

Cynthia A. Roth

CITY TREASURER

101 E. Third St. • P.O. Box 188 • Alton, Illinois 62002

Phone: 618-463-3540

Fax: 618-463-3520

E-mail: croth@alton-il.com

Website: www.alton-il.com

Dear Applicant:

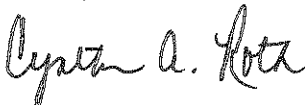
Thank you for choosing the City of Alton to locate your business. The business community is a vital ingredient in the continued growth of our City.

The application process that you will begin is a procedure that under normal circumstances will take approximately 14-21 days to complete. Building and/or fire code inspections may add to this time frame. I've enclosed information that you may find useful, please feel free to call us with any questions.

If your business is located within the Appearance Review District boundaries you are required to have all signage and exterior changes approved by the Appearance Review Commission. Facade Grant funds are available for up to 25% of eligible exterior repairs and improvements. For Facade Grant information, please contact the Department of Development & Housing at (618) 463-3801. Complimentary design assistance is also available to business owners through the Alton Marketplace Association; you can reach them at (618) 463-1016.

Once again thank you for choosing Alton.

Sincerely,



Cynthia A. Roth

CAR / mpd

FREQUENTLY ASKED QUESTIONS:

1. What needs to be done to secure a business license? A business license application needs to be filled out and submitted along with the appropriate fee to the Treasurer's Office.
2. What happens to the application? Once submitted, the application is processed as follows:
 - The premises/building is inspected and checked by the Building & Zoning Department to insure the proper zoning is in place and the building meets the Alton City code requirements.
 - The building is inspected by the Life Safety Inspector to insure that all Illinois State Fire Code requirements are met.
 - The Alton Police Department conducts a background check of the owner and manager.
 - The premise is inspected to insure health requirements are met. (Food Establishments only)
3. How long does the process take? Approximately 14-21 days. Building and/or fire code inspections may add to this time frame.
4. Must a license be secured prior to conducting business? Yes
5. What is the penalty for conducting business without a license? The business will be shut down until all license requirements are met and/or an ordinance violation will be filed with the Circuit Clerk.
6. Do I renew this license every year? Yes, your business license is good for one year. All licenses expire on December 31st of each calendar year. If you do not wish to renew your license, you must inform the Treasurer's Office.
7. How does the license renewal process work? Prior to the end of each calendar year a renewal form will be sent to each business. Check the renewal form carefully and make any necessary changes to the form. Simply cross out the old information and print the updated information on the form. **Please return the renewal form and the fee to Treasurer's Office by December 31st. Major credit cards are accepted.**

BUSINESS LICENSE APPLICATION INFORMATION

1. Fill out the Application, the Emergency Contact Information Sheet and the Affidavit completely and accurately.
2. Make sure that the property is within proper zoning for the specific type of business. . The Building & Zoning Department (618) 463-3533 will be able to give you this information to assist in the Life Safety inspection please note the following:
 - ✓ Have one (1) 2A-10BC fire extinguisher within 75-foot travel distance on each level of business, wall mounted with the top 54 inches from the floor. (All extinguishers must be serviced once a year).
 - ✓ All private protections systems need to be inspected by licensed personnel and serviced if needed.
 - ✓ All unnecessary combustibles must be removed from the premise.
 - ✓ All buildings that have an apartment or sleeping arrangements must have smoke detectors.
 - ✓ Electrical circuits must be identified and marked on the electrical panel. (Individual circuits).
 - ✓ Adequate exits must be established and kept in working order as well as avenues to the exits.
3. Apply for an Illinois Business Tax I.D. #. It will take 6 to 8 weeks to get the number if handled through the mail. If you go to Springfield or Fairview Heights, the number will be issued at that time. Application may be made through the following:
 - Springfield 1-800-732-8866
 - Fairview Heights 618-624-6773
 - www.revenue.state.il.us
4. If the business name is different than the owner's name, you will need to apply for an Assumed Name Certificate; this is done through the County Clerk's Office in Edwardsville. There are fees involved, please call 618-692-6290 for more information.
5. For food establishments, you will need to obtain a permit from the Madison County Health Department. The City of Alton will not issue a business license until all City requirements are met and the County Health Department has issued a permit. Please call the Madison County Health Dept. at 618-692-8954 for more information.

6. If the business is located in the Appearance Review District, any new sign or change to the exterior must be approved by the Appearance Review Board prior to permit issuance or approval of the business license. You must appear in person for approval, please call the Building & Zoning Department at (618) 463-3533 for information. A sign permit is required for all signs. Permit application forms are available from Building & Zoning.
7. Businesses located in a residence must meet the requirements of a "Home Occupation". It must be clearly secondary to the use of the premises as a dwelling. The business must be carried on inside the house by a member of the family who lives there, with no non-family employees. There may be no outside storage of material, or change to the outward appearance from that of a residence. It may not include beauty shops, barbershops, or health business. Traffic or parking shall be normal for the neighborhood.
8. Any changes made to the building, electrical, or plumbing systems will require permits and inspections from the Building & Zoning Department.
9. **All fees owed to the City of Alton must be paid in full. This includes sales tax, sewer fees and traffic/parking fines.**

**City of Alton, Illinois
Police Department
David Hayes
Chief of Police**

In order to better serve Alton businesses, the Alton Police Department requests that you complete the Emergency Contact Information Form. This form provides emergency contact names and telephone numbers to be used after normal business hours. This confidential information will be maintained and used only by the Alton Police Department.

Contact with a representative of the business may be necessary in the event of alarm activation, unsecured business, or any criminal activity. If at a later date information needs to be updated, please contact an Alton Police Department dispatcher at 618-463-3505, ext 249.

If you have any questions or concerns regarding this matter, please contact Captain Scott Waldrup at (618) 463-3505, ext 263.

**Alton Police Department
1700 E. Broadway
Alton, Illinois 62002
(618) 463-3505**

**BUSINESS EMERGENCY
CONTACT INFORMATION**

**THE PRIOR FORM AND PROCEDURE
HAS BEEN REPLACED BY AN ONLINE
PROCESS IN ACCORDANCE WITH
ALARM REGISTRATION AND FALSE ALARM
MANAGEMENT ORDINANCE #7181.**

**CONTACT YOUR ALARM COMPANY FOR
REGISTRATION PROCEDURES.**

City of Alton
Business Regulatory License Application

PRINT OR TYPE ONLY

Business Name _____

Address _____

Telephone _____

Is there a different address for mailing? _____

Illinois Business Tax Number (IBT#) _____

Business Owner Information:

Name _____ Maiden name if applicable _____

Address _____ E-mail address _____

Telephone _____ Cell Phone _____

Please attach a copy of Driver's License, information to be used by Police Department only

Date of Birth _____ Place of Birth _____ Race _____

Social Security # _____

Manager (Local Contact) Information:

Name _____ Maiden name if applicable _____

Address _____ E-mail address _____

Telephone _____ Cell Phone _____

Please attach a copy of Driver's License, information to be used by Police Department only

Date of Birth _____ Place of Birth _____ Race _____

Social Security # _____

Property Owner Information:

Name _____

Address _____

Telephone _____

DETAILED Description of Type of Business. APPLICATION WILL NOT BE PROCESSED WITHOUT THIS INFORMATION

Will this business be located in a residential or commercial area? _____

Will this be a home occupation? _____

Is this business incorporated? _____

Name of Corporation _____

All indebtedness to the City must be paid in full before any Regulatory License will be issued.

Major Credit Cards are accepted.

Applicant's signature _____

Title _____ Date _____

Cynthia A. Roth, Alton City Treasurer
101 E Third, Suite 102, Alton, Illinois 62002
Telephone (618) 463-3540 Fax (618) 463-3520

**Affidavit
City of Alton**

I _____, d/b/a _____,
have completed and submitted an application for a Business License in the City of Alton,
Illinois, with the knowledge that this does not indicate that I have been licensed to operate
business. The business will not be licensed until all inspections have been completed and
approved.

Signature

Date

For office use only:

Signature

Date