



PLAINFIELD BUILDING DEPARTMENT

14400 S Coil Plus Drive

Plainfield, Illinois 60544-7704

Building Department Office (815) 439-2937 Fax (815) 609-6114

Business Hours: Monday – Friday 7:30 am to 4:00 p.m.

businesslicensing@goplainfield.com

CHECKLIST FOR NEW BUSINESS LICENSE APPLICATION

THE FOLLOWING ITEMS MUST BE SUBMITTED WITH THIS APPLICATION:

- _____ 1 **Completed Business License Application and Business License Fee** (cash or check) in the amount of the applicable license fee (\$25.00, \$75.00 or \$125.00 based upon sq. ft. of total floor area). Please make check payable to the Village of Plainfield.
- _____ 2 **Certificate of Ownership of Business.** If your business operates as a sole proprietorship or general partnership, please attach a copy of your Certificate of Ownership of Business. Certificates of Ownership of Business can be obtained from the Office of the Will County or Kendall County Clerk upon filing and publication of your assumed business name certificate. For more information regarding assumed name filings please contact the Office of the Will County Clerk at (815) 740-4625 or Kendall County Clerk at (630) 553-4104.
- _____ 3 **Certificate of Occupancy and Compliance.** A Certificate of Occupancy and Compliance or “CO” for the premises in which your business will be located must be obtained from the Village of Plainfield Building Department. For more information please contact the Building Department, at (815) 439-2937, located at the Plainfield Public Works Building.

WHEN APPLICABLE, PLEASE SUBMIT THE FOLLOWING WITH THIS APPLICATION:

- _____ 1 **Will County Health Department Permit.** If your business requires a license from the Will County Health Department please attach a copy of your permit. For more information regarding such licensing, please contact the Will County Health Department, Joliet Office at (815) 727-8490.
- _____ 2 **Illinois Department of Financial and Professional Regulation License.** If your business requires a license from the Department of Financial and Professional Regulation please attach a copy of your license. For more information regarding such licensing, please contact the Illinois Department of Financial and Professional Regulations at (217) 785-0800 or visit their website at www.idfpr.com.
- _____ 3 **Alarm System Certificate.** If your business has an alarm system, please attach a copy of your alarm system certificate with any additional emergency contact information.
- _____ 4 **DCFS License.** If you operate a home day care business and are required under the Child Care Act of 1969, 225 ILCS 10/1 *et seq.*, to obtain a license from the Department of Children and Family Services (DCFS), you must attach a copy of your DCFS license.

NOTE: LIQUOR and TOBACCO LICENSES - If your business intends to serve liquor or sell tobacco you must apply for and be granted said license from the Village of Plainfield. A business license must be applied for or obtained before issuance of a liquor and/or tobacco license. For more information regarding either license, please contact the Village Clerk at (815) 439-2921.



NEW BUSINESS APPLICANT CHECKLIST

Contact the Planning Division to confirm that the business type is allowed in the proposed location before you finalize your lease or sales contract. The Planning Division may require a written description of the business. Any exterior changes to the building or property, including signage, should be discussed with the Planning Division and may require review by the Plan Commission and Village Board.

NOTE: If a business type is considered a Special Use, additional review by the Plan Commission and Village Board will be required.

Obtain and keep the Business License Information Packet from the Plainfield Building Department or Village website.

- Checklist for New Business Applicant
- Business License Application

Contact the Building Department to determine whether any interior/exterior changes to the building or unit will require a building permit. The Building Department is located at 14400 S. Coil Plus Drive or you can call at 815-439-2937.

All new businesses require a fire inspection to determine if any interior/exterior changes to the building or its use will require new or updated fire protection system. Call the Plainfield Fire Protection District at (815) 436-5335 to schedule an appointment.

Your business license will be issued after you obtain a Certificate of Occupancy from the Building Department. Any outstanding fees should be paid in full at this time.

Open your business!