



City of Granite City

Granite City, Illinois 62040

Ed Hagnauer
Mayor

Steve Willaredt
Building & Zoning Administrator

Jonathan Ferry
Economic Development Director

Dear Applicant,

Thank you for choosing the City of Granite City to locate your business. The business community is a vital ingredient in the continuing growth of the City.

The application process that you will begin is a procedure that under normal circumstances will take approximately 14 – 21 days to complete. Building and/or fire code concerns may add to this time frame. Information has been enclosed that you may find useful, please feel free to call us with any questions.

Once again thank you for choosing Granite City.

Sincerely,

Steve Willaredt
Building and Zoning Administrator

City of Granite City

Office of the City Clerk

2000 Edison Ave.

618-452-6200

Application for Business License

Print or Type Only

Type of Business _____ State Tax I.D. # _____

Business Name _____

Address _____

Telephone _____

Is there a different address for mailing? _____

Business Owner Information:

Name _____ D.O.B. _____

Address _____

Telephone _____ Cell Phone _____

E-Mail Address _____

Manager (Local Contact) Information:

Name _____ D.O.B. _____

Address _____

Telephone _____

Property Owner Information:

Name _____

Address _____

Telephone _____

Type of Business (Description)

Will this be located in a residential or commercial area? _____

Will this be a home occupation? _____

Is this business incorporated? _____

Will your Business have any type of vending or amusement machines? Yes___ No___

If yes, describe the machines: _____

Will your Business have any type of live entertainment? Yes___ No___

If yes, please describe: _____

Will your Business sell alcoholic beverages for consumption or packaged liquor in the building? Yes___ No___

Have you ever been refused a Business License in this city or any other? _____ When_____

What city? _____

Reason for refusal _____

Applicant: (Please attach a readable copy of Driver's License, information to be used by Police Department only)

All indebtedness to the City must be paid in full before any Business License will be issued.

**Affidavit
City of Granite City**

I _____, d/b/a _____, have completed and submitted an application for a Business License in the City of Granite City, Illinois, with the knowledge that this does not indicate that I have been licensed to operate a business. The business will not be issued licensed until all inspections have been completed and approved.

Signature

Date

Rental Property Information:

List property addresses or unit # of each rental property: _____

For Official Use only:

License Fee: _____

License Type: _____

License valid from _____ to _____

Initial Application _____

Renewal Application _____

Building/Zoning _____	Pass _____	Fail _____	_____
Electrical _____	Pass _____	Fail _____	_____
City Inspector _____	Pass _____	Fail _____	_____
Police _____	Pass _____	Fail _____	_____
Fire _____	Pass _____	Fail _____	_____

If failed, state reason: _____

Emergency Contact Information

(This information is kept confidential and is for Granite City Police Dept. use only)

Business Name: _____

Business Address: _____

Business Owner: _____

Business Phone: _____ Business Hours: _____

Emergency Contact Persons: **Should have a minimum of two names. Only key holders should be listed.**

1. Name: _____ DOB: _____
First, Middle, Last M/D/Y

Position: _____

Owner/Manager/Employee

Home Address: _____

Home Phone: _____ Business Phone: _____

Pager: _____ Cellular: _____

2. Name _____ DOB: _____
First, Middle, Last M/D/Y

Position: _____

Owner/Manager/Employee

Home Address: _____

Home Phone: _____ Business Phone: _____

Pager: _____ Cellular: _____

3. Name: _____ DOB: _____
First, Middle, Last M/D/Y

Position: _____

Owner/Manager/Employee

Home Address: _____

Home Phone: _____ Business Phone: _____

Pager: _____ Cellular: _____

Frequently Asked Questions:

1. What needs to be done to secure a business license?

A business license application needs to be filled out and submitted.

2. What happens to the application?

Once submitted, the application is processed as follows:

- The premises/building is inspected and checked by the Building & Zoning Department to insure the proper zoning is in place and the building meets the City of Granite City code requirements.
- The building is inspected by the Granite City Fire Department to insure that all Illinois State Fire Code requirements are met.
- The Granite City Police Department conducts a background check on the owner.
- The premise is inspected to insure health requirements are met. (Food Establishments only)

3. How long does the process take?

Approximately 14 – 21 days. Building and/or fire code concerns may add to the time frame.

4. Must a license be secured prior to conducting business?

Yes

5. What is the penalty for conducting business without a license?

The business will be shut down until all license requirements are met and/or an ordinance violation will be filed with the Municipal Court.

6. Do I renew this license every year?

Yes, your business license is good for one year. All licenses expire on December 31st of each calendar year. If you do not wish to renew your license, you must inform the Clerk's office.

7. How does the license renewal process work?

Prior to the end of each calendar year a renewal form will be sent to each business. Check the renewal form carefully and make any necessary changes to the form. Simply cross out the old information and print the updated information on the form. Please return the renewal form and the fee to the Clerk's Office by December 31st. Major credit cards are accepted by calling (618) 452-6207.

Business License Application Information

1. Fill out the Application, the Emergency Contact Information Sheet and the Affidavit completely and accurately.
2. Make sure the property is within proper zoning for the specific type of business. The Building and Zoning Department (618-452-6218) will be able to give you that information.
3. To assist in the Fire Department inspections please note the following:
 - Have one (1) 2A rated or better fire extinguisher within 75 foot travel distance on each level of business, wall mounted with the top 54 inches from the floor. (All fire extinguishers must be serviced once a year).
 - All private protection systems need to be inspected by licensed personnel and serviced if needed.
 - All unnecessary combustibles must be removed from the premise.
 - All buildings that have an apartment or sleeping arrangements must have smoke detectors.
 - Electric circuits must be identified and marked on the electric panel. (Individual circuits).
 - Adequate exits must be established and kept in working order as well as avenues to the exits.
4. Apply for an Illinois Business Tax I.D. number. It will take six to eight weeks to get the number if handled through the mail. If you go to Springfield or Fairview Heights, the number will be issued at that time. Application may be made through the following:
 - Springfield 1-800-732-8866
 - Fairview Heights 618-624-6773
 - www.revenue.state.il.us
5. If the business name is different than the owner's name, you will need to apply for an Assumed Name Certificate; this is done through the County Clerk's Office in Edwardsville. There are fees involved, please call 618-692-6290 for more information.
6. For food establishments, you will need to obtain a permit from the Madison County Health Department, The City of Granite City will not issue a business license until all City requirements are met and the County Health Department has issued a permit. Please call the Madison County Health Department at 618-692-8954 for more information.
7. Any changes made to the building, electrical, plumbing, or mechanical systems will require permits and inspections from the Building and Zoning Department.
8. Home Occupations must comply with Zoning Ordinance # 3818
9. **All fees owed to the City of Granite City must be paid in full. This includes sales tax, sewer fees and traffic, parking and municipal court fines.**

**City of Granite City
Police Department
Richard Miller
Chief of Police**

In order to better serve Granite City businesses, the Granite City Police Department requests that you complete the Emergency Contact Information Form. This form provides emergency contact names and telephone numbers to be used after normal business hours. This confidential information will be maintained and used only by the Granite City Police Department.

Contact with a representative of the business may be necessary in the event of alarm activation, unsecured business, or any criminal activity. If at a later date information needs to be updated, please contact the Granite City Police Department dispatcher at 618-877-6111.

If you have any questions or concerns regarding this matter, please contact Captain Darin Clements at 618-451-9760.

**Granite City Police Department
2330 Madison Ave.
Granite City, IL. 62040
618-451-9760
618-877-6111**

Crime Free Multi-Housing Ordinance

In accordance with this new ordinance which went into effect on December 31, 2006, the ordinance requires owners of rental property who are required to obtain a Business License to attend a Granite City Crime Free Multi-Housing seminar. The owner's of these must attend or send a designated agent or property manager.

The Granite City Police Department will be conducting Crime Free Multi-Housing Seminars periodically. It is important that you attend a seminar. If you as a property owner/manager or designee fail to attend a seminar your Business License will be subject to suspension or revocation.

Please contact the Granite City Police Department 618-451-9760 or 618-876-9027 and speak to Detective Robert Patrich if you have any questions regarding seminar times and locations.