



CITY OF OTTAWA

Community Development Department
301 W. Madison Street, Ottawa, Illinois 61350
815-433-0161
www.cityofottawa.org

BUSINESS REGISTRATION APPLICATION

For Office Use:
Permit: _____
Date Issued: _____
Permit Fee: \$100.00
Payment Method:
___Cash ___Check ___CCard

Prior to opening a business an inspection of the structure is required by the Community Development Department and Fire Department to determine compliance with zoning and life safety requirements.

Business Name: _____ Business Address: _____

Type of Business: _____ Business Phone: _____

Business E-mail: _____ Business Web Site: _____

The business is a? Sole proprietorship Partnership Corporation
 LLC, LLP, LP NFP Other: _____

Business*
Owner's Name: _____ Phone: _____ Email: _____

Business
Owner's Address: _____ City _____ State _____ Zip _____

*Please attach the following if applicable. A list of all the partners and their residential addresses if the business is a partnership or limited liability partnership; a list of all the officers and shareholders, if it's a closely held corporation, and their residential addresses if the business is a corporation; or a list of all the members and managers and their residential addresses if the business is a limited liability company.

1. After-Hours Emergency Contact: _____ Phone: _____

2. After-Hours Emergency Contact: _____ Phone: _____

Do you own the building where the business is located? Yes No If no, please provide the ownership information below.

Property
Owner's Name: _____ Phone: _____ Email: _____

Property
Owner's Address: _____ City _____ State _____ Zip _____

Are you making any building modification? Yes No (If yes, complete necessary building, plumb., elect. permit application)

Will your business require a new sign? Yes No (If Yes, complete sign permit application)

Has the business owner or any partner, officer, shareholder, or member ever been convicted of a felony? Yes No

The Owners' certify that all information given in this application is correct and that all applicable local, state, and federal regulations will be adhered with the operation of the intended commercial business. The business owner agrees to permit access to the proposed business location to the Building Official, or his designee, and the Fire Chief, or his designee, to conduct an inspection of the proposed business location prior to opening the business and at any reasonable time that such an admission or entry is requested.

Signature of Business Owner _____ Date _____

-FOR OFFICE USE-

This is to certify that the City has inspected the business location and examined the application, and the attachments provided relating and provided by the owners to the City, and find the same to be in accordance with the provisions of the City's Municipal Code (Article IX of Chapter 26). The City **APPROVES / DENIES** such application to operate a business as applied for on this application.

Building Official/Fire Chief _____ Date _____

ARTICLE IX. BUSINESS REGISTRATION

Sec. 26-400. Registration required.

- (a) Beginning January 1, 2020, it is unlawful for any person to conduct, engage in, maintain, operate, carry on, or manage any business, occupation, or activity, whether or not subject to any licensing requirements of the city or of any other governmental agency, without first registering with the city. A separate registration will be required for each location of any business.
- (b) Any business entity that was conducting business on December 31, 2019, will be exempt from this registration requirement, except if:
 - (1) The business opens a new location in the city, then the business will be required to obtain a registration for the new location; or
 - (2) The business is sold or transferred to a new person, partnership, corporation, limited liability company, limited liability partnership, or any other entity regardless of if the name and/or business activities remains the same at the same location, then the business will be required to obtain a registration.
- (c) This article does not apply to any home occupations as defined in Section 118-2(j) of this Code.

(Ord. No. O58-2019, § 1, 12-3-2019)

Sec. 26-401. Definition of business.

For the purposes of this article, business includes any and all persons selling or providing any type of service or product, whether or not it is a for profit or non-profit entity, including, without limitation, any sole proprietorship, partnership, limited liability company, limited liability partnership, corporation, joint venture, association, franchisee, or cooperative.

(Ord. No. O58-2019, § 1, 12-3-2019)

Sec. 26-402. Registration term.

The registration will be valid from the time of issuance until the business ceases operation in its registered location. If the business is sold to another person, firm, partnership, corporation, limited liability company, limited liability partnership, or any other business entity, the registration will terminate even if such other person or entity intends to conduct the same business activities or occupation at the same location.

(Ord. No. O58-2019, § 1, 12-3-2019)

Sec. 26-403. Application for registration.

Business registration applications will be on a form prepared and supplied by the city, which will contain the following information:

- (1) The business's name, address, phone number, and email.
- (2) Whether the business is a sole proprietorship, partnership, corporation, limited liability company, limited liability partnership, a corporation, not-for-profit corporation, or any other type of business.

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- (3) A description of the business and business activities.
 - (4) A list of all the partners and their residential addresses if the business is a partnership or limited liability partnership; a list of all the officers and shareholders, if its a closely held corporation, and their residential addresses if the business is a corporation; or a list of all the members and managers and their residential addresses if the business is a limited liability company.
 - (5) The fee for the registration as stated below.
 - (6) A statement permitting the building official, or his designee, and the fire chief, or his designee, to make an inspection of the proposed location at any reasonable time that such admission or entry is requested.
 - (7) Any and all other documentation required at the city's discretion to process the application.

All applications must be signed by the owner, a shareholder, or member owning at least 50 percent the entity and signed under oath by the applicant.

(Ord. No. O58-2019, § 1, 12-3-2019)

Sec. 26-404. Registration fee.

- (a) The registration fee is \$100.00, which will be due upon submission of the registration application.
- (b) The registration fee will be waived for any charitable and other not-for-profit organizations.
- (c) All registration fees are nonrefundable. In no event will any rebate or refund be made of any registration fee or any part thereof, including if the registration is denied.

(Ord. No. O58-2019, § 1, 12-3-2019)

Sec. 26-405. Issuance of registration.

After receipt of the registration application and registration fee, the application will be referred to the building official to review the application and issue the registration. The registration may be denied if:

- (1) The applicant or any partners, shareholders, officers, members, or managers have been convicted of a felony in the State of Illinois or any other jurisdiction.
- (2) The applicant has failed to cooperate with the city in any inspections of the location or proposed location of the business that is the subject of the application, as required by this article.
- (3) If the location of the business is not reasonably safe to person and property, or is not free from fire hazards, or is in violation of any local, state, or federal laws relating to the safety, fire prevention, or maintenance of structures and such a violation may threaten a person's safety.
- (4) The failure of the business to maintain all licenses or permits required by federal or state statute or regulation or as required by local ordinance for the location or proposed location of the business or for the business's activities or occupation that is the subject of the business.
- (5) The failure of the business to maintain or produce upon demand proof of a current inspection by the appropriate county health department when such inspection certificate is required for the business's activities or occupation.
- (6) The business has outstanding fees, fines, penalties, or any other amounts due and owing to the city.

(Ord. No. O58-2019, § 1, 12-3-2019)

Sec. 26-406. Inspections.

It is the duty of the business or person in charge of the business location or proposed location of the business, to admit thereto for purposes of making an inspection, the building official, or his designee, and the fire chief, or his designee, to make such an inspection at any reasonable time that such admission or entry is requested to ensure the location complies with all local and state regulations or provisions and to detect violations thereof. An inspection must be complete prior to any registration being issued.

(Ord. No. O58-2019, § 1, 12-3-2019)

Sec. 26-407. Changes to registration.

Every business must submit written notice of any change to a previously submitted business registration application within 30 days of the occurrence of the change.

(Ord. No. O58-2019, § 1, 12-3-2019)

Sec. 26-408. Transfer prohibited.

No business may assign, sell, or transfer his registration to any other person, firm, partnership, corporation, limited liability company, limited liability partnership, or any other business entity, even if such other person or entity intends to conduct the same business activities or occupation at the same location. The new business will be required to obtain a new registration in accordance with the provisions of this article.

(Ord. No. O58-2019, § 1, 12-3-2019)

Sec. 26-409. Revocation or suspension of registration.

Any registration issued under this article may be suspended or revoke by the mayor, or his designee, if after a hearing, the mayor, or his designee, finds:

- (1) Fraudulent, misrepresentations, or incorrect statements are contained in the application or made in carry on the permitted activity.
- (2) Any of the partners, shareholders, officers, members, or managers have been convicted of a felony in the State of Illinois or any other jurisdiction.
- (3) The business is conducting its business activities or occupation in such a manner as to constitute a breach of the peace, or a menace to the health, safety, or welfare of the public, or a disturbance of the peace or comfort of the residents of the city.
- (4) The business's location is not reasonably safe to person and property, or is not free from fire hazards, or is in violation of any local, state, or federal laws relating to the safety, fire prevention, or maintenance of structures and such a violation may threaten a person's safety.
- (5) The business has failed to maintain all licenses or permits required by federal or state statute or regulation or as required by local ordinance for the location or proposed location of the business or for the business's activities or occupation.
- (6) The business has failed to maintain or produce upon demand proof of a current inspection by the appropriate county health department when such inspection certificate is required for the business, occupation, or activity.

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(7) The business has outstanding fees, fines, penalties, or any other amounts due and owing to the city.

After the mayor or his designee determines the business in violation of one or more of the above, the mayor or his designee must give the business written notice of a hearing date either by personal service or certified mail. The notice must provide the charges against the business, and the date, time, and place of the hearing. The hearing date must not be less than 20 days after the date of the notice. The business will have a right to be represented by counsel at the hearing and will be able to present witnesses and evidence as to the charges made. The rules of evidence will not apply, and the standard of proof is preponderance of the evidence.

The mayor or his designee can either issue a decision as to whether or not the business violated one of the above provisions and either suspend or revoke the registration immediately following the hearing, or he may issue a written decision within three business days after the hearing and have the decision served upon the business. If a business representative fails to appear at the hearing, then the registration will be automatically revoked on the hearing date.

(Ord. No. O58-2019, § 1, 12-3-2019)

Sec. 26-410. Penalty.

- (a) Any business who fails to obtain a business registration prior to conducting or operating any business, occupation, or activity will be subject to a \$500.00 fine. The business will then have 14 calendar days from the date of the issuance of the ticket to complete the registration application and pay the \$100.00 registration fee.
- (b) Except as otherwise provided in this article, any person who violates any provision of this article will be fined as established in section 1-11 of this Code. A separate offense will be deemed committed on each day a violation occurs or continues to occur.

(Ord. No. O58-2019, § 1, 12-3-2019)