

General Business License Process

Public Works Building Department & Fire Department Verifies if qualifying rental inspection is complete (if not, schedules rental inspection)* Will not sign off on Business License unless Rental

Community Development

* Note: A rental inspection can be scheduled at any time in

• Applicant is sent letter to notify approval or to notify of outstanding issues.

the process - call 815-886-5049 to schedule.

Inspection complete

- If approved, Business License is created and valid until December 31st. Applicant can pay fee and pick up Business License at Village Hall.
- If **not approved**, application is on hold in Community Development until corrections are made.
- If Business is **not approved** and found in operation, it is in violation of Section 159.70 of the Romeoville Code of Ordinances and penalties may apply.

For more information please visit www.romeoville.org or call 815-886-5022