

**CITY OF CHICAGO HEIGHTS
CITY CLERK'S OFFICE
1601 Chicago Road, Chicago Heights, IL 60411**

Phone (708) 756-5304 / Fax (708) 756-5310 Monday/Friday 8:30 a.m. – 5:00 p.m.

www.cityofchicagoheights.org

NEW

APPLICATION FOR GENERAL BUSINESS LICENSE

LICENSE & INSPECTION FEES DUE AT TIME OF APPLICATION; NON-REFUNDABLE PROCESSING FEE: \$50.00.

Office use only:	License #	Date Applied
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Check One: Sole Owner Partnership LLC Corporation Non Profit

Applicant Name _____ Title _____ Phone _____ Phone _____

Legal Business Name & DBA _____

Business Location: _____

Business location Phone # _____ Email _____

Store Manager _____ Phone _____

Illinois Sales Tax # _____ - _____ FEIN #: _____ Number of Employees _____

State Licenses Required _____

Describe business activity in detail _____

GARBAGE SERVICE WILL BE PROVIDED BY: ALLIED/REPUBLIC HOMEWOOD DISPOSAL

Driveway(s) _____ Electric Sign(s) _____ Non-Electric Sign(s) _____ Awning(s) _____

Number of Vending Machines: Soda _____ Snack _____ Candy _____ Toy _____ Game _____ Other _____

ADDITIONAL BUSINESS OWNER(S):

Name & Address _____ Phone # _____ Cell # _____

Name & Address _____ Phone # _____ Cell # _____

EMERGENCY CONTACTS

NAME _____ PHONE _____

NAME _____ PHONE _____

NAME _____ PHONE _____

APPLICATION FOR GENERAL BUSINESS:

BUSINESS NAME _____

LANDLORD / BUILDING OWNER INFORMATION

ALL PROPERTY PIN #s _____

Individual _____ **Home Address** _____

Company _____ **Business Address** _____

Business Phone _____ **Cell Phone** _____ **Home Phone** _____

Primary Contact Person _____ **Phone** _____ **Email** _____

Building Insurance Company & Agent _____ **Phone** _____

BUILDING OWNER Signature _____ **PRINT NAME:** _____ **Date** _____

BUSINESS OWNER: AFFIRMATION AND CONSENT

I AGREE TO ABIDE BY ALL THE RULES, REGULATIONS AND ORDINANCES OF THE CITY OF CHICAGO HEIGHTS. I AFFIRM THAT ALL STATEMENTS MADE ARE TRUE. HAVING APPLIED FOR A BUSINESS LICENSE WITH THE CITY OF CHICAGO HEIGHTS (CITY), I DO HEREBY GRANT THE CITY, DEPARTMENTS AND AGENTS THEREOF, PERMISSION TO PERFORM ANY/ALL CRIMINAL AND NON-CRIMINAL BACKGROUND CHECKS ON ME. I DO HEREBY KNOWINGLY GIVE MY CONSENT TO THE AFOREMENTIONED AUTHORITIES TO RUN MY DRIVERS LICENSE RECORD AS WELL AS AN AUTOMATED COMPUTERIZED RECORDS CHECK AND/OR FINGERPRINT VERIFICATION RECORDS CHECK TO DETERMINE ANY PRIOR CRIMINAL HISTORY I MAY OR MAY NOT HAVE PURSUANT TO MY APPLICATION WITH THE CITY. I UNDERSTAND THAT THE INFORMATION OBTAINED WILL ONLY BE UTILIZED FOR THE PURPOSE OF LICENSING AND WILL NOT BE SHARED WITH OR RELEASED TO ANY AGENCY WITHOUT MY APPROVAL. FAILURE TO DISCLOSE MAY RESULT IN A NEW APPLICATION FEE.

Date of Birth: _____ **Place of Birth:** _____

Social Security # _____ **Driver's License #** _____

ITIN # _____ **Matricula #** _____

HAVE YOU BEEN ARRESTED, CHARGED, OR CONVICTED OF A CRIMINAL OFFENSE? YES _____ NO _____
PROVIDE DETAILS: DATE, WHERE, CHARGE, CONVICTION _____

BUSINESS OWNER Signature _____	Date _____
Business Owner Name (PRINT) _____	
Owner Home Address _____	City _____ St _____ Zip _____
Owner Home Phone _____	Business Phone _____
Owner E-mail _____	Cell Phone _____

ATTENTION APPLICANT. ATTACH COPIES OF ALL STATE LICENSES SUCH AS:

- VALID Driver License/State ID/ Matricula
- Articles of Incorporation or LLC
- Non-Profit 501 (c) (3) letter
- Proof of Garbage Service
- Real Estate Taxes proof of payment*

- Salon Shop License for Beauty, Barber, or Nail shop
- Cosmetology License, Barber License, Nail / Hair Braiding License
- Food Handler, Food Manager Certifications
- DCFS Day Care
- DHS CILA, Long Term Care, Group Home
- Used Car Sales
- Recycler

***Real Estate Taxes: Submit print-out from Cook County Property Tax Portal showing that taxes are either paid and current or past due and delinquent.**

PROPERTY OWNER / LANDLORD

APPLICATION FOR WATER SERVICES

Date: _____

Water Bill Account #: _____

Service Address of Business: _____

Owner Landlord Management Co Assuming Responsibility [Reason]: _____
Select only one: (Note: If you are the owner and you are renting please check Landlord)

Property Owner Information:

Name: _____ Date of birth: _____

Copy of State ID Driver's License #: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____

Person Responsible for the water bill: Business Owner Tenant/Renter Property Manager

If the Tenant is responsible for the water bill a duplicate bill will be sent to the owners billing address.

Billing Address: Billing Name: _____

Billing Address: _____

Billing City: _____ State: _____ Zip: _____

Renter Information: (only complete if the tenant is responsible for receiving the water bill)

Name	Address/City/State	Telephone/Cell Phone

As the landlord/owner of this property I plan to rent this property. **By renting this property I understand that I am ultimately responsible for the water bill on this account. If the tenant leaves an outstanding balance on this account, I understand that I am responsible for paying the outstanding balance.** I also understand that before a new tenant can move into this property a final bill must be processed, the water bill must have a zero balance and a new tenant's application must be submitted.

As the owner of this property I plan to live in this property and I acknowledge that I am responsible for the water bill. I understand that if I plan to rent this property that I must have a final bill produced and have the prospect tenant complete an application for water services.

Signature

Date

FOR OFFICE USE ONLY: CODE ENFORCEMENT

Approved Denied Reason: _____

By: _____ Date: _____

FOR OFFICE USE ONLY: W/B

Documents attached

Occupancy Driver's License or State ID

Received by: _____ Date: _____

TENANT / RENTER
APPLICATION FOR WATER SERVICES

Date: _____

Water Bill Account #: _____

Service Address of Business: _____

Renter Information:

Primary Name: _____ State ID/Driver's License #: _____

Primary Address: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____ Date of birth: _____

Secondary Name: _____ State ID/Driver's License #: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____ Date of birth: _____

Landlord Information:

Landlord's Name: _____ Phone #: _____

Address: _____ City: _____ State _____ Zip _____

As the renter of this property I acknowledge that I am responsible for the water bill and I understand that if I move from this property I must schedule a final reading and leave this property with a zero balance.

As the renter of this property I acknowledge that I am **not** responsible for the water bill and I do not want the water bill in my name.

Signature

Date

Copy of Driver's License – Office Use Only

FOR OFFICE USE ONLY: CODE ENFORCEMENT

Approved Denied Reason: _____

By: _____ Date: _____

FOR OFFICE USE ONLY: W/B

Documents attached

Occupancy Driver's License or State ID

Received by: _____ Date: _____

Water Billing General Information

WATER SERVICE

An application is required if a name is being changed/added to an account or if the services are being reconnected. The applicant will be required to present a government issued photo ID and may also be asked to provide proof of residency at the service location (lease or mortgage). If the applicant is a landlord, an application for landlords must be completed. If the applicant is a tenant, a current landlord's application must be on file. All bills for water service are due and payable within 15 days from the date of billing. Water bills can be paid on or before the due date. Payments can be made in the Clerk's Office, Monday – Friday between the hours of 8:30 a.m. – 5:00 p.m. Visa, MasterCard and Discover are accepted for payment. You may also use the drop box located in the parking lot of city hall. For drop box or mail please remember to include the bottom portion of your bill along with the account number written on your check or money order made payable to: City of Chicago Heights. Always remember, a final reading must be processed and the bill must be paid in full before the application is approved. You will be notified within 1-2 business days if the application is denied.

- Make an application for water service.
- Show proof of identification

FINAL READING

A final reading is required when a customer is selling their property or when a different tenant is being moved in or out of a rental property. **Water services will be terminated at time of Final reading.** It is the owner's responsibility to schedule an appointment for a final water meter reading. If the owner is selling the property the owner must make sure that the Code Enforcement Department is contacted to schedule for a meter inspection. A meter inspection is not the same as the final bill. The final bill is good for ten (10) days after the date of the final reading. If the bill is not paid in full, within the ten (10) day time frame, the owner will need to schedule another final reading. We will not issue transfer tax stamps or approve an application for water services unless a final reading has been completed and paid in full.

NEW TENANT

If you are a new tenant, please make sure a final reading for the previous occupant has been completed and paid in full and your new tenant application has been completed and submitted to the Water Billing Department.

TENANT MOVING

If you are a tenant that is moving out of a property, please make sure that you call the Water Billing office at 708-756-5344 when your final water payment has been completed. This will ensure that your information is removed from the account.

- Schedule an appointment for a final reading at least 2 days prior to the date of your scheduled closing or change of tenant.
- You will need to be present to give the meter reader access to the inside meter.
- The final bill will be faxed to the clerk's office 24 hours after the scheduled appointment.
- Pay the final bill in full within 10 days.
- Pay with Cash, Money Order or Credit Card or a check from the attorney's office handling the closing of the sale. Personal Checks are NOT accepted. You can also pay online visit: www.cityofchicagoheights.org

DISCONTINUATION OF WATER SERVICES

A shut off notice will be issued to accounts that are not paid in full within 15 days from the date of billing. If an account is not paid in full within 15 days of the shut off notice, water services will be discontinued. If water service is terminated for nonpayment, there is a **\$100.00** turn off fee to restore water service. This fee must be paid in full in addition to the unpaid balance of the account before the water will be turned back on to the property. Any bills for water service remaining unpaid for thirty days after being due are declared delinquent and will be turned over to our designated collection agency. A 30% collection fee will be added to the delinquent balance.

RESTORATION OF WATER SERVICES

The Water Department shall reinstate water service to the customer within twenty-four hours of the Water Department’s receipt of the complete payment including all fees. At the time of turning water service back on the owner or occupant must be present. An adult 18 years or older must be home at the time water service is restored.

Before water service can again be fully reestablished, the applicant must:

- Pay the balance in full.
- Pay a \$100.00 turn off fee.
- Pay with Cash, Money Order or Credit Card. **Checks are NOT accepted.**
- Make a new application for water service.

Breakdown of Statement: Water Billing and Other Fees

Water Rate & Usage	The amount charged per each 1-unit, 748 gallons, of water used: Residential Customers: \$6.36 per each unit of water used Senior Customers: \$6.36 per each unit of water used – 20% of the unit cost
Sewer Maintenance	Maintenance of the Sewer Lines Sewer Rate: \$2.75 per each unit of water used Maintenance Fee for active accounts with No Water Usage: \$5.00 per billing
Thorn Creek Sanitary Basin	Waste Water Treatment Charges Regular: \$ 1.662 per each unit of water used plus a handling fee of \$1.90 Flat Rate: \$ 35.64 per month plus a handling fee of \$1.90 (included in fee) Restaurants: \$ 4.662 per each unit of water used plus a handling fee of \$2.76
Garbage Fee	Fee for weekly garbage pickup provided by Republic Disposal Services: Residential Customers: \$43.96 (every two months) Senior Customers: \$21.98 (every two months)
Environmental Fee	This fee is to support operations and services provided by the City Commercial & Industrial Accounts: \$10.00 Per month
Service Fee	A monthly fee for connection to the City’s water lines from Hammond. \$4.00 per month.
Residential Maintenance Fee	Active residential accounts with NO water usage. (Ordinance 2013-26, Sec 43-69) \$10.00 per month
Billing Cycle	Residential Accounts: Billed every other month Commercial & Industrial Accounts: Billed monthly

Pay your bill online at www.cityofchicagoheights.org