



Village of Westchester

10300 ROOSEVELT ROAD, WESTCHESTER, IL 60154
(708)345-0020 FAX (708)345-2873
WWW.WESTCHESTER-IL.ORG

Dear New License Applicant,

In order to obtain a Village of Westchester Business License you must complete the following,

- Please submit the preliminary business license application to the Community Development Director, Jim Novosel, for zoning approval. Any questions please call 708-345-0199.
- Once approved please submit the Business License application on the following page to the front office.
- After submittal of the application please contact the following departments for an occupancy inspection (**Please note that these inspections are for final occupancy approval and any work related to code violations must be conducted before the inspections occur.**)
 - ELECTRICAL INSPECTION 708-345-0199
 - PLUMBING INSPECTION 708-345-0199
 - FIRE INSPECTION 708-345-0441
 - Before scheduling the Fire inspection, your place of business must be set up exactly as if you are opening your doors to the public. For example, filing cabinets, desks, and furniture must be in their place.
- If there is any type of food service or food for sale, you must also have a health inspection.
 - HEALTH SANITARIAN (Anne Williams) 708-837-3573

Please remember that there is an additional license application and procedure for liquor and tobacco.

Thank you,

Village of Westchester



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Preliminary Zoning Application

Name: _____

Phone #: _____

Email: _____

Address of Business: _____

Type of Business: _____

Approved

Not Approved

Signed: _____

Jim Novosel, Community Development Director



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APPLICATION FOR NEW BUSINESS

TYPE OF BUSINESS: _____

NAME OF BUSINESS: _____

ADDRESS: _____ WESTCHESTER, ILLINOIS 60154

BUSINESS PHONE: _____ EMAIL: _____

BUSINESS OWNER: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE: _____ EMAIL: _____

FEDERAL ID (FEIN): _____ VERIFIED: _____

STATE TAX ID: _____ VERIFIED: _____

PROPERTY OWNER: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE: _____ EMAIL: _____

PROPERTY MANAGER: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE: _____ EMAIL: _____

The fee noted herein is received and a license will be signed upon final inspections and approval by the appropriate Village Personnel. Violation of any law of the State of Illinois, the United States of America, or any ordinance of the Village of Westchester in force and effect during all or part of the period covered by any license issued pursuant to this application in the conduct of said business will result in a revocation of the license issued hereunder.

DATE: _____ NAME: _____

SIGNATURE: _____

Official Use Only Below Line

Electric Dept: _____ Date: _____

Plumbing Dept: _____ Date: _____

Fire Dept: _____ Date: _____

Health Dept: _____ Date: _____

Zoning: _____ Date: _____

Fee: _____ Date: _____ License #: _____

Notes: _____

Westchester Police Department

Daniel Babich
CHIEF OF POLICE

10300 ROOSEVELT RD, WESTCHESTER, IL 60154
DEPT. PHONE (708)-345-0087



ALARM USER PERMIT DIVISION 2 SECTION 11 APPLICATION:

APPLICATION FOR AN ALARM USER PERMIT IS REQUIRED TO BE COMPLETED BY THE ALARM USER APPLYING FOR SAID PERMIT. THIS APPLICATION IS TO BE FORWARDED TO THE CHIEF OF POLICE FOR REVIEW AND ISSUANCE OF SAID PERMIT. YOU ARE THEREFORE REQUESTED TO COMPLETE THE FOLLOWING FORM AND SUBMIT FOR REVIEW.

NAME AT RESIDENCE/OR BUSINESS _____ TELEPHONE NUMBER AT RESIDENCE/OR BUSINESS _____

WESTCHESTER, IL 60154

ADDRESS OF RESIDENCE/OR BUSINESS WHERE ALARM SYSTEM WILL BE INSTALLED _____

TYPE OF ALARM SYSTEM (CIRCLE) : LOCAL DIRECT CONNECT CENTRAL SYSTEM

NAME AND ADDRESS OF ALARM COMPANY RESPONSIBLE FOR INSTALLATION AND MAINTENANCE FO ALARM: _____

ALARM COMPANY NAME _____ CITY/STATE _____ TELEPHONE _____

THE ALARM USER SHALL SUPPLY THE POLICE DEPARTMENT WITH THE NAME AND TELEPHONE NUMBER OF THREE (3) PEOPLE, EMPLOYEES, OR AGENTS, REPRESENTING THE OWNER/OR BUSINESS THAT ARE CAPABLE OF RESPONDING TO SAID BUSINESS AND OPENING THE PREMISES FOR INSPECTION, AND TO PROVIDE THE RE-SECURING OF SAID ALARM UPON ACTIVATION, ONE OF THE THREE (3) NAMES PROVIDED MUST BE THE OWNER/MANAGER OF THE BUSINESS. THE SECOND AND THIRD NAMES MAY BE THE CHOICE OF THE BUSINESS/OWNER OR MANAGER.

RESIDENTIAL ALARM SUBSCRIBERS NEED ONLY SUPPLY ONE (1) ADDITIONAL NAME.

NAME _____ ADDRESS _____ TELEPHONE _____

NAME _____ ADDRESS _____ TELEPHONE _____

NAME _____ ADDRESS _____ TELEPHONE _____

PLEASE FORWARD THIS COMPLETED APPLICATION TO THE CHIEF OF POLICE

APPROVED BY CHIEF OF POLICE(DESIGNEE) _____

DATE _____

PERMIT NUMBER _____



Village of Westchester

Newsletter Advertising Information

The Village publishes a monthly newsletter which is delivered to **over 7,200 households every month**. Additionally, copies are provided to the local library and several businesses for distribution, and the current newsletter as well as all previous issues are accessible on the Village's website. We would like to offer you the opportunity to be a part of this unique community production.

Due to the limited amount of space for advertisements, ad space is sold on a "first come, first served" basis. Ad size is determined by availability per newsletter issue. To secure advertising space, please fill out the form at www.westchester-il.org/newsletterad or email info@westchester-il.gov. All interested parties will receive a confirmation email with deadline, pricing, payment, and submittal requirements. All ads must be submitted by the 10th of each month to be included in the subsequent month's issue.

Advertisement Size	Dimensions	Monthly Rate	Three Month Pre-Paid 5% Discount	Six Month Pre-Paid 10% Discount
1/8 Page Advertisement	5.125"W x 3.25"T	\$250.00	\$237.50	\$225.00
1/4 Page Advertisement	5.125"W x 6.50"T	\$500.00	\$475.00	\$450.00
Half Page Advertisement	10.25"W x 6.50T	\$750.00	\$712.50	\$675.00
Back Half Page Color		\$1,000.00	N/A	N/A
Full Page Advertisement	10.25"W x 13.00"T	\$1,000.00	\$950.00	\$900.00
Back Full Page Color		\$1,250.00	N/A	N/A

Please Note: Prices are subject to change upon Staff recommendation/Board Approval.
Questions: info@westchester-il.gov or (708) 345-0020.

Newsletter Submittal Requirements

Advertisements

Must be publish-ready and submitted preferably as PDF. TIF or JPEG files are also accepted.

All image files submitted should have a 300 dpi resolution to ensure the highest printing quality possible for your advertisement.

Photos

Must be submitted as TIF or JPEG files and should have a 300 dpi resolution to ensure the highest printing quality possible.

Articles

Must be submitted as a Word doc.