



Dear Business Owner:

Attached is a Town of Normal Business License Form. We ask that all businesses located within the Town of Normal register with the Town and receive a License. Upon receipt of this completed form, a Business License Certificate will be issued and mailed to your place of business.

There is no fee for business licensing; however, you are required to keep the Clerk's office informed of any and all changes in your business, such as change of management, remodeling, alarm systems, contact person, and so on. This information is vital to the Police and Fire Departments' responses in the event of an emergency.

Also attached are the sections of the Municipal Code which address business licenses and home-based businesses in Normal. Please look these over carefully.

Please return the completed license form in the enclosed self-addressed envelope to the Clerk's office. Should you have any questions, please do not hesitate to contact us at 309-454-9509.

Thank you.

Angelia Huonker, Town Clerk



Business License Application

D/B/A Name: _____

Business Address: _____

Primary Email: _____

Business Phone: _____ Cell: _____

Date of Start of Business: _____ Days & Hours Building Occupied: _____

Business Type: _____ Tobacco Products Sold: YES or NO

Products/Services Offered: _____

Illinois Sales Tax Number: _____ FEIN: _____

Legal Name (Corporate Name) of Business: _____

Address: _____ City, State, Zip _____

Email: _____

Phone: _____ Cell: _____

OWNERSHIP TYPE: *(This information is private and will not be shared)*

LLC/Corporation:	YES or NO	Self-Employed:	YES or NO
Individually Owned/Operated:	YES or NO	Number of Full-time Employees:	_____
Minority Owned/Operated:	YES or NO	Number of Part-time Employees:	_____
Female Owned/Operated:	YES or NO	State Certification Held: <i>(check all that apply)</i>	
Male Owner/Operated:	YES or NO	Women's Business Enterprise (WBE)	_____
Student Owned/Operated:	YES or NO	Minority Business Enterprise (MBE)	_____
		Disadvantaged Business Enterprise (DBE)	_____

Business Owner Name: _____

Address: _____ City, State, Zip _____

Email: _____

Phone: _____ Cell: _____

Property Owner Name: *(If other than Business Owner)* _____

Address: _____ City, State, Zip _____

Email: _____

Phone: _____ Cell: _____

Home Based Business: YES or NO

IF YES, PLEASE REFER TO THE MUNICIPAL CODE SEC. 15.4-4D FOR HOME BASED BUSINESSES for additional details and requirements.

EMERGENCY CALL INFORMATION:

1st Call Name: _____

1st Phone Number: _____ 2nd Phone Number: _____

Role: Manager _____ Owner _____ Employee _____

2nd Call Name: _____

1st Phone Number: _____ 2nd Phone Number: _____

Role: Manager _____ Owner _____ Employee _____

3rd Call Name: _____

1st Phone Number: _____ 2nd Phone Number: _____

Role: Manager _____ Owner _____ Employee _____

EMERGENCY ENTRY INFORMATION:

Knox Box Location: _____

Please describe location in detail (North, South, East, West) or write N/A if not applicable.

Fire Department Connection Location: _____

Please describe location in detail (North, South, East, West) or write N/A if not applicable.

Utility Shut Offs Location(s): _____

Please describe location in detail (North, South, East, West) or write N/A if not applicable.

Night Staff Hours: _____

Please provide the hours that non-regular staff may occupy building. This could include, but is not limited to, cleaning crews, maintenance workers, stockers, etc. or write N/A if not applicable.

Keyholder Contact: _____

Please provide name(s) and cell phone number(s) of all individuals with entry keys and access to the business after hours. Include an additional paper listing keyholders if needed.

Burglar Alarm (circle one):

Perimeter Sounding **or** Autodial Phone Alarm **or** Direct Line to Security Company **or** N/A

Fire Alarm (circle one):

Perimeter Sounding **or** Autodial Phone Alarm **or** Direct Line to Security Company **or** N/A

Hold Up Alarm (circle one):

Perimeter Sounding **or** Autodial Phone Alarm **or** Direct Line to Security Company **or** N/A

Window Locations (circle all that apply): North South East West

Door Locations (circle all that apply): North South East West

Standpipe Location (circle all that apply): North South East West N/A

Sprinkler System Location (circle all that apply): North South East West N/A

Roof Entry: YES or NO **Night Security:** YES or NO **Security Dog:** YES or NO

Hazardous Materials Stored: YES or NO

(If yes, please describe type and location. A hazardous material is any item or agent (biological, chemical, radiological, and/or physical), which has the potential to cause harm to humans, animals, or the environment, either by itself or through interaction with other factors. This includes but is not limited to medical supplies, large amounts of medications, large amounts of cleaning products, automotive supplies, etc. Please include specific location such as floor number, room number, of all materials.)

If this Business has **CLOSED**, please check here Date Business Closed: _____

Please print, sign and date this form and return it in the enclosed envelope.

Print Name: _____

Signature: _____

Date: _____

NOTICE: Failure to complete this form in full may result in delay or denial of Business License.

Should you have any questions, please contact the Clerk's Office at 309.454.9508.

DIVISION 11 – BUSINESS LICENSE**SEC. 22.11-1 DEFINITIONS.**

- A. Business is meant to include all kinds of vocations, occupations, enterprises, establishments and other kinds of activities and matters, together with all devices, machines, vehicles and appurtenances used therein, any of which are conducted for private profit or benefit, either directly or indirectly on any premise in this city, including not-for-profit businesses charging for any service products. Business shall not include:
1. Occasional sales provided such sales occur no more than twelve (12) days per calendar year.
 2. Delivery of newspapers to residential dwelling units.
 3. Residential solicitation provided the solicitor is registered pursuant to Division 4 of this Chapter.
 4. De minimis commercial transactions of less than \$500 per year.
- B. Premise is meant to include all lands, structures, places and also the equipment and appurtenances connected or used therewith in any business, and also any personal property which is either affixed to or is otherwise used in connection with any such business conducted on such premises.
- C. Person is meant to include individual, natural persons, partnership, joint adventurers, societies, associations, clubs, trustees, trusts or corporations or any officers, agents, employees, or any kind of personal representatives of any thereof, in any capacity, acting either for himself, or for any other person under either personal appointment or pursuant to law.

SEC. 22.11-2 COMPLIANCE. It shall be unlawful for any person, either directly or indirectly to conduct any business or to use in connection therewith, any vehicle, premise, machine or device in whole or in part, without first obtaining a license with the Town of Normal. For the purpose of this ordinance, any person shall be deemed to be in business and thus subject to the requirements of this Section when any one act of the following is done:

- A. Selling any goods or service.
- B. Soliciting business or offering goods or services for sale or hire.
- C. Acquiring or using any vehicle or any premises in the city for business purposes.

SEC. 22.11-3 AGENTS RESPONSIBLE. The agents or other representatives of non-residents who are doing business in this city, shall be personally responsible for the compliance of their principals and of the businesses they represent with this ordinance.

SEC. 22.11-4 INFORMATION CONFIDENTIAL. All information supplied the Town under this ordinance other than that supplied pursuant to Sec. 22.11-5(A), shall be kept in strict confidence. Such information shall not be subject to public inspection and shall be kept so that the contents thereof shall not become known, except to authorized Town personnel.

SEC. 22.11-5 APPLICATION. Every person subject to this ordinance shall submit a business application form to the Town Clerk. The business application form shall provide the following information:

- A. General information, business name, corporation name, business address, business phone number, name, address and telephone number of persons to contact in case of emergency.
- B. Security information regarding the presence of any burglar alarm systems, night watchmen or private security guards, security guard dogs, and a schedule of normal business hours.
- C. Fire safety information regarding the presence of any fire alarm, the presence of any roof entry point, the presence of any smoke detection system, the presence of any stand pipe, the presence of any sprinkler system.
- D. Business use information. A notation of the type of business. Sales tax number or tax identification number.

SEC. 22.11-6 ISSUANCE OF LICENSE. The Town Clerk shall issue a Business License to the applicant upon satisfaction of the following conditions:

- A. Submission of a completed Application.
- B. Payment of all debts owed the Town of Normal unless other payment arrangements have been made with the City Manager.
- C. Payment of all taxes due the Town of Normal.

SEC. 22.11-7 RENEWAL. Annually, on or before January 10 of each year, each person, subject to this ordinance, shall file a business license renewal form with the Town Clerk. Such form shall supply any changes in information supplied by the initial registration form. Such License shall be renewed provided the conditions of Sec. 22.11-6 have been met.

SEC. 22.11-8 FORMS. The City Clerk is authorized to create license application and renewal forms containing the required information by this Division.

SEC. 22.11-9 GROUNDS FOR SUSPENSION OR REVOCATION OF A BUSINESS LICENSE. The City Manager, or his designee, may after notice and hearing suspend or revoke a business license for any of the following reasons:

- A. The Licensee has violated any state or federal laws or violated any Town ordinance regulating or relating to the conduct of the business.
- B. The willful making of any false statement as to a material fact in the license application or renewal.
- C. The permitting of any violation of state law or Town ordinance by any person upon the licensed premises.
- D. Failure to use and maintain the licensed premises in compliance with all applicable laws, Town codes, McLean County health ordinances, and all regulations and lawful orders of such regulatory bodies.
- E. Suspension or revocation of the license of the licensee by a state governing body.
- F. Suspension or revocation of the legal status of the licensee, such as, but not limited to, suspension or revocation by the Secretary of State of the right to transact business in Illinois.
- G. Failure to pay any fee or tax due to the Town of Normal.

The City Manager is authorized to promulgate rules governing the notice and hearing process.

SEC. 22.11-10 REINSTATEMENT FOLLOWING REVOCATION. The City Manager may reinstate a business license upon:

- A. Filing of an application for reinstatement with the Town Clerk.
- B. The payment of all fees, taxes, and penalties then due to the Town of Normal.
- C. The application for reinstatement shall be on forms developed by the Town Clerk and shall contain the information required on the original business license application plus the date and circumstances of the prior license revocation.
- D. Remediation of the cause, event, or condition which caused the revocation of the license.

SEC. 22.11-11 INJUNCTIVE RELIEF. In case of a violation of this Division, the Town may cause to be instituted an appropriate proceeding at law or in the equity to obtain penalties or to restrain, correct or abate such violation, including, but not limited to, the closure of any business which is not in compliance with this Division.

SEC. 22.11-12 PENALTY. Any person operating a business within the Town of Normal without first registering with the Town of Normal as provided herein, shall, upon conviction for violation of this ordinance, be fined a sum not less than \$50.00 and not more than \$500.00. Each day of business operation without registration with the Town, shall constitute a separate offense.

(Entire Division 11 Added 2/6/84 by Ord. No. 3274)(Entire Division 11 Amended 10/16/06 by Ord. No. 5096)

IF YOU ARE OPERATING A HOME BASED BUSINESS, PLEASE READ THE FOLLOWING REGULATIONS AND CONTACT THE INSPECTION DEPARTMENT AT: (309) 454-9580. THANK YOU.

REGULATIONS ON HOME BASED BUSINESSES (TOWN OF NORMAL MUNICIPAL CODE 15.4-4 D):

HOME OCCUPATIONS AS AN ACCESSORY USE. A home occupation or profession shall be permitted as an accessory use in any dwelling unit, where:

1. Such home occupation shall be conducted entirely within a dwelling unit;
2. No special outside entrance shall be provided or used in connection with the home occupation;
3. The total floor area devoted to such use shall not exceed twenty-five (25) percent of the gross floor area of the dwelling unit and not more than twenty-five (25) percent of the gross floor area of any story shall be devoted to such use;
4. There is used no sign, other than a nameplate not more than one (1) square foot in area, no other display and no activity that will indicate from the exterior that the building is being utilized in whole or in part for any purpose other than residential purposes;
5. There are no commodities sold or services rendered that require receipt and delivery of merchandise, goods or equipment by other than ordinary mail;
6. There is no person other than members of the family residing in the dwelling unit employed or otherwise engaged in such home occupations; and
7. There are no accessory buildings used in whole or in part.

A professional person may use his dwelling for consultation or performance of religious rites, but not for the general practice of the profession and an instructor of piano lessons in the home shall be permitted to instruct up to, but not more than five (5) pupils at a time, using not more than two pianos, and instructors of other musical instruments and dance shall be limited to one (1) pupil per lesson in the home. Beauty shops, barbershops and other similar activities are not within the classification of home occupations.