

**IF YOU ARE INTERESTED IN OPENING  
A HOME OFFICE/BUSINESS  
IN THE TOWN OF CICERO BE SURE TO  
FOLLOW THESE IMPORTANT STEPS**

**ISMAEL VARGAS-DIRECTOR  
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708-656-3600 EXT 250,253, 206**

**BUSINESS LICENSE DEPARTMENT  
2ND FLOOR CICERO, IL 60804  
FAX #708-656-0859**

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**THE FOLLOWING ARE REQUIRED IN ORDER TO APPLY FOR A BUSINESS LICENSE FOR A HOME OFFICE;**

- 1. COMPLETED APPLICATION SIGNED**
- 2. COMPLETED AFFIDAVIT SIGNED AND NOTARIZED;**
- 3. IF YOU ARE NOT THE OWNER, WE NEED A NOTARIZED LETTER FROM THE OWNER STATING THAT HE ALLOWS YOU TO RUN A BUSINESS OUT OF HIS PROPERTY, IT MUST INCLUDE HIS NAME, ADDRESS AND PHONE NUMBER;**
- 4. A COPY OF THE PROPERTY TAX BILL;**
- 5. HOW MANY EMPLOYEES YOU EXPECT TO HAVE;**
- 6. \$125.00 NON-REFUNDABLE FEE**

**PLEASE NOTE THAT HOME OFFICE CAN ONLY CONSIST OF TELEPHONE AND COMPUTER USAGE. NO CUSTOMER TRAFFIC OR STORAGE OF EQUIPMENT ON THE PROPERTY.**

**ZONING FOR THE INTENDED BUSINESS USE MUST BE APPROVED BY THE LEGAL DEPT.**

**YOU WILL BE NOTIFIED BY THE LICENSE DEPT. AFTER THE \*\*APPROVAL\*\* OR \*\*DENIAL\*\* BY CERTIFIED MAIL. IF DENIED, THE REASON FOR DENIAL WILL BE STATED**

**IF APPROVED YOU WILL THEN BE NOTIFIED BY THE LICENSE DEPT. TO COME INTO THE BUSINESS LIC. DEPT. WITH THE NECESSARY PAPERWORK THAT IS STATED IN YOUR CERTIFIED LETTER. (APPLICATION, CERTIFICATE OF INSURANCE, CORPORATION PAPERS, IBT NUMBER, EMERGENCY CARD, ETC.)**

**YOU WILL ALSO PAY FOR YOUR BUSINESS LICENSE IN ACCORDANCE WITH A SCHEDULE OF COSTS SET BY TOWN ORDINANCE.**

**UNTIL YOU HAVE PAID FOR YOUR ACTUAL LICENSE AND HAVE THAT RECEIPT IN YOUR HANDS CAN YOU BEGIN TO OPERATE YOUR BUSINESS.**

**PLEASE NOTE: OUR LICENSES BEGIN JULY 1<sup>ST</sup> AND END JUNE 30<sup>TH</sup> OF EVERY YEAR.**

**FOR FURTHER ASSISTANCE PLEASE CONTACT THE BUSINESS LICENSE DEPARTMENT**