

It is your responsibility to maintain all your business information current with the City of Waukegan and comply with all ordinance requirements.

Information pertaining to business licenses can be found within Chapter 14: Licenses and Miscellaneous Business Regulations under the Code of Ordinances for the City of Waukegan. This information can be accessed online via our website: www.waukeganil.gov.

APPLICATION FEES

LICENSE APPLICATION FEE (*Non-Refundable*) \$25.00

BUSINESS LICENSE FEES

OCCUPANCY PERMIT..... \$50.00
 (Does not apply to home based businesses)

NON-PROFIT \$NO COST

HOME BASED \$100.00

UP TO 3,000 SQF \$150.00

3,001 SQF – 9,999 SQF \$300.00

10,000 SQF – 19,999 SQF \$600.00

20,000 SQF and above \$1,200.00

INSUFFICIENT FUND FEE \$35.00

Business Licenses are due on December 31st of each calendar year. Payments for business licenses must be received prior to December 31st to avoid a late fee.



GO PAPERLESS, SIGN UP FOR E-BILL!



1101 Belvidere Rd. - Waukegan, IL 60085
847-249-5410 - www.waukeganil.gov

Sam Cunningham, Mayor
Janet Kilkelly, City Clerk
Dr. John Schwab, Treasurer

George Bridges Jr.
Fire Chief

EMERGENCY KEYHOLDER INFORMATION

IN ORDER TO PROVIDE EFFECTIVE AND EFFICIENT FIRE AND PARAMEDIC ASSISTANCE IT IS IMPORTANT FOR US TO HAVE CURRENT BUSINESS AND KEYHOLDER INFORMATION FOR YOUR BUSINESS. THIS ENABLES US TO CONTACT THE APPROPRIATE PERSON(S) OF A SITUATION THAT MAY WARRANT THEIR ATTENTION.

THANK YOU FOR YOUR ASSISTANCE AND COOPERATION.

DATE: _____ FIRE ALARM NUMBER _____

BUSINESS NAME: _____

BUSINESS ADDRESS: _____

BUSINESS TELEPHONE NUMBER: _____ FAX # _____

BUSINESS OWNER NAME _____

BUSINESS OWNER ADDRESS _____

FIRE ALARM SERVICE CONTRACTOR: _____

ADDRESS: _____

IN CASE OF EMERGENCY CONTACTS:

1. _____ PHONE: _____

2. _____ PHONE: _____

3. _____ PHONE: _____

ANY ADDITIONAL INFORMATION: _____



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Keyholder
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PLEASE MAKE A BLANK COPY SO IF YOU MAKE CHANGES IN THE FUTURE YOU CAN MAIL TO:

**WAUKEGAN FIRE DEPARTMENT
FIRE PREVENTION
1101 BELVIDERE STREET
WAUKEGAN, IL 60085**

OR YOU CAN FAX IT TO ATTENTION: Fire Prevention AT 847-249-5607