

# Chicago's Guide to General Business Licensing

## Limited Business License (4-4-020)

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### What is a Limited Business License?

A Limited Business License (LBL) is required for businesses in the City of Chicago engaged in general sales, that provide a service, engage in office operations or businesses that do not fall under another license category and are not exempt from City licenses.

### Examples of Business that require a Limited Business License:

*A Limited Business License may also be required for businesses that are not included below:*

- General Merchandise/Department Stores
- Home Centers/Hardware Stores
- Nursery/Garden Centers
- Clothing or Shoe Stores
- Jewelry Stores
- Sale of computers, cameras or TV
- Pharmacies and Drug Stores
- Cosmetics, Perfume, Beauty Supplies Shops
- Optical Goods Stores
- Flower Shops
- Art Dealers
- Office supplies/Stationary Stores
- Musical Instrument and Supplies
- Book Stores/News Dealers
- Compact discs, tapes and Records Stores
- New/Used Cars, Trucks, Motorcycles, or Boats
- Mechanical repair and maintenance Shops
- Automotive Parts and Accessory Stores

**FEE: \$250.00 Application fee for a 2- year license**

### How do I Apply?

**On Line:** Applications can be submitted online visit [www.cityofchicago.org/bacp](http://www.cityofchicago.org/bacp)  
You may also make an appointment online to submit your application in person.

**In Person:** Visit the Department of Business Affairs & Consumer Protection  
**121 N. LaSalle St., City Hall, Room 800.**  
**Monday-Friday 8:30am-4:30pm**  
An appointment is recommended and can be made online or by calling  
(312) 74-GOBIZ / 744-6249

### The Following Is Required:

- ✓ The exact business address.
- ✓ A description of the business activity.
- ✓ Name, address, social security number and official photo ID for every owner, corporate officer or any person having 25% or more interest in the business.
- ✓ Federal Employer Identification Number (FEIN).
- ✓ State of Illinois Business Tax Number (IBT).
- ✓ Drivers License, State ID, voters registration card or another official photo ID.

### Did You Know:

- The City issues close to 70 different types of business licenses, you may require more than one type of license depending on your business activity. See the back for a complete list.
  - If you have multiple business locations, each requires its own business license.
  - The Department of Zoning reviews every application applying for a Business License to ensure businesses in the City are in the proper zoning district. Check the zoning of your business ahead of time.
- [More on back](#)

## When is a Limited Business License Not Required?

- Professions that are licensed by the State of Illinois Department of Professional Regulation such as Architects, Attorneys, Public Accountants, Dentists, Insurance Agents, Real Estate Brokers or Medical Dr's. Visit [cityofchicago.org/bacp](http://cityofchicago.org/bacp) for a complete list of exempt professions.
- A Limited Business License is not required when the retail sale of general merchandise is secondary to your primary business activity that is licensed. For example, a grocery store primarily (51% or more) selling food items, would only require a Retail Food Establishment License.

## Other Types of Business Licenses:

Your business may require more than one type of business license depending on your business activity. Fees will vary.

### **Animal Care**

Exhibition  
Care Facility  
Pet Shops\*  
Grooming  
Guard Dog  
Veterinary Hospitals\*

### **Amusements**

Public Place of Amusement\*  
(Theaters, Night Clubs, Concert Halls)  
Performing Arts Venue\*  
Automatic Amusement Operator\*

### **Food and Beverage**

Food Peddler (fruits and vegetables only, whole & uncut)  
Retail Food Establishment\*  
Mobil Food Dispenser\*  
Wholesale Food\*  
Packaged Goods Liquor\*  
Consumption on Premise Incidental Activity Liquor\*  
Tavern\*  
Not for Profit Club\* (Liquor)

### **Industrial**

Manufacturing Establishment\*  
Scavenger\*  
Tire Facility (storage)\*  
Motor Vehicle Repair Shop\*  
Hazardous Materials \*  
Heliport  
Filling Station\*  
Explosives\*

### **Lodging**

Hotel/Motel\*  
Bed & Breakfast\*  
Single Room Occupancy\*

### **Health and Personal Care**

Day Care/Night Care\*  
Long Term Care Facility\*/Assisted Living\*  
Massage Establishments\*  
Body Piercing\*

### **Other Services**

Board up Company\*  
Day Labor Agency  
Home Repair  
Home Occupation (home based businesses)  
Electronic Equipment Repair Shop\*  
Private Booting Agency  
Residential Real Estate Developer

### **Tobacco**

Retail Tobacco\*  
Vending Tobacco\*  
Tobacco Machine Operator  
Wholesale Tobacco Seller\*

### **Vending**

Peddler  
Itinerant Merchant  
Street Performer  
Junk Peddler

### **Other Licenses**

Parking Garage\*  
Second Hand Dealer\*  
Pawnbroker\*  
Ticket Broker  
Raffle (not for profit only)  
Auctioneer  
Laundry Services Late Hour  
Hospital\*  
Laboratory  
Retail Computing Center

***\*Licenses that require inspection and additional documentation***

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For more information or to make an appointment with a business consultant  
visit [www.cityofchicago.org/bacp](http://www.cityofchicago.org/bacp) or call 312-74GOBIZ/744-6249

