development in the south suburban region.

In this package you will find information that will assist you with the stages for business development in our city. The reason for listing the information is to ensure the City that your development parallels with our Municipal Ordinance and development process as well as the future development goals of the City.

While it often appears that the role of City government is to inspect and regulate, we are deeply concerned that you feel welcome. We want to handle your project with courtesy and respect as well as provide the necessary materials to make your development a success. In addition to the following information, the Mayor has requested that you review the attached requirement for a Health and Safety Plan for Businesses.

Should you have any questions regarding the enclosed information, please do not hesitate to call me at (708) 210-5350. Thank you for considering the City of Harvey and we look forward to meeting with you to further discuss the development of your business in our town.

Sincerely,

LaTonya Rufus, Director
Department of Planning

**FOLLOW THE STEPS LISTED BELOW TO ENSURE THE MOST EXPEDIENT PROCESS FOR
OBTAINING A BUSINESS LICENSE**

STEP 1 - MEET WITH STAFF TO DISCUSS PROPOSED BUSINESS

You must schedule an initial meeting with the Planning Director, who at their discretion may invite the Department Staff and the Chief Inspector, to discuss the development and receive information regarding the Municipal Codes and Guidelines for development.

Please note: All code books are \$20.00 each

1. Zoning Code
2. Building Code
3. Subdivision/Development Code
4. Landscaping Ordinance

STEP 2 - SUBMIT A CONCEPTUAL PLAN

The purpose of a conceptual plan is to allow the various departments to familiarize itself with your company and future development. If you need suggestions, sample plans are located in the Planning Department. All plans must typed; hand written plans will not be accepted. The following should be included in this plan:

1. A brief history of the company and the accomplishments you have made. If you are a new business, please submit a proposal in writing outlining the goal of your business and the short-term objectives.
2. An overall scope of the business/project.
 - a. Type of business
 - b. Size of the proposed business
 - c. Location of business
 - d. Local Amenities and Benefits
 1. How does your business benefit our City?
 2. Proposed profit projections
 - e. How many people will be employed at the facility
 1. Do you plan to have a culturally diverse staff?
 - f. Detailed information of the property value and status
 1. Do you own the property or is it under contract?
 2. Are you negotiating with contractors?
 3. How soon do you want to begin construction?
3. Business Plan
4. Marketing Plan
 - a. How do you plan to market your facility?
 - b. What type of clientele would you like to attract?
5. Site Plan
 - a. This plan must be as detailed as possible
 1. Including square footage of site and parcel
 2. Differentiate the phases of development
 3. Legal description of property

- b. Include a parking plan. Parking requirements for commercial development are attached.
 - c. Include the most current copy of the plat of survey.
6. Safety Plan
- a. Must also be accompanied by a design plan, (i.e.. where cameras will be located, if security will be present, please review attached information regarding safety plan requirements.)
7. Landscaping plan
- a. If you are unaware of our landscaping ordinance, please purchase a copy of one.

STEP 3 - PRE-APPLICATION CONFERENCE

After you have submitted the aforementioned information, our staff will review the information. (Please allow 10 business days after receipt of your information for staff review.)

After reviewing the information, the City Planner will call the contact person or persons, to schedule a pre-application conference (which will require a \$300.00 administrative fee if a special use permit is needed for commercial development) to discuss preparation for the Planning and Zoning Board meetings. The Planning and Zoning Board meets the third Wednesday of the month. (Deadlines for package submittals are attached.)

To prepare for a Planning and Zoning Board meeting, you must submit twenty (20) information packets (i.e. the conceptual plan); one for each of the twelve (12) commissioners, one (1) for the secretary, five (5) for the City Staff members, and one for both the Police and Fire Departments.

STEP 4- MEET THE PLANNING AND ZONING BOARD

These meetings are held on the third Wednesday of the month at 7 PM in the Council Chambers of the City of Harvey Municipal Center located at 15320 Broadway Avenue.

This meeting is a public hearing. The petitioner will present his or her plan to everyone located within a one-mile radius of your proposed business. Everyone involved in the business should be in attendance at the meeting to present the plan and to answer any questions from the Commissioners. Absent petitioners could delay the process by having their petitions tabled or being forced to reply.

The Planning and Zoning Board will determine conformity with the Comprehensive Plan, including the Street Plan, the Zoning Ordinance and compliance with all other Village ordinances. They will consider the effects that the project will have on adjacent neighborhoods as well as the flow of traffic, and fire protection.

If your plan is approved then you will proceed to step 5, if it is not approved you must make the requested changes and resubmit the plan with the corrections to the Commission at next month's meeting. Or your process may not be approved and that decision will be passed on to the Mayor and/or City Council for approval.

STEP 5 – MEET WITH CITY STAFF

During this meeting, the business owner will discuss the outcome of the Planning and Zoning Board Meeting as well as schedule your Inspection. The petitioner may be required to meet the Chief Inspector to receive and overview of the inspection process.

STEP 6- INSPECTION PROCESS

The Planning Department inspectors will conduct a thorough business inspection of the facilities to ensure that the business meets the current code standards. A Temporary Occupancy Permit may be given to the business owner for rehabilitation and/or construction purposes only. An adequate amount of time will be given to allow the business owner to meet the current standards and codes that are being enforced by the City of Harvey.

STEP 7- MEET WITH CITY STAFF

During this meeting, you will be debriefed on the results of the inspection. In addition, the business owner will discuss the Mayor's approval process with the City's staff.

STEP 8 - MAYOR'S APPROVAL

Once the business is in full compliance with the requests of the City of Harvey's Staff (i.e. business license application, inspection, and health and safety plan), the information will be reviewed by the Mayor. If the information meets the required guidelines, he will notify the Department of Planning's staff to issue a business license.

STEP 9 – ISSUANCE OF BUSINESS LICENSE

After the Mayor has approved the business proposal and plan, a business license may be issued to the business owner. The license is good for one year. If at any time the business becomes in violation of any ordinance, a cease and desist order will be issued to the property owner. The business owner will receive a letter from the Mayors Office and the new business license signed by the Mayor and City Clerk.

STEP 10- OPEN THE BUSINESS

The business owner is now ready to proceed with the operation of business at the approved location.

Should you need additional information regarding this process, please contact the Planning Department at the City of Harvey at 708-210-5300.

PLEASE PRINT OR TYPE



CITY OF HARVEY
PLANNING DEPARTMENT
15320 BROADWAY AVENUE
HARVEY, IL 60426
(708) 210-5350 - PHONE
(708) 210-5368 - FAX

OFFICE USE ONLY	
Date Received:	_____
Safety Plan:	_____
Inspection Approval:	_____
Water Bill Paid:	_____
Fines Owed/Paid:	_____
Fees Paid:	_____

2014

BUSINESS LICENSE RENEWAL APPLICATION

Applicant: _____ Date: _____
 Address: _____ Phone: _____
 _____ Cell Phone: _____
 _____ New Business _____ Renewal _____

Business Name: _____
 Address: _____ Phone: _____
 _____ State Tax ID: _____
 _____ Federal ID: _____

Legal Description of the Property: _____

Current Zoning Classification of Property: _____
 Current Use of Property: _____

Purposed Type of Business: _____ Hours of Operation: _____

Owner/Manager Name: _____ Home Phone: _____

Owner/Manager Address: _____

Date of Birth: _____ Drivers License Number: _____

Emergency Contact: _____ Phone: _____

THE FOLLOWING INFORMATION MUST BE ACCURATE PRIOR TO THE ISSUANCE OF A LICENSE

Number of Employees: _____ Public Safety Sticker: _____ Tow Truck Stickers: _____

Vending Machines: _____ Game Machines: _____ Tobacco License: _____

Music Boxes: _____ Coin Machines: _____ Pool Tables: _____

APPLICANT SIGNATURE: _____ STAFF INTIALS: _____

THE CITY OF HARVEY RETAINS THE RIGHT TO REQUEST BACKGROUND CHECKS ON ALL APPLICANTS.

HEALTH AND SAFETY STANDARDS

Health and safety issues are major concerns in operating a safe City. The following health and safety issues are a few of the many issues that must be addressed in order to operate a successful and safe business. The following are suggestions made by Mayor Eric J. Kellogg to assist with improving the safety standards in your business:

1. Actively participate in an on-going beautification plan. The City of Harvey is currently enforcing the 2009 International Property Maintenance Code. A brochure regarding the most common property maintenance violations is located with the Planning and Zoning Department.
2. Keep an accurate record of violent incidents and/or police reports to assist the City of Harvey's Police Department with keeping your business environment safe.
3. Provide security officers or increase the number of officers in your establishment.
4. Maintain the same hours of operation. Make sure the Police Department and the Department of Planning and Development has an updated copy of the hours of operation.
5. Provide a tracking plan that will assist with identifying employees and customers.
6. Install outside surveillance. In case of a violent crime, proof of the violators may be captured on tape.
7. Provide a parking attendant, which may also be your security officer. This person can ensure that the cars in your parking lot are safe and free from theft and vandalism.
8. Implement an emergency procedure plan. This plan will outline the procedures to take during an uncomfortable/violent situation. Establish a schedule to ensure that there is at least one person working that has had CPR training. First aid kits should be provided on all levels of the building.
9. Implement a fire evacuation plan. Make sure that the Fire Department and the Department of Planning and Development has a copy of this plan. The Fire Department will provide the fire evacuation procedures based on the floor plan provided to the department. Occupancy loads will also be established.

Mayor Eric J. Kellogg would like to thank all businesses that participate in this effort to make the City of Harvey's businesses safer for the community.

My signature below acknowledges that I have read the aforementioned and agree to comply with the City of Harvey's Health and Safety Standards.



Signature of Business Owner

BUSINESS LICENSE FEE SCHEDULE

NUMBER OF EMPLOYEES	AMOUNT
1 – 7	\$ 100.00
8 – 14	\$ 175.00
15 – 21	\$ 250.00
22 – 29	\$ 325.00
30+	\$ 450.00
LIQUOR LICENSE	
	\$ 1500.00
<i>Club License Capacity Fees</i>	
1 to 299 people	= \$200.00
300 to 399 people	= \$300.00
400 to 499 people	= \$400.00
500 and up	= \$500.00
COIN MACHINE LICENSE	\$35.00
VIDEO GAMING	\$500.00
GAME MACHINE LICENSE	\$ 60.00
MUSIC BOX LICENSE	\$ 35.00
POOL TABLE LICENSE	\$ 35.00
PUBLIC SAFETY STICKER	\$ 75.00
TAXICAB LICENSE	\$ 35.00
TOW TRUCK LICENSE	\$ 35.00
VENDING MACHING LICENSE	\$ 35.00
WEIGHTS & MEASURES LICENSE	\$ 35.00
TOBACCO LICENSE	\$50.00

AN ANNUAL BUSINESS LICENSE IS REQUIRED FOR ALL BUSINESSES OR TRADE PROFESSIONALS THAT HAVE OCCUPANCY IN THE CITY OF HARVEY, INCLUDING DAY CARE FACILITIES.

**ALL BUSINESS LICENSE FEES MUST BE SUBMITTED NO LATER THAN APRIL 30TH.
THE LIQUOR LICENSE FEE MUST BE SUBMITTED NO LATER THAN OCTOBER 31ST.**

A PENALTY OF 50% WILL BE ASSESSED FOR ANY BUSINESS LICENSE FEES RECEIVED BETWEEN MAY 1ST TO JUNE 1ST AND A PENALTY OF 100% WILL BE ASSESSED THEREAFTER.

ALL BUSINESS LICENSES REQUIRE A PUBLIC SAFETY STICKER.

FOR ADDITIONAL INFORMATION, PLEASE CONTACT THE CITY OF HARVEY'S PLANNING DEPARTMENT AT (708) 210-5350.