

CITY OF HARVEY



HOME BUSINESS LICENSE APPLICATION

City of Harvey
15320 Broadway Avenue
Harvey, IL 60426

Eric J. Kellogg
Mayor

Dear Business Owner:

I would like to thank you for your decision to serve the City of Harvey's residents by conducting your business from your residence. Prior to obtaining your business license, the following must be completed:

- Business License Application
- Meet with the Planning and Zoning Board
 - These meetings are the third Wednesday of the month
- Safety Plan
 - Review the attached requirements
 - Include any police reports or additional activities in this packet
- Business Inspection
 - Schedule and inspection with the Planning Department

While it often appears that the role of City government is to inspect and regulate; we are deeply concerned that you feel comfortable with this process. We want to handle your process with courtesy and respect as well as provide the necessary materials to make your process a success.

Should you have any questions regarding the enclosed information, please do not hesitate to call our office at (708) 210-5300. Thank you for keeping your business within the City of Harvey.

Sincerely,

LaTonya Rufus
Department of Planning

PLEASE PRINT OR TYPE



CITY OF HARVEY
PLANNING DEPARTMENT
15320 BROADWAY AVENUE
HARVEY, IL 60426
(708) 210-5300 – PHONE
(708) 210-5368 – FAX

OFFICE USE ONLY

Date Received: _____
Hearing Date: _____
Case Number: _____
Inspection Approval Date: _____
Safety Sticker: _____

HOME BUSINESS LICENSE APPLICATION

Applicant: _____ Date: _____

Address: _____ Phone: _____

_____ New Business _____ Renewal _____

Business Name: _____

Address: _____ Phone: _____

_____ State Tax ID: _____

_____ Federal ID: _____

If your business is a home day care have you been certified by the Department of Children and Family Services? _____

Legal Description of the Property: _____

Current Zoning Classification of Property: _____

Current Use of Property: _____

Purposed Type of Business: _____ Hours of Operation: _____

Owner/Manager Name: _____ Home Phone: _____

Owner/Manager Address: _____

Date of Birth: _____ Drivers License Number: _____

Emergency Contact: _____ Phone: _____

THE FOLLOWING INFORMATION MUST BE ACCURATE PRIOR TO THE ISSUANCE OF A LICENSE

Number of Employees: _____ Public Safety Sticker: _____

Equipment or Process to be used or stored _____

Area of Home in which Business will be conducted _____

Square Footage of area to be used _____

APPLICANT SIGNATURE: _____ STAFF INITIALS: _____

THE CITY OF HARVEY RETAINS THE RIGHT TO REQUEST BACKGROUND CHECKS ON ALL APPLICANTS

HEALTH AND SAFETY STANDARDS

Health and safety issues are amongst the major concerns of operating a safe City. The following Health and safety issues are a few of the many issues that must be addressed in operation a successful and safe business. The following information are suggestions made by Mayor Eric J. Kellogg to assist with improving the safety standards in your business:

1. Actively participate in an on-going beautification plan. The City of Harvey is currently enforcing the 2000 International Property Maintenance. A brochure regarding the most common property maintenance violations is located with the Planning and Zoning Department.
2. Keep an accurate record of violent incidents and/or police reports to assist the City of Harvey's Police Department with keeping your business environment safe.
3. Increase/Provide security officers in your establishment.
4. Maintain the same hours of operation. Make sure the Police Department and the Department of Planning and Development has an updated copy of the hours of operation.
5. Provide a checking plan that will assist with identifying employees and customers.
6. Install outside surveillance. In case of a violent crime, proof of the violators may be captured on tape.
7. Provide a parking attendant, which may also be your security officer. This person can ensure that the cars in your parking lot are safe and free from theft and vandalism.
8. Implement an emergency procedure plan. This plan will outline the procedures to take during an uncomfortable/violent situation. Establish a schedule to ensure that there is at least one person working that has had CPR training (This training can be scheduled with the Fire Department). First aid kits should be provided on all levels of the building.
9. Implement a fire evacuation plan. Make sure that the Fire Department and the Department of Planning and Development has a copy of this plan. The Fire Department will provide the fire evacuation procedures based on the floor plan provided to the department. Occupancy loads will also be established.

Mayor Eric J. Kellogg would like to thank all businesses that participate in this effort to make the City of Harvey's businesses safer for the community.

PLANNING AND ZONING BOARD OF APPEALS
MEETING DATES AND DEADLINES
FOR 2003-2004

Meeting Date

November 19, 2003
December 17, 2003
January 21, 2004
February 18, 2004
March 17, 2004
April 21, 2004
May 19, 2004
June 16, 2004
July 21, 2004
August 18, 2004
September 15, 2004
October 20, 2004
November 17, 2004
December 15, 2004

Information Deadline

October 28, 2003
November 26, 2003
December 30, 2003
January 27, 2004
February 24, 2004
March 29, 2004
April 27, 2004
May 25, 2004
June 29, 2004
July 27, 2004
August 24, 2004
September 28, 2004
October 26, 2004
November 23, 2004