



Village of Round Lake Community Development

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BUSINESS LICENSE FAQ

Who needs a Business License in Round Lake?

All businesses, including home-based businesses, located within the Village of Round Lake must maintain a current Business License or Business Certificate.

- A Business License is required by the Village Code to conduct most types of businesses;
- A Business Certificate is required if your business is regulated by the State of Illinois.

I am thinking of starting a new business in Round Lake. Do I need to submit everything on the Business License Submittal Checklist to determine if my idea is even possible?

No, please complete the Zoning Compliance form and return to Community Development. Staff will review for zoning and land use regulations and contact you with the next steps.

Where can I pick up a Business License/ Certificate application?

Applications are available in the Community Development Department, located at Village Hall.

Applications are also available online through the Village's website. Simply click on "Business", "Starting a Business" and you will find the Business License Application under Forms and Guides.

How long will the License/ Certificate process take?

For an application for Business License/ Certificate only (no building permits required), expect the process to take 7-10 business days, provided that the application was complete at the time of submission and all required inspections are passed in a timely manner. For businesses requiring Building Permits, the process varies based on your construction timeframe.

Which do I apply for first – the Business License/ Certificate Application or the Building Permit?

Your first step should be to complete a Zoning Compliance Form to ensure the property is zoned for the type of business you are proposing. Upon approval of zoning, your Business License/ Certificate application, Building Permits, and other related applications can be submitted at the same time.

What other type of licenses could I need to operate in Round Lake?

Additional licenses are required for Liquor, Video Gaming, Outdoor Seating, and Vending Machines, etc.

When a business is sold, can the new owners operate the business under the existing license?

No, Business License/ Certificates are non-transferrable. The new owners must complete a new Business License/ Certificate Application, pass inspection and pay the license fee prior to operating the business.

When can I open for business?

You can open for business once your Business License/ Certificate has been issued.

What do I do with the Business License/ Certificate once I have a copy?

Any person conducting a business in the Village must keep the License Business License/ Certificate in a prominent place on the premises at all times.

For more information, contact the Community Development Department.