



CITY OF WAUKEGAN NEW BUSINESS CHECKLIST

This document is intended to be a resource for personal use.

- ✓ Decide to open a business in Waukegan!
 - ✓ Prepare a business plan that will be effective for your short and long term goals.
 - ✓ Determine the structure of your business: sole proprietor, partnership, Limited Liability Corporation (LLC), Corporation.
 - ✓ Register your business with the appropriate County, State and Federal Government agencies. Contact your accountant or attorney for more information.

~~~~~

- Find a suitable location for your business.
- Review the City of Waukegan Zoning Ordinance to confirm that your type of business is permitted at the proposed location.  
If you have any questions with the Zoning Ordinance;  
Prior to signing a lease or purchasing your desired location.  
Please contact Planning and Zoning (847) 625-6878

- If you are remodeling or constructing the building, apply for a City of Waukegan Building Permit and Sign Permit.

~~~~~

- Apply for a City of Waukegan business license.
Commercial applications need an approval from Planning and Zoning Dept., Fire Dept. and Building Dept.
Home based applications need approval from Planning and Zoning Dept.

- Receive Occupancy Certificate from the Building Department.
Failure to respond to the inspection request email may result in denial of your business license application.

Pay for City of Waukegan business license.

- Advertise and market your business.
- Book your Ribbon Cutting! Open for business.

If you have any questions or need assistance,
please reach out to the City of Waukegan Licensing Department
BusinessLicensing@WaukeganIL.gov