



Village of Homewood Business Operation Certificate Application Checklist

Thank you for choosing the Village of Homewood to assist you with the growth and development of your business. Attached to this letter you will find the required forms to begin the business application process. This will help to ensure that your business plans and development process closely align with the Village's Municipal Ordinances as well as the future development goals of the Village. Please complete the attached documents fully and accurately. The following is a checklist of items needed to begin processing your application:

- **Completed Application**
- **Floor Plan showing layout of business**
- **Copy of a current food service sanitation certificate from the State of Illinois if the business involves food handling**
- **Copy of any State of Illinois Professional Licenses that you or your employees hold**
- **Completed Water Application (only if responsible for the water bill)**
- **Completed Alarm Registration (if applicable) with separate payment of \$35**
- **Payment of Business Operation Certificate fee - \$100 for under 5000 square feet or \$200 for over 5000 square feet**

When the above items have been completed and returned to the Village Hall, the application will be reviewed by the Finance, Community Development, Building, and Fire Departments for their approval. If there is any further information needed from any of these departments, we will contact you. **The purpose of the business application process is for the Village to determine if the business is suitable for the intended location and complies with the applicable zoning, building, and fire codes and requirements.**

Please be advised that there will be an additional fee for food handlers which will be due before the business opens. There are also additional fees for other types of licenses that may be required. A business may not open or operate until all the necessary inspections have been completed and all the necessary approvals have been granted. This authorization from the Village will be in the form of a Business Operation Certificate which is renewed annually. If your business is located in the Downtown Central Business District, your employees may be required to obtain an employee parking sticker from the Village.

Again, thank you for choosing the Village of Homewood, and we look forward to being an integral part of the development of your business. **Any questions about the application process can be directed to 708-206-3855.**

Submit all forms to: Village of Homewood
Finance Department
2020 Chestnut Road
Homewood, IL 60430



VILLAGE OF HOMEWOOD
2020 Chestnut Road, Homewood, IL 60430
(708) 798-3000
**BUSINESS OPERATION
CERTIFICATE APPLICATION**

Date received: _____
Date issued: _____

Please complete all applicable sections of this application. Business Inspections will be conducted at least annually.

Date of Application: _____ Anticipated Opening Date: _____

Check any that apply: New business New owner of existing business Business location change
 Existing business Expansion of existing business Business name change

Business Name: _____

Local Business Address: _____ Suite # _____

Business Telephone Number: (____) _____ E-mail _____

Description of Business (product or service offered): _____

Business Days and Hours of Operation: _____

State of Illinois Business Tax number. (Sales Tax No.) _____

Type of Ownership: Individual _____ Partnership _____ Corporation _____ Limited Liability Company _____

Please indicate the address to which invoices should be mailed: _____ Local storefront _____ Corporate office

Business Owner's Name: _____ Phone: (____) _____
Home Address _____
City _____ State _____ Zip _____
Partner or co-owner information should be listed on next page
Operator's Name: _____ Home Phone: (____) _____
Home Address _____
City _____ State _____ Zip _____
Emergency Contact _____ Phone: (____) _____
Address _____ City _____ State _____

NOTE: Additional information on the individuals involved in either the ownership or the operation of the business may be required. If so, you will be advised and supplied with the necessary forms for this additional information.

CORPORATION INFORMATION
Corporate Name: _____
Corporate Address: _____ City _____
State _____ Zip _____
Contact Name: _____ Phone # _____
Registered Agent Name: _____
Address _____ City _____
Phone # _____ State _____ Zip _____

PARTNERSHIP OR CO-OWNER INFORMATION (if applicable)

Partner Name: _____
Partner Address: _____ City _____
Partner Phone: (_____) _____ State _____ Zip _____

Square footage of operating and storage areas: _____ **Attach floor plan to this application**

Number of parking spaces allotted this business _____ Locations _____

Number of employees (indicate shift with greatest number of full and part-time employees on site) _____

Type of Alarm System: Fire _____ Burglar _____ Hold-up _____ None _____

Is there a fire suppression system? Yes / No

Will there be any remodeling of the premises? Yes / No Will there be any installation of signage? Yes / No

Will any hazardous materials be used or stored on the premises? Yes / No

(If yes, please describe) _____

Material Safety Data Sheets (MSDS) must be provided to the Fire Department for all such chemicals or materials.

If premises are leased, please provide the following information:

Building Owner's Name: _____

Address: _____ City _____

Telephone Number: (_____) _____ State _____ Zip _____

Please check all that apply for your business:

- | | |
|---|--------------------------------------|
| _____ General Business (\$100 up to 5000 square feet) | _____ Tobacco (\$400) |
| _____ General Business (\$200 over 5000 square feet) | _____ Massage Establishment (\$50) |
| _____ Food Delivery Vehicle (\$75) | _____ Liquid Propane Exchange (\$50) |
| _____ Food Vending Machine (\$50/machine) | _____ Coin-Operated (\$75/machine) |
| No. of machines _____ | No. of machines _____ |

NOTE: Food handlers will be charged an additional fee for health inspections to be conducted on the premises during the year.

AFFIDAVIT:

Has the owner, partner, corporate officer or director ever been convicted of the commission of a felony under the laws of the State of Illinois or any other state or federal law of the United States? **Yes / No** (please circle one)

(If yes, state the case name, number, court, nature of the charge, date of conviction and the sentence received as an attachment.)

I hereby certify that there are no willful misrepresentations in, or falsifications of, the above statements, answers, and attachments. I understand that it is my responsibility to notify the Village of any changes of this application, immediately as they occur.

I understand and agree that I may not open or operate my business until all the necessary inspections have been completed and all the necessary approvals have been granted to me from the Village. _____ initials I understand and agree that no alcohol may be served on-site without the proper licensing. No on-site food preparation without proper licensing. _____ initials

Signature of principal owner(s), partners or corporate president:

Signature

Printed name and title

Date

Signature

Printed name and title

Date

VILLAGE OF HOMEWOOD

2020 Chestnut Road

Water Billing: 206-3365 Account No. _____

APPLICATION FOR WATER & SEWER SERVICE
BUSINESS APPLICATION

PAID

**Sixty Dollars (\$60.00) Non-refundable Application set up fee required from ALL new accounts.
Documentation proving responsibility of water payment.**

1. Service Address _____ Telephone# _____

2. Name of Business _____ E-Mail: _____

3. Owner of Business _____ E-Mail: _____

4. Address of Owner: _____ Telephone# _____

5. Bill To Address: _____

6. Closing Date _____ Lease Date _____

TENANTS ONLY

PAID

**Businesses who RENT, LEASE or DO NOT OWN premises are required to pay
a one hundred dollar (\$100.00) Security deposit at the time of application.**

Building
Owner _____ Telephone _____

Address of Owner _____

BILL TO: Owner Tenant (Check one)

I hereby make application for water/sewer service at the address indicated above. I agree to pay all bills and meter service charges in accordance with rates established by Village ordinances. All bills shall be calculated upon the registration of meters installed by the Water Department. If the meter at any time fails to register the amount of water used, consumption shall be estimated on the basis of prior usage. In the event water/sewer bills or meter service charges are not paid on or before the due date of the water/sewer notices, such service may be discontinued without further notice and shall not be reinstated until all past due bills are paid in full together with payment of a seventy-five dollar (\$75.00) Service Reinstatement Charge. After the first day of the month following the due date, a 10% late fee penalty is assessed for non-payment and no check payments will be accepted.

This application is made subject to all conditions and provisions now provided by Village ordinances or as may hereafter be provided by Village ordinances and amendments.

Signature _____ Date _____



Village of Homewood Alarm Registration

Registration Fee \$20.00 Residential (Single-Family)
\$35.00 Commercial or Multi-Family

- New registration *(fee applies)*
- Renewal *(fee applies)*
- Change in ownership or alarm location *(fee applies)*
- Change of phone numbers or keyholders *(no fee)*

Payments are accepted 24 hours a day, 7 days a week in person or by mail at the Homewood Police Department. **DO NOT MAIL CASH**

17950 Dixie Highway | Homewood, IL 60430

OFFICE USE ONLY

Date Received	Amount Received \$20.00 \$35.00
<input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Credit Card	Check # or CC Auth #
KH Updated	Permit Year

Visa Master Card Discover

Card Number		
Expiration (MM/YY)	Card Security Code (3 digits)	Payment Amount \$
Signature		

Make checks payable to: **VILLAGE OF HOMEWOOD**

ALARM LOCATION

Type of Alarm System *(check all that apply)* Burglar and/or Panic/Hold Up Fire

Street Address	Apartment, Unit or Suite #
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RESIDENTIAL (Single-Family) Property Owner Tenant **COMMERCIAL OR MULTI-FAMILY**

Last Name or Business Name		First Name	Middle Name
Date of Birth	Social Security Number	Premises phone number ()	

BILLING INFORMATION *(if different)*

Last Name or Business Name		First Name or Attention To	
Mailing/Billing Street Address (if different)	City	State	Zip

KEY HOLDERS

Key holders will be called in the order listed. Key holders should have keys to the location and know how to operate the alarm system. If you want to be called, remember to list yourself. h = home w = work c = cell

#1 NAME: _____
circle type
h w c ()

h w c ()

h w c ()

#2 NAME: _____
circle type
h w c ()

h w c ()

h w c ()

#3 NAME: _____
circle type
h w c ()

h w c ()

h w c ()

#4 NAME: _____
circle type
h w c ()

h w c ()

h w c ()

Special Instructions <i>(i.e. special directions, guard dog, on-site guard or security patrol service)</i>		Knox Box Location
Printed Name	Signature	Date

REGISTRATION MUST BE RENEWED EVERY CALENDAR YEAR

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ARTICLE I. IN GENERAL

Secs. 34-1--34-30. Reserved.

ARTICLE II. ALARM SYSTEMS

Sec. 34-31. Purpose of article.

The purpose of this article is to encourage Alarm Users and Alarm Companies to maintain the operational effectiveness and proper utilization of Alarm Systems in order to improve reliability and reduce or eliminate False Alarms. False Alarms may unduly divert emergency services personnel and equipment from bona fide emergency responses and pose unnecessary risks to the public. (MC-690)

Sec. 34-32. Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Alarm Company means the business by an individual, partnership, corporation or other entity of selling, leasing, maintaining, servicing, repairing, altering, replacing, moving, installing or monitoring an Alarm Site.

Alarm Dispatch Request means a notification to a police or fire agency that an alarm, either manual or automatic has been activated at a particular Alarm Site.

Alarm Registration means the authority granted by the Village to an Alarm User for an Alarm System to be operated, maintained and located at an Alarm Site.

Alarm Site means a single fixed premise or location served by an Alarm System or systems. Each tenancy, if served by a separate Alarm

System in a multi-tenant building or complex shall be considered a separate Alarm Site.

Alarm User means any person, firm, partnership, corporation, association, organization or other entity using or in control of a premise where an Alarm System is located, operated and maintained.

Automatic Dialing Telephone Alarm means any electrical, mechanical or other device capable of being programmed to send a signal, warning or prerecorded voice message, when activated over a telephone line, radio or other communication system, directly to a law enforcement agency or public emergency communication dispatch center.

Cancellation means the process where response is terminated when a monitoring company (designated by the Alarm User) for the Alarm Site notifies the responding public safety agency that there is not an existing situation at the Alarm Site requiring emergency response after an Alarm Dispatch Request. For purposes of assessing a False Alarm Service Charge, Cancellation shall only occur prior to the dispatching of public safety personnel.

Chief of Police means the chief of police of the Village of Homewood Police Department.

False Alarm means activation or transmission of any alarm signal caused by human error, mechanical or electronic malfunction, negligence of the Alarm User or an employee or agent of the Alarm User, whether or not the exact cause of the alarm activation is determined, or any other activation or transmission of an alarm signal where no actual or attempted burglary, robbery, fire or smoke report, or other emergent condition exists. Severe weather, power outages, transmission line malfunctions, acts of God, malicious acts of persons not under the control of the Alarm User will be considered in determining if an alarm activation was false and

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whether or not a service charge or other action will be applied against the Alarm User as provided in this article.

Ordinance Control Administrator means the person or persons designated by the Chief of Police to administer, control and review False Alarm reduction efforts, service charges and appeals.

Person means a natural individual, corporation, partnership, association, organization or similar entity.

Takeover means the transaction or process by which an Alarm User takes over control of an existing Alarm System, that was previously controlled by another Alarm User. (MC-690)

Cross reference(s)--Definitions generally, § 1-2.

Sec. 34-33. Registration required.

No Alarm User shall operate, or cause to be operated, an Alarm System at its Alarm Site without completing and submitting an Alarm Registration as provided in this article. Alarm Registration forms are obtained from the Police Department. A separate Alarm Registration is required for each Alarm Site.
(MC-690)

Sec. 34-34. Application for Alarm Registration.

- (a) The completed application form must be submitted to the Police Department within ten (10) days after the alarm installation or alarm takeover. The application will be forwarded to the Ordinance Control Administrator.
- (b) The payment of an Alarm Registration fee is required for each Alarm Site, and shall be submitted with each Alarm Site registration form. Fees are: Residential (One- and Two-Family Dwellings),

\$20.00; Commercial and Multi-Family, \$35.00.

- (c) The Alarm Registration fee is an annual fee, and shall be billed to the Alarm User on an annual basis.
- (d) An Alarm Registration cannot be transferred to another Alarm User or Alarm Site.
- (e) Alarm Registration must be amended within ten (10) days after any of the information required and contained therein becomes outdated or inaccurate.
- (f) Any person operating a non-registered Alarm System or failing to amend Alarm Registration as provided will be subject to False Alarm Service Charges at the highest level provided for such alarm type. The Ordinance Control Administrator may reduce such service charges to those of a registered Alarm User, if the Alarm User submits a current Alarm Registration within ten (10) days after notification of such failure. (MC-690)
- (g) All alarm users who directly connect to the Police and Fire Communications Center Alarm Board shall be required to pay a \$5.00 monthly fee for each alarm connection. This service shall be billed and paid directly to the alarm contractor responsible for the maintenance of the Alarm Board. The alarm contractor shall remit to the Village on a quarterly basis the sum equal to \$5.00 per alarm connection per month regardless of their ability to collect said fee. (MC-704)

Sec. 34-35. Duties of the Alarm User.

- (a) An Alarm User shall:
 - (1) Maintain the premises and the

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Alarm System in a manner that will eliminate or minimize False Alarms, and

- (2) Make every reasonable effort to respond or cause an agent to respond to the Alarm Site within thirty (30) minutes when notified by the municipality to deactivate a malfunctioning Alarm System, to provide access to the premises, or to provide alternative security for the premises, and
- (3) Not manually activate an alarm for any reason other than an occurrence of an event that the Alarm System was intended to report.

(b) An Alarm User shall train all personnel on the operation of the Alarm System so as not to cause, through human error any False Alarm or activate an alarm for any reason other than an occurrence of an event that the Alarm System was intended to report. (MC-690)

Sec. 34-36. Automatic Shutoff Device.

Every Alarm System installed in the village having any outside ringer, siren, buzzer or noisemaking device that is designed to be heard by the general public outside of the residence or structure where the alarm is installed, must be equipped with an automatic shutoff device or feature that will cause the audible alarm to shut off no later than ten (10) minutes after it activates in a residential structure and no later than thirty (30) minutes after it activates in all other structures. This section shall not apply to fire alarm systems. (MC-690)

Sec. 34-37. Duties of the Ordinance Control

Administrator.

The ordinance Control Administrator will notify the Alarm User of False Alarms, including the following information:

- (a) The date and time of the emergency response to the False Alarm. The notification for the first three False Alarms will be included in the notice starting with the fourth False Alarm in a calendar year.
- (b) A statement urging the Alarm User to insure that the Alarm System is properly operated, inspected, and serviced in order to avoid False Alarms and the resulting service charges and that all personnel are properly trained in its operation. (MC-690)

Sec. 34-38. Service Charges.

Any Alarm Site that has more than three (3) False Alarms within a calendar year (January 1 through December 31st) shall subject the Alarm User to service charges as follows:

1) Burglary or Robbery Alarms - Residential and Commercial Occupancies

4 th – 6 th False Alarm	\$50 each
7 th – 9 th False Alarm	\$75 each
10 th and over	\$100 each

2) Burglary or Robbery Alarms - Banks and Financial Institutions

4 th – 6 th False Alarm	\$75 each
7 th – 9 th False Alarm	\$100 each
10 th and over	\$150 each

3) Fire Alarms – Residential (One and Two-Family) Occupancies

4 th – 6 th False Alarm	\$ 50 each
7 th – 9 th False Alarm	\$100 each
10 th and over	\$150 each

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4) Fire Alarms – Commercial and Multi-Family Occupancies

4 th – 6 th False Alarm	\$ 100 each
7 th – 9 th False Alarm	\$ 200 each
10 th and over	\$ 300 each

The above charges shall be paid to the Village within thirty (30) days of the invoice date.

A Registered Alarm User may within ten (10) days after receipt of such notice to submit a request or report to the Ordinance Control Administrator for the purpose of showing cause that circumstances exist warranting consideration of voiding the recordation of a False Alarm. Such consideration may be granted based upon:

- 1) Evidence that a False Alarm was caused by an Act of God;
- 2) Evidence that a False Alarm was caused by an action of the telephone company;
- 3) Evidence that a False Alarm was caused by a power outage occurring through no fault of the Alarm User;
- 4) Evidence that the Alarm Dispatch request was not a False Alarm;
- 5) Evidence that the emergency response was not completed in a timely fashion;
- 6) Evidence that the emergency response was Cancelled as defined in the article.

(MC-690)

Sec. 34-39. Automatic Dialing Telephone Alarms Prohibited.

No person shall install, cause to be installed, operate or maintain any automatic telephone alarm in the Village. Any such automatic telephone alarm shall be removed by the owner thereof within ten (10) days following

the effective date hereof. (MC-690)

Sec. 34-40. Confidentiality.

Subject to the Illinois Freedom of Information Act, in the interest of public safety, all information contained in and gathered through the Alarm Registration applications shall be held in confidence by the employees or representatives of the Village and by any third-party administrator or employees of a third-party administrator with access to such information. (MC-690)

Sec. 34-41. Government Immunity.

Alarm Registration is not intended to, nor will it, create a contract, duty or obligation, either expressed or implied of response. Any and all liability and consequential damage resulting from the failure to respond to a notification is hereby disclaimed and government immunity as provided by law is retained. By applying for an Alarm Registration, the Alarm User acknowledges that emergency public safety response may be influenced by factors such as: the availability of police or fire units, priority of calls, weather conditions, traffic conditions, emergency conditions, staffing levels, prior response history and other unforeseen events or conditions. (MC-690)

Secs. 34-42–34-60. Reserved.

ARTICLE III. EMERGENCY TELEPHONE SYSTEM

DIVISION 1. GENERALLY

Secs. 34-61–34-80. Reserved.