

BUSINESS LICENSE APPLICATION
Issued by City Clerk's Office



Staff Use Only
Submittal date: _____
Permit #: _____

THIS APPLICATION IS NOT AN APPROVED PERMIT

City of Belleville
101 South Illinois Street
Belleville, IL 62220
(618) 233-6810

APPLICATION FEE: _____
APPLICATION CODE: _____
Application fee to be paid upon approval

REASON FOR APPLICATION:

Complete the application below and return it to the Economic Development, Planning & Zoning Department, 2300 West Main Street M112, Belleville, Illinois 62220. If you have any questions, please contact (618) 233-6810 Ext. 1250 or email at edpz@belleville.net.

Facilities engaged in the business of food service must comply with the requirements of the St. Clair County Health Department. Inquiries should be made by calling the Environmental Health Division at (618) 233-7769.

BUSINESS & APPLICANT INFORMATION

BUSINESS INFORMATION - TYPE OF BUSINESS: _____

Business Address: _____
Business Telephone Number: _____
Business Name: _____
Employer Tax ID Number: ____ - _____

If Corporation, Name of Corporation Officers: _____

If Partnership, Name of Partners: _____

Applicant name: _____
Applicant Title: _____

Applicant Telephone Number: _____
Applicant Fax Number: _____
Applicant email: _____

Applicant mailing address: _____

Name and Address of Institution/Person(s) with Custody of Applicant's Financial Records:

A copy of the Illinois Sales Tax Certification is required when submitting.
IL Sales Tax Number: _____ - _____ Number of employees: _____ Typical hours of operation: _____
Tax Exempt Number: _____ - _____

ATTACH COPY OF CERTIFICATE

Name of Municipalities/Governmental Units where similar license has been received/applied for within last 12 months:

As APPLICANT for a Business License Application, I certify under penalty of perjury that this form has been completed to the best of my knowledge. I understand that completion of this form does not exempt me from the City Codes in any way and that I must comply with all codes, ordinances, and regulations of the City of Belleville, Illinois.

I, _____, (Printed name of applicant) certify that all of the above statements and the statements contained in any papers or plans submitted herewith are true and accurate.

Applicant signature

Date:

STAFF USE ONLY

BUSINESS LICENSE APPLICATION

CLERK'S OFFICE:

- Certificate of Liability Copy of Driver's License of Applicant Copy of Vehicle Insurance Copy of IL Sales Tax Registration
- Copy of Local Health Department License Copy of Vehicle Registration Picture of Mobile Commerce Vehicle
- Approval of Sale Location (if applicable) Copy of Application sent to EDZ&P for Seasonal Commercial Occupancy (if applicable)
- Verified NO indebtedness to City

_____ Approved _____ Denied If denied, the reason: _____

Notes: _____

Staff approved: _____ Date: _____

Contact: City Clerk – Email: sschaefer@belleville.net
Phone: 618-233-6810 Ext. 1227

The City of Belleville does not require every business to have a general business license. However, there are specific businesses which do require a license or permit. Refer to the list below for businesses that the City licenses. The below list is not all inclusive. If you feel you need a specific license and do not see on the list please contact the City Clerk's Office. (618) 233-6810.

AMBULANCE SERVICE LICENSE (\$50.00)

Code: 013323V

Link to Website:

[http://library.amlegal.com/nxt/gateway.dll/Illinois/belleville_il/titleviittrafficcode/chapter70generalprovisions?f=templates\\$fn=default.htm\\$3.0\\$vid=amlegal:belleville_il\\$anc=JD_70.005](http://library.amlegal.com/nxt/gateway.dll/Illinois/belleville_il/titleviittrafficcode/chapter70generalprovisions?f=templates$fn=default.htm$3.0$vid=amlegal:belleville_il$anc=JD_70.005)

Applicant to initial they have reviewed and complied with documentation: _____

AUCTIONEER (\$50.00)

Code: 013323O

Link to Website:

[http://library.amlegal.com/nxt/gateway.dll/Illinois/belleville_il/titlexibusinessregulations/chapter113specialsalesper sonalsales?f=templates\\$fn=default.htm\\$3.0\\$vid=amlegal:belleville_il\\$anc=JD_113.075](http://library.amlegal.com/nxt/gateway.dll/Illinois/belleville_il/titlexibusinessregulations/chapter113specialsalesper sonalsales?f=templates$fn=default.htm$3.0$vid=amlegal:belleville_il$anc=JD_113.075)

Applicant to initial they have reviewed and complied with documentation: _____

BED & BREAKFAST LICENSE (\$75.00)

Code: 01323H

Link to Website:

[http://library.amlegal.com/nxt/gateway.dll/Illinois/belleville_il/titlexibusinessregulations/chapter117lodgingbusinesses?f=templates\\$fn=default.htm\\$3.0\\$vid=amlegal:belleville_il\\$anc=JD_117.15](http://library.amlegal.com/nxt/gateway.dll/Illinois/belleville_il/titlexibusinessregulations/chapter117lodgingbusinesses?f=templates$fn=default.htm$3.0$vid=amlegal:belleville_il$anc=JD_117.15)

Applicant to initial they have reviewed and complied with documentation: _____

The following documents must be attached to this application:

- Copy of Illinois Sales Tax Registration
- Copy of local health permit (if applicable)

BILLARDS (\$75.00)

Code: 01323H

Link to Website:

[http://library.amlegal.com/nxt/gateway.dll/Illinois/belleville_il/titlexibusinessregulations/chapter111amusementand recreationaffles?f=templates\\$fn=default.htm\\$3.0\\$vid=amlegal:belleville_il\\$anc=JD_111.005](http://library.amlegal.com/nxt/gateway.dll/Illinois/belleville_il/titlexibusinessregulations/chapter111amusementand recreationaffles?f=templates$fn=default.htm$3.0$vid=amlegal:belleville_il$anc=JD_111.005)

Applicant to initial they have reviewed and complied with documentation: _____

CARNIVAL (\$100.00)

CODE: 013234

Link to Website:

Applicant to initial they have reviewed and complied with documentation: _____

The following documents must be attached to this application:

- Copy of local health permit (if applicable)
- Copy of Certificate of Liability Insurance

CATERER'S LIQUOR LICENSE (\$50.00)

Code: 013245

Link to Website:

[http://library.amlegal.com/nxt/gateway.dll/Illinois/belleville_il/titlexibusinessregulations/chapter121alcoholicbeverages?f=templates\\$fn=default.htm\\$3.0\\$vid=amlegal:belleville_il\\$sanc=JD_121.08](http://library.amlegal.com/nxt/gateway.dll/Illinois/belleville_il/titlexibusinessregulations/chapter121alcoholicbeverages?f=templates$fn=default.htm$3.0$vid=amlegal:belleville_il$sanc=JD_121.08)

Applicant to initial they have reviewed and complied with documentation: _____

CIRCUS (\$100.00)

CODE: 013234

Link to Website:

Applicant to initial they have reviewed and complied with documentation: _____
[http://library.amlegal.com/nxt/gateway.dll/Illinois/belleville_il/titlexibusinessregulations/chapter111amusementstandrecreationraffles?f=templates\\$fn=default.htm\\$3.0\\$vid=amlegal:belleville_il\\$sanc=JD_111.040](http://library.amlegal.com/nxt/gateway.dll/Illinois/belleville_il/titlexibusinessregulations/chapter111amusementstandrecreationraffles?f=templates$fn=default.htm$3.0$vid=amlegal:belleville_il$sanc=JD_111.040)

Applicant to initial they have reviewed and complied with documentation: _____

The following documents must be attached to this application:

- Copy of local health permit (if applicable)
- Copy of Certificate of Liability Insurance

COIN OPERATED MACHINES (\$50.00)

CODE: 01323T

LINK TO WEBSITE:

[http://library.amlegal.com/nxt/gateway.dll/Illinois/belleville_il/titlexibusinessregulations/chapter111amusementstandrecreationraffles?f=templates\\$fn=default.htm\\$3.0\\$vid=amlegal:belleville_il\\$sanc=JD_111.020](http://library.amlegal.com/nxt/gateway.dll/Illinois/belleville_il/titlexibusinessregulations/chapter111amusementstandrecreationraffles?f=templates$fn=default.htm$3.0$vid=amlegal:belleville_il$sanc=JD_111.020)

Applicant to initial they have reviewed and complied with documentation: _____

EVENT CENTERS (\$100.00)

Code: 01323p

LINK TO WEBSITE: https://belleville.net/DocumentCenter/View/13584/ORDINANCE_9414-2025_EVENT-CENTERS_AMENDING_LAND-USAGE_-ZONING_DEFINITIONS_LICENSE-REQUIRED_PENALTY_081825

**** LIMITED NUMBER ALLOWED PER ORDINANCE. VERIFY WITH CLERK'S OFFICE NUMBER CURRENTLY LICENSED****

- Special Use Permit Required

Applicant to initial they have reviewed and complied with documentation: _____

PUBLIC GARAGE LICENSE (\$50.00)

Code: 013239

Link to Website:

[http://library.amlegal.com/nxt/gateway.dll/Illinois/belleville_il/titlexibusinessregulations/chapter116vehicle-relatedbusinesses?f=templates\\$fn=default.htm\\$3.0\\$vid=amlegal:belleville_il\\$sanc=JD_116.01](http://library.amlegal.com/nxt/gateway.dll/Illinois/belleville_il/titlexibusinessregulations/chapter116vehicle-relatedbusinesses?f=templates$fn=default.htm$3.0$vid=amlegal:belleville_il$sanc=JD_116.01)

Applicant to initial they have reviewed and complied with documentation: _____

JUNK DEALER (\$50.00)

Code: 01323D

Link to Website:

[http://library.amlegal.com/nxt/gateway.dll/Illinois/belleville_il/titlexibusinessregulations/chapter114junkdealersscavengers?f=templates\\$fn=default.htm\\$3.0\\$vid=amlegal:belleville_il\\$sanc=JD_114.01](http://library.amlegal.com/nxt/gateway.dll/Illinois/belleville_il/titlexibusinessregulations/chapter114junkdealersscavengers?f=templates$fn=default.htm$3.0$vid=amlegal:belleville_il$sanc=JD_114.01)

Applicant to initial they have reviewed and complied with documentation: _____

The following documents must be attached to this application:

- Copy of Certificate of Liability Insurance

LIQUIDATION SALE (\$50.00)

Code: 01323D

Link to Website:

[http://library.amlegal.com/nxt/gateway.dll/Illinois/belleville_il/titlexibusinessregulations/chapter113specialsalespersonal-sales?f=templates\\$fn=default.htm\\$3.0\\$vid=amlegal:belleville_il\\$anc=JD_113.020](http://library.amlegal.com/nxt/gateway.dll/Illinois/belleville_il/titlexibusinessregulations/chapter113specialsalespersonal-sales?f=templates$fn=default.htm$3.0$vid=amlegal:belleville_il$anc=JD_113.020)

Applicant to initial they have reviewed and complied with documentation: _____

CONSUMER INSTITUTION LOAN COMPANY (\$500.00)**

Code: 013270

Link to Website:

[http://library.amlegal.com/nxt/gateway.dll/Illinois/belleville_il/titlexibusinessregulations/chapter120installmentloansbusinesses?f=templates\\$fn=default.htm\\$3.0\\$vid=amlegal:belleville_il\\$anc=JD_120.01](http://library.amlegal.com/nxt/gateway.dll/Illinois/belleville_il/titlexibusinessregulations/chapter120installmentloansbusinesses?f=templates$fn=default.htm$3.0$vid=amlegal:belleville_il$anc=JD_120.01)

Applicant to initial they have reviewed and complied with documentation: _____

**** LIMITED NUMBER ALLOWED PER ORDINANCE. VERIFY WITH CLERK'S OFFICE NUMBER CURRENTLY LICENSED****

MOTEL LICENSE (\$50.00)

Code: 01323I

Link to Website:

[http://library.amlegal.com/nxt/gateway.dll/Illinois/belleville_il/titlexibusinessregulations/chapter117lodgingbusinesses?f=templates\\$fn=default.htm\\$3.0\\$vid=amlegal:belleville_il\\$anc=JD_117.01](http://library.amlegal.com/nxt/gateway.dll/Illinois/belleville_il/titlexibusinessregulations/chapter117lodgingbusinesses?f=templates$fn=default.htm$3.0$vid=amlegal:belleville_il$anc=JD_117.01)

Applicant to initial they have reviewed and complied with documentation: _____

The following documents must be attached to this application:

- Copy of Illinois Sales Tax Registration
- Copy of local health permit, if applicable

PAWNBROKERS LICENSE (\$500.00)

Code: 01323J

Link to Website:

[http://library.amlegal.com/nxt/gateway.dll/Illinois/belleville_il/titlexibusinessregulations/chapter113specialsalespersonal-sales?f=templates\\$fn=default.htm\\$3.0\\$vid=amlegal:belleville_il\\$anc=JD_113.090](http://library.amlegal.com/nxt/gateway.dll/Illinois/belleville_il/titlexibusinessregulations/chapter113specialsalespersonal-sales?f=templates$fn=default.htm$3.0$vid=amlegal:belleville_il$anc=JD_113.090)

Applicant to initial they have reviewed and complied with documentation: _____

RESTAURANT LICENSE (\$50.00)

Code: 01323M

Link to Website:

[http://library.amlegal.com/nxt/gateway.dll/Illinois/belleville_il/titlexibusinessregulations/chapter118foodandbeveragebusinesses?f=templates\\$fn=default.htm\\$3.0\\$vid=amlegal:belleville_il\\$anc=JD_118.01](http://library.amlegal.com/nxt/gateway.dll/Illinois/belleville_il/titlexibusinessregulations/chapter118foodandbeveragebusinesses?f=templates$fn=default.htm$3.0$vid=amlegal:belleville_il$anc=JD_118.01)

Applicant to initial they have reviewed and complied with documentation: _____

SCAVENGER LICENSE (\$400.00)

Link to Website:

[http://library.amlegal.com/nxt/gateway.dll/Illinois/belleville_il/titlexibusinessregulations/chapter114junkdealersscavengers?f=templates\\$fn=default.htm\\$3.0\\$vid=amlegal:belleville_il\\$anc=JD_114.01](http://library.amlegal.com/nxt/gateway.dll/Illinois/belleville_il/titlexibusinessregulations/chapter114junkdealersscavengers?f=templates$fn=default.htm$3.0$vid=amlegal:belleville_il$anc=JD_114.01)

Applicant to initial they have reviewed and complied with documentation: _____

The following documents must be attached to this application:

- Copy of Certificate of Liability Insurance

SECOND HAND LICENSE (\$50.00)**

Code: 01323N

Link to Website:

[http://library.amlegal.com/nxt/gateway.dll/Illinois/belleville_il/titlexibusinessregulations/chapter113specialsalespersonalsales?f=templates\\$fn=default.htm\\$3.0\\$vid=amlegal:belleville_il\\$sanc=JD_113.001](http://library.amlegal.com/nxt/gateway.dll/Illinois/belleville_il/titlexibusinessregulations/chapter113specialsalespersonalsales?f=templates$fn=default.htm$3.0$vid=amlegal:belleville_il$sanc=JD_113.001)

Applicant to initial they have reviewed and complied with documentation: _____

**** LIMITED NUMBER ALLOWED PER ORDINANCE. VERIFY WITH CLERK'S OFFICE NUMBER CURRENTLY LICENSED****

Copy of 501(c)(3), if applicable

TATTOO LICENSE (\$100.00)**

Code: 01323Z

Link to Website:

[http://library.amlegal.com/nxt/gateway.dll/Illinois/belleville_il/titlexibusinessregulations/chapter111amusementandsandrecreationraffles?f=templates\\$fn=default.htm\\$3.0\\$vid=amlegal:belleville_il\\$sanc=JD_111.001](http://library.amlegal.com/nxt/gateway.dll/Illinois/belleville_il/titlexibusinessregulations/chapter111amusementandsandrecreationraffles?f=templates$fn=default.htm$3.0$vid=amlegal:belleville_il$sanc=JD_111.001)

Applicant to initial they have reviewed and complied with documentation: _____

The following documents must be attached to this application:

**** LIMITED NUMBER ALLOWED PER ORDINANCE. VERIFY WITH CLERK'S OFFICE NUMBER CURRENTLY LICENSED****

Copy of local health permit and state permit

TAXI CAB SERVICE LICENSE (\$100.00)

Code: 01323Z

Link to Website:

[http://library.amlegal.com/nxt/gateway.dll/Illinois/belleville_il/titlexibusinessregulations/chapter116vehicle-relatedbusinesses?f=templates\\$fn=default.htm\\$3.0\\$vid=amlegal:belleville_il\\$sanc=JD_116.20](http://library.amlegal.com/nxt/gateway.dll/Illinois/belleville_il/titlexibusinessregulations/chapter116vehicle-relatedbusinesses?f=templates$fn=default.htm$3.0$vid=amlegal:belleville_il$sanc=JD_116.20)

Applicant to initial they have reviewed and complied with documentation: _____

The following documents must be attached to this application:

- Copy of applicant's driver's license
- Copy of vehicle registration
- Copy of Certificate of Liability Insurance
- Copy of Vehicle Insurance

TEEN CLUB LICENSE (\$150.00)

Code: 013240

Link to Website:

[http://library.amlegal.com/nxt/gateway.dll/Illinois/belleville_il/titlexibusinessregulations/chapter111amusementandsandrecreationraffles?f=templates\\$fn=default.htm\\$3.0\\$vid=amlegal:belleville_il\\$sanc=JD_111.070](http://library.amlegal.com/nxt/gateway.dll/Illinois/belleville_il/titlexibusinessregulations/chapter111amusementandsandrecreationraffles?f=templates$fn=default.htm$3.0$vid=amlegal:belleville_il$sanc=JD_111.070)

Applicant to initial they have reviewed and complied with documentation: _____

The following documents must be attached to this application:

- Copy of local health permit, if applicable
- Copy of Certificate of Liability Insurance

TOURIST CAMP LICENSE (\$500.00)

Code: 01323F

Link to Website:

[http://library.amlegal.com/nxt/gateway.dll/Illinois/belleville_il/titlexbusinessregulations/chapter117lodgingbusinesses?f=templates\\$fn=default.htm\\$3.0\\$vid=amlegal:belleville_il\\$anc=JD_117.01](http://library.amlegal.com/nxt/gateway.dll/Illinois/belleville_il/titlexbusinessregulations/chapter117lodgingbusinesses?f=templates$fn=default.htm$3.0$vid=amlegal:belleville_il$anc=JD_117.01)

Applicant to initial they have reviewed and complied with documentation: _____

The following documents must be attached to this application:

- Copy of local health permit, if applicable
- Copy of Certificate of Liability Insurance

USED CAR DEALERS (\$50.00)

Code: 013248

Link to Website:

https://codelibrary.amlegal.com/codes/belleville/latest/belleville_il/0-0-0-18983

Applicant to initial they have reviewed and complied with documentation: _____

The following documents must be attached to this application:

- Copy of State of Illinois Used Vehicle Dealer's License
- Verification from Health Housing & Building that detailed plans were submitted
- Maximum inventory as required by Ordinance _____

VEHICLE VENDING FOOD (\$50.00)

Code: 013235

Link to Website:

[http://library.amlegal.com/nxt/gateway.dll/Illinois/belleville_il/titlexbusinessregulations/chapter116vehicle-relatedbusinesses?f=templates\\$fn=default.htm\\$3.0\\$vid=amlegal:belleville_il\\$anc=JD_116.55](http://library.amlegal.com/nxt/gateway.dll/Illinois/belleville_il/titlexbusinessregulations/chapter116vehicle-relatedbusinesses?f=templates$fn=default.htm$3.0$vid=amlegal:belleville_il$anc=JD_116.55)

Applicant to initial they have reviewed and complied with documentation: _____

The following documents must be attached to this application:

- Copy of local health permit, if applicable

VENDOR OF FOOD (\$50.00)

Code: 01323L

Link to Website:

[http://library.amlegal.com/nxt/gateway.dll/Illinois/belleville_il/titlexbusinessregulations/chapter118foodandbeveragebusinesses?f=templates\\$fn=default.htm\\$3.0\\$vid=amlegal:belleville_il\\$anc=JD_118.02](http://library.amlegal.com/nxt/gateway.dll/Illinois/belleville_il/titlexbusinessregulations/chapter118foodandbeveragebusinesses?f=templates$fn=default.htm$3.0$vid=amlegal:belleville_il$anc=JD_118.02)

Applicant to initial they have reviewed and complied with documentation: _____

The following documents must be attached to this application:

- Copy of local health permit, if applicable

WHOLESALE VENDING LICENSE (\$50.00)

Code: 013232

Link to Website:

[http://library.amlegal.com/nxt/gateway.dll/Illinois/belleville_il/titlexbusinessregulations/chapter113specialsalespersonalsales?f=templates\\$fn=default.htm\\$3.0\\$vid=amlegal:belleville_il\\$anc=JD_113.002](http://library.amlegal.com/nxt/gateway.dll/Illinois/belleville_il/titlexbusinessregulations/chapter113specialsalespersonalsales?f=templates$fn=default.htm$3.0$vid=amlegal:belleville_il$anc=JD_113.002)

Applicant to initial they have reviewed and complied with documentation: _____

The following documents must be attached to this application:

- Copy of local health permit (if applicable)