



APPLICATION for a BUSINESS REGULATORY LICENSE

CITY OF ALTON, ILLINOIS

Cameo C. Holland • Alton City Treasurer

101 E Third • Suite 102 • Alton, Illinois 62002

Telephone: (618) 463-3540

E-mail: licensing@cityofaltonil.com

Fax: (618) 463-3520

Website: www.cityofaltonil.com

Dear Applicant:

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

Under normal circumstances, the business licensing process takes approximately 14-21 days to complete. Building, zoning, and/or fire code inspections may add to this time frame. I've enclosed information that you may find useful, please feel free to contact us with any questions.

If your business is located within the Appearance Review District boundaries you are required to have all signage and exterior changes approved by the Appearance Review Commission. Façade Grant funds are available for up to 25% of eligible exterior repairs and improvements. For Façade Grant information, please contact the Department of Development & Housing at (618) 463-3801.

The sales tax rate for businesses located outside of our business district is 7.85% for retail and 8.35% for restaurants. Businesses located inside the Alton Square Mall Business District are subject to a 1% Business District tax. The sales tax rate for those business is 8.85% for retail and 9.35% for restaurants.

For specific questions related to Business Licensing or if you choose to no longer operate a business in Alton, please notify the Treasurer's Office in writing at: 101 E Third, Suite 102, Alton, Il 62002 or e-mail: licensing@cityofaltonil.com.

- *Business Changes/No Longer Operating forms can be found online at:*
 - www.cityofaltonil.com
 - Forms and Applications
 - Business Changes/Closure Form

Once again thank you for choosing Alton.

Sincerely,

Cameo C. Holland

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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 to the Treasurer's Office along with the appropriate fee and a copy of the owner's driver's license or State Issued ID.
- 2. What happens to the application?** Once the application is submitted, requests for approval are sent to the appropriate departments and processed, as follows:
 - The premises/building is inspected and checked by the Building & Zoning Department to ensure the proper zoning is in place and the building meets the Alton City code requirements.
 - The building is inspected by the Alton Life Safety Inspector to ensure that all Illinois State Fire Code requirements are met.
 - The Alton Police Department conducts a background check of the owner and manager.
 - The Madison County Health Department inspects all Food Establishments to insure health requirements are met (618-692-8954), along with Public Works Sewer Department inspecting for grease trap requirements. (Food Establishments only)
- 3. How long does the process take?** Approximately 14-21 days. Building and/or fire code inspections may add to this time frame.
- 4. Must a license be secured prior to conducting business?** Yes, a license must be issued prior to conducting business.
- 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 Circuit Clerk.
- 6. Do I renew this license every year?** Yes, most licenses expire on December 31st of each calendar year. Notices will be sent out mid-November; however, it is your responsibility as a business owner to renew annually. Once you receive the renewal notice, carefully review 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 Treasurer's Office by December 31st. Major credit cards are accepted in the Treasurer's Office or you may pay online at: www.cityofaltonil.com.

- Select the 'MyAccessCenter' link on the left side of the page
- Select **ONLINE SERVICES | Online Payments | Business Licensing Payments**
- Fill in all Contact Information and then click Continue

IF YOU DO NOT WISH TO RENEW YOUR LICENSE, YOU MUST INFORM THE TREASURER'S OFFICE.



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BUSINESS REGULATORY LICENSE APPLICATION INFORMATION:

1. Fill out the Application, the Emergency Contact Information Sheet and the Affidavit completely and accurately.
2. Make sure that the property is within proper zoning for the specific type of business. The Building & Zoning Department (618) 463-3533 will be able to give you this information.
3. To assist in the Life Safety inspection please note the following:
 - a) Have one (1) 2A-10BC fire extinguisher within 75-foot travel distance on each level of business, wall mounted with the top 54 inches from the floor. (All extinguishers must be serviced once a year).
 - b) All private protections systems need to be inspected by licensed personnel and serviced if needed.
 - c) All unnecessary combustibles must be removed from the premise.
 - d) All buildings with apartment or sleeping arrangements must have smoke detectors.
 - e) Electrical circuits must be identified and marked on the electrical panel. (Individual circuits).
 - f) 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. #.** It will take 6 to 8 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: (217) 782-3336**
 - **Fairview Heights: 1 (800) 732-8866**
 - **<https://mytax.illinois.gov>**
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 permits from the Madison County Health Department. The City of Alton 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 Dept. at (618) 692-8954 for more information.



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7. If the business is located in the Appearance Review District, any new sign or change to the exterior must be approved by the Appearance Review Board prior to permit issuance or approval of the business license. You must appear in person for approval, please call the Building & Zoning Department at (618)463-3533 for information. A sign permit is required for all signs. Permit application forms are available from Building & Zoning.
8. Businesses located in a residence must meet the requirements of a “Home Occupation”. It must be clearly secondary to the use of the premises as a dwelling. The business must be carried on inside the house by a member of the family who lives there, with no non-family employees. There may be no outside storage of material, or change to the outward appearance from that of a residence. It may not include beauty shops, barbershops, or health business. Traffic or parking shall be normal for the neighborhood.
9. Any changes made to the building, electrical, or plumbing systems will require permits and inspections from the Building & Zoning Department.
10. **All fees owed to the City of Alton must be paid in full before a business license will be issued.** This includes sales tax, trash fees and traffic/parking fines.
11. **If the business experiences any changes (i.e., new owners, moves to a new address, phone numbers, etc.) or closes, a “Changes/Closure Form” needs to be submitted to the Treasurer’s Office immediately.** This form can be found on the website at: www.cityofaltonil.com -Forms & Applications- “Business Changes/Closure Form.”

*You can find more information regarding Business Regulations in Title 4 of our City Code, which can be found online by visiting www.cityofaltonil.com (View Ordinances)

Helpful Contact Information:

Mayor’s Office: (618) 463-3500

City Treasurer’s Office: (618) 463-3540

City Comptroller’s Office: (618) 463-3550

Building & Zoning Department/ Development and Housing: (618) 463-3533

Alton Police Department: (618) 463-3505

Alton Fire Department: (618) 463-3565 x 424

Madison County Health Department: (618) 296-6079; www.madisonchd.org

