

New Business Form
Office of the 42nd Ward - Alderman Brendan Reilly

This form must be completed and submitted to Alderman Reilly's Office before a meeting will be scheduled.

Business Ownership Information

Date:

Business Name and Address:

Owner/ Principal Contact info:
(Include email, mailing address, and phone)

Business Property Description

Current owner of property:

Who controls the property?

Zoning of the property:
(i.e. DX-7, DC-5, RM-6.5, PD; Landmark, Lakefront Protection District, Orange Rated?)

Describe the existing conditions.

(If vacant, list previous tenant)

Area/ Square Footage:

Business Description

License(s) the business is applying:

- | | | |
|--|---|---|
| ☐ Limited Business License | ☐ Garage License | ☐ Medical Marijuana Dispensary |
| ☐ Secondhand Dealer | ☐ Pawnbroker | ☐ Massage Establishment |
| ☐ Mobile Food License | ☐ Peddler | ☐ Emerging Business |
| ☐ Other State of Illinois License | ☐ Special Use Permit | ☐ Regulated |

Type of Illinois License: _____

Type of Regulated: _____

If other license, explain:

Description of your Business plan:

How will the new license be used, if granted?

Indoor Occupancy:

Number of Employees:

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Hours of Operation:

Public Right of Way and other Approvals

City Departments and/or Agencies you have met with regarding the business plan:

Structures over or under the public way that you may need approval from the Alderman:
(i.e. signs, canopies, awnings, lights)

Other permits that your business may need? (i.e. Building permit)

Will your business require a Special Use Permit through Zoning Board of Appeals?

Will your business require an Administrative Adjustment through Zoning Administrator?

If requiring a different approval not covered on this form, explain:

Business Management

Security plan:

Customer parking:

Plan for deliveries and loading:

Garbage removal plan:

Will there be noise issues?

*Please submit the completed Form and supplemental documents
** floor plan, exterior context photos, and concept deck etc **
electronically to office@ward42chicago.com and deliver a hard color copy to:*

Alderman Brendan Reilly
121 North LaSalle Street, Room 200
Chicago, IL 60602