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LICENSES

1. **REQUIRED.** It shall be unlawful for any person to engage in or carry on any business, occupation or trade for which a license is required by this Code without first having obtained therefore a license so to do.

2. **APPLICATIONS.** Before any license as required by the preceding section shall be issued, the person, firm or corporation desiring such license shall make application to the City Clerk or Finance Department upon forms provided by the City. Such application shall be accompanied by the license fee as required by this Code. Except as otherwise provided in this Code, the City Clerk or Finance Department shall immediately refer all such applications to the City Manager.

(AMENDED BY ORDINANCE NO. 89-42, May 1, 1989)

3. **ISSUANCE.** Upon written approval by the City Manager, the City Clerk or the Finance Department shall issue the license applied for. Each license shall state the purpose for which it was granted, its expiration date and the location of the business authorized. Except where otherwise provided in this Code, each license shall be signed and attested by the City Clerk or Finance Department.

4. **BONDS.** No bond or indemnity policy required by any of the provisions of this Code

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of any licensee shall be hereafter approved unless the same shall contain a provision for notice to the City of the termination of coverage during the period for which the bond or policy was originally issued. All bonds shall be corporate surety bonds of companies authorized to do business in the State of Illinois.

5. **RENEWAL.** No license or permit shall be renewed except upon approval of the City Manager, if originally required, unless otherwise provided by law. No renewal shall be given unless bond or indemnity policy, if required originally, be renewed or continued.

6. **FEES.** When application for an annual license is made after the beginning of the license period, the fee shall not be prorated, unless otherwise provided in this Code. When an application is not approved and an applicant has not engaged or shall not have attempted to engage in the business sought to be licensed, the fee paid shall be refunded.

7. **BUILDING AND PREMISES.** No license shall be issued for the conduct of any business, nor any permit given for any act or thing unless the premises or building, as the case may be, to be used shall comply with the provisions of this Code and any other ordinance of the City. No license or permit shall be granted for a purpose which would involve a violation of the Zoning Ordinance.

8. **DURATION.** All annual licenses shall expire on April 30th in each year unless contrary provision is made. Unless the contrary is specified in the license, the license shall be taken as annual.

9. **TRANSFER.** Unless otherwise provided by this Code, or by special ordinance, no license shall be assignable without the written permission of the City Manager.

10. **CHANGE OF LOCATION.** The location of any licensed business or occupation or of any permitted act may be changed upon permission of the City Manager provided that building and zoning ordinances shall not be thereby violated.

11. **NUISANCES.** No business, licensed or not, shall be so conducted or operated as to amount to a nuisance in fact, and any business so conducted may be abated and any license therefor revoked.

12. **REVOCATION.** Except where otherwise provided, any license or permit may be revoked by the City Manager at any time during its life upon five (5) days' notice in writing to the licensee or permittee of an opportunity to be heard, for any violation by the licensee or permittee of the ordinance provisions relating to the license or permit, to the conduct by the licensee, or his agents of the occupation licensed, to the subject matter of the license or permit, or to the premises occupied, and such revocation may be in addition to any fine imposed.

13. **POSTING LICENSE.** It shall be the duty of any person conducting a licensed business in the City to keep his license posted at all times in a prominent place on the premises or equipment used for such business, but not after the period for which it was issued has expired.

14. **INSPECTION.** Whenever inspections of the premises used for or in connection with the operation of a licensed business or occupation are required or deemed advisable or are reasonably necessary to secure compliance with any ordinance provision, it shall be the duty of the licensee or person in charge of the premises to admit thereto for the purpose of making such inspection, any officer or employee of the City who is authorized or directed to make such inspection, at any reasonable time that admission is requested. Whenever analysis of any commodity or material is reasonably necessary to secure conformance with any ordinance provision or to detect violation thereof, it shall be the duty of any licensee whose business is governed by

such provision to give to the authorized officer or employee of the City, samples of such material or commodity sufficient for analysis when requested.

15. **CONTROLLED BY ORDINANCE.** Every license or permit granted shall be subject to the ordinances of the City existing when the license or permit is granted or which shall thereafter be passed, so far as the same shall apply.

16. **ISSUANCE TO DEBTOR OF CITY.** No license or permit shall be issued to any person indebted to the City until after payment or discharge thereof in accordance with the terms and conditions fixed by the City Manager.

17. **ALTERATION.** No person shall alter or add to any license certificate or plate. No licensee shall lend or give away any license certificate or plate. No person shall use or display any license certificate or plate or permit not issued to or lawfully assigned to him. Upon proof of loss satisfactory to the City Manager, the City Clerk or the Finance Department shall issue a new license or plate or permit upon payment of Five Dollars (\$5.00), unless otherwise provided in this Code or applicable ordinance.

(AMENDED BY ORDINANCE NO. 89-42, May 1, 1989)

18. **GAMBLING STAMPS.** No license of any kind or character shall be issued to any person, firm or corporation having a Federal Gambling or Wagering Stamp.

19. **CHANGE IN LICENSE FEE.** All licenses or permits in effect at the time of the adoption of this Code shall continue until their expiration or revocation at the license or permit fee in effect at the time they were issued. All licenses or permits issued after the adoption of this Code shall bear the license or permit fee provided for in this Code.

20. **MINIMUM GUIDELINES.** No person, firm or corporation who holds a license shall operate in violation of the following safety guidelines:

A. Licensees shall maintain a minimum of six (6) feet between tables, bar seating or other designated patron service areas.

B. Licensees shall allow no more than ten (10) persons in a party be permitted.

C. For standing areas, the licensee shall maintain the maximum occupancy of twenty-five percent (25%) of standing area capacity.

D. Licensees shall require all patrons of unrelated parties maintain a social distance of six (6) feet.

E. Licensees shall require patrons and employees of licensees wear face coverings over their nose and mouth at all times when on premises, including while waiting for a table, while seated at a table or bar, while standing in line to order, pick-up or check out, while ordering and all other times, except when eating or drinking at a table or bar, unless a medical condition or disability prevents them from safely wearing a face covering.

F. Licensees shall require employees and performers of music maintain a social distance of six (6) feet from each other and patrons and performers, if first row of seating is within six (6) feet of stage, any seating within six (6) feet of stage shall be closed or an impermeable barrier shall be installed and shall require performers wear face coverings if practical.

G. Licensees shall require all external suppliers and non-patron visitors wear face coverings over their nose and mouth when entering licensed premises unless a medical condition or disability prevents them from safely wearing a face covering.

H. Licensees shall be prohibited from allowing persons to congregate on licensed premises in a number greater than allowed by guidelines set forth in Illinois Department of Public Health and the Illinois Department of Commerce and Economic Opportunity guidelines.

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I. Licensees shall be required to follow all guidelines set forth by the Illinois Department of Commerce and Economic Opportunity for Restaurant and Bar Establishment Safety Guidelines not otherwise specifically set forth. (Amended, Ordinance No. 2020-121 August 3, 2020)