

CHAPTER 5.04: GENERAL LICENSING PROVISIONS¹

Section

5.04.010	Scope of chapter; execution of licenses
5.04.020	General business license required; fees
5.04.030	License; duration
5.04.070	License; posting
5.04.080	Fees; proration
5.04.090	Separate licenses for separate business locations
5.04.100	Inspection; right of entry
5.04.105	Cessation of business
5.04.110	Grace period
5.04.120	Administrative penalty
5.04.130	Revocation of business license

§ 5.04.010 SCOPE OF CHAPTER; EXECUTION OF LICENSES.

(A) This chapter shall cover all types and manners of licenses except those provided for under Chapter 5.08 (regulating the sale and distribution of alcoholic beverages).

(B) In all instances where licenses are required, they shall be granted and signed by the Mayor or a person designated by him and attested by the City Clerk under seal of the city unless otherwise specifically provided by the particular section requiring such license.
(‘78 Code, § 5.04.010) (Ord. 39, passed - -61)

§ 5.04.020 GENERAL BUSINESS LICENSE REQUIRED; FEES.

(A) For this section, the following definitions shall apply:

- (1) **BUSINESS.** A commercial enterprise carried on for profit.
- (2) **HOME BUSINESS.** A business whose primary office is in the owner’s residence.

(B) It is unlawful to operate any business regulated under this Title 5 in the city without obtaining an annual general business license in compliance with the provisions of this chapter. The license herein shall be in addition to any other license(s) required by this Code of Ordinances. Application for such license shall be made to the City Clerk. An applicant shall pay the follow license fees:

¹For the statutory authority of municipalities to fix the amount, terms and manner of issuing and revoking licenses, see ILCS Ch. 65, Act 5, § 11-60-1; for the authority to license, tax and regulate certain businesses, see ILCS Ch. 65, Act 5, § 11-42-1 et seq.

(1) Home business applicants shall pay a license fee of \$25 to the City Clerk.

(2) All other business applicants shall pay a license fee of \$50 to the City Clerk.
(Ord. 1570, passed 7-18-11; Am. Ord. 1576, passed 9-6-11)

§ 5.04.030 LICENSE; DURATION.

All licenses issued shall be dated February 1 of the year of issuance and shall expire January 31 of the following year unless otherwise specifically provided by the particular section requiring such license. ('78 Code, § 5.04.030) (Ord. 39, passed - -61; Am. Ord. 1570, passed 7-18-11; Am. Ord. 1839, passed 5-18-20)

§ 5.04.070 LICENSE; POSTING.

Unless otherwise specifically provided, every licensee shall post in the place of business licensed, his license certificate in such a place as to be plainly in view of the public who may enter such place, and no person or corporation shall destroy, alter or mutilate such certificate or other evidence of license. If the licensee has no regularly established place of business, he shall then carry such license upon his person whenever engaged in his occupation.
(‘78 Code, § 5.04.070) (Ord. 39, passed - -61)

§ 5.04.080 FEES; PRORATION.

All licenses issued under this chapter shall be obtained on or before February 1 for the proceeding 12 months. The fees shall be collected for the full year. Licenses sought for a partial year shall not be prorated unless otherwise specified.
(‘78 Code, § 5.04.080) (Ord. 39, passed - -61; Am. Ord. 1570, passed 7-18-11; Am. Ord. 1839, passed 5-18-20)

§ 5.04.090 SEPARATE LICENSES FOR SEPARATE BUSINESS LOCATIONS.

Unless otherwise specifically provided, no license shall authorize the licensee to operate or conduct more than one establishment or place of business, and an additional license shall be required for each additional place of business.
(‘78 Code, § 5.04.090) (Ord. 39, passed - -61)

§ 5.04.100 INSPECTION; RIGHT OF ENTRY.

The police or any other official designated by an ordinance to make inspection under any licensing or regulating ordinance or to enforce the same shall have the right of entry, as provided in Chapter 1.16, to any licensed place of business for the purposes of enforcement or inspection and may arrest or cause to be arrested any person who violates the provisions of this chapter or any license ordinance of the city.
(‘78 Code, § 5.04.100) (Ord. 39, passed - -61)

§ 5.04.105 CESSATION OF BUSINESS.

Whenever the owner or the operator of a business ceases operating the business within the city, he shall notify the City Clerk in writing of the effective date of the cessation of the operation of the business. The City Clerk shall notify the responsible officials of the Department of Public Works, and specifically, the Water Department, of the date of termination. If the owner or operator of the business has a sale of his merchandise or inventory commonly known as a "going out of business" sale, he shall apply for a permit with the City Clerk to hold said sale, specifying the date the sale will be held. No going out of business sale shall last longer than 14 consecutive days. The fee for a permit to hold a "going out of business" sale shall be \$50.

('78 Code, § 5.04.105) (Ord. 631, passed - -85)

§ 5.04.110 GRACE PERIOD.

Whenever any prospective licensee has moved into the city or has commenced any kind of activity for which the city requires a license, the prospective licensee shall be allowed a 30 day grace period from the date of his move into the city or his initial commencement of the activity in which to obtain the license, during which period no administrative or judicial penalty shall be assessed against him. This section does not apply to penalties provided for vehicle stickers under § 10.20.050 of this Code.

('78 Code, § 5.04.110) (Ord. 562, passed - -82)

§ 5.04.120 ADMINISTRATIVE PENALTY.

In addition to any judicial penalty imposed under this code, the City Clerk shall impose an administrative penalty of three times the amount of each license upon any prospective licensee who makes application for his license and pays the license fee after the deadline for obtaining such license. ('78 Code, § 5.04.120) (Ord. 562, passed - -82; Am. Ord. 1038, passed 9-15-97; Am. Ord. 1570, passed 7-18-11)

§ 5.04.130 REVOCATION OF BUSINESS LICENSE.

Failure to maintain any professional licenses and/or certifications as required by ILCS, Chapter 225, shall be grounds for revocation of any license granted under this Title 5. (Ord. 1570, passed 7-18-11)

[Next printed page is 9]