



## VILLAGE OF PLAINFIELD

24401 W. Lockport Street

Plainfield, Illinois 60544-7704

Planning Department (815) 439-2824 Fax (815) 436-9785

Business Hours: Monday – Friday 7:30 am to 5:00 p.m.

### CHECKLIST FOR NEW BUSINESS LICENSE APPLICATION

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#### THE FOLLOWING ITEMS MUST BE SUBMITTED WITH THIS APPLICATION:

- \_\_\_\_\_ 1 **Completed Business License Application and Business License Fee** (cash or check) in the amount of the applicable license fee (\$25.00, \$75.00 or \$125.00 based upon sq. ft. of total floor area). Please make check payable to the Village of Plainfield.
  
  - \_\_\_\_\_ 2 **Certificate of Ownership of Business.** If your business operates as a sole proprietorship or general partnership, please attach a copy of your Certificate of Ownership of Business. Certificates of Ownership of Business can be obtained from the Office of the Will County Clerk upon filing and publication of your assumed business name certificate. For more information regarding assumed name filings please contact the Office of the Will County Clerk at (815) 740-4625.
  
  - \_\_\_\_\_ 3 **Certificate of Occupancy and Compliance.** A Certificate of Occupancy and Compliance or “CO” for the premises in which your business will be located must be obtained from the Village of Plainfield Building Department. For more information please contact the Building Department, at (815) 439-2937, located at the Plainfield Public Works Dept.
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#### WHEN APPLICABLE, PLEASE SUBMIT THE FOLLOWING WITH THIS APPLICATION:

- \_\_\_\_\_ 1 **Will County Health Department Permit.** If your business requires a license from the Will County Health Department please attach a copy of your permit. For more information regarding such licensing, please contact the Will County Health Department, Joliet Office at (815) 727-8490.
  
- \_\_\_\_\_ 2 **Illinois Department of Financial and Professional Regulation License.** If your business requires a license from the Department of Financial and Professional Regulation please attach a copy of your license. For more information regarding such licensing, please contact the Illinois Department of Financial and Professional Regulations at (217) 785-0800 or visit their website at [www.idfpr.com](http://www.idfpr.com).
  
- \_\_\_\_\_ 3 **DCFS License.** If you operate a home day care business and are required under the Child Care Act of 1969, 225 ILCS 10/1 *et seq.*, to obtain a license from the Department of Children and Family Services (DCFS), you must attach a copy of your DCFS license.
  
- \_\_\_\_\_ 4 **Alarm System Certificate.** If your business has an alarm system, please attach a copy of your alarm system certificate with any additional emergency contact information.

**NOTE: LIQUOR LICENSE.** If your business serves/intends to serve liquor you must apply for and be granted a Liquor License from the Village of Plainfield. To obtain a liquor license, a business license must be applied for or obtained before issuance of a liquor license. For more information regarding liquor licenses, please contact the Village Clerk at (815) 439-2921.