

About the Regulated Business License – Home Repair and Construction Services

Only one REGULATED BUSINESS license is required to conduct ANY OR ALL of the following activities. However, zoning must approve all specific activities at any given address.

- **Board-Up Work** ([MCC 4-6-190](#)) - the temporary placement of boards or other material over any opening in a building or other structure in order to protect the interior of the building or structure from damage or unauthorized entry.
- **Day Laborer Agency** ([MCC 4-6-070](#)) - labor/employment that is irregular/occasional at which a person is employed for not longer than the time required to complete the assignment for which the person was hired
- **Explosives** ([MCC 15-4-300](#)) - any person engaged in blasting operations or any other activity using explosives, and to maintain, sell, use, give away, or transport within the city limits and nearby Lake Michigan Waters.
- **Home Repair** ([MCC 4-6-280](#)) - the fixing, replacing, altering, converting, modernizing, improving of or the making of an addition to any real property primarily designed or used as a residence.
- **Residential Real Estate Developer** ([MCC 4-6-050](#)) - developers of residential projects.

Pre-Application Checklist

The following activities must be completed **BEFORE** applying for any business license.

- ✓ [Check your Zoning designation](#). Verify that your proposed business activities are allowed at your potential business location.
 - DO NOT enter into any financial commitments (i.e. Commercial lease, Construction/build-out) unless you are certain that you are in the proper zoning district that allows the proposed business activity.
 - DO NOT assume the previous owner’s zoning designation applies.
- ✓ [Register your business with ALL of the appropriate government agencies](#).
- ✓ [Check state or federal laws and requirements](#).

How do I apply?

You may apply for a license by going online at www.cityofchicago.org/bacp, and then click on [Apply for a License](#), or in person at the Department of Business Affairs and Consumer Protection (BACP) office in City Hall, 121 North LaSalle Street, Room 800. An appointment is recommended and can be made by calling (312) 74-GOBIZ / (312) 744-6249, or by going online at www.cityofchicago.org/bacp, and then click on [Schedule An Appointment With A Business Consultant](#).

STEP 1: LICENSE APPLICATION

- A separate license shall be required for each separate business location.
- All activities and services to be provided must be described on the application.
- License application fee: **\$250.00** per location. Fee is based on a two-year term

Standard application requirements and documentation may be found in our [License Application Requirements Information](#) web page.

Additional application requirements apply to specific activities as listed below:

BUSINESS ACTIVITY	REQUIREMENT
Board Up	Fingerprint-based criminal history background check ¹ and Certificate of general liability insurance ³
Day Laborer Agency	Fingerprint-based criminal history background check ¹
Explosives	Certificate of Fitness issued by the Chicago Fire Department ²
Home Repair	Certificate of general liability insurance ³
Residential Real Estate Developer	

Additional application requirements:

1. A fingerprint-based criminal history investigation is required for every owner, corporate officer or any person who has a 25% or more interest in the business, as well as every on-site manager. A cost recovery fee of \$40 per person will be assessed for the service of fingerprint processing.
2. Certificate of Fitness must be obtained before any operation shall begin under a license for the transportation of any explosives, or for the use of explosives in any manner, or for blasting, the licensee shall file with the deputy commissioner in charge of the bureau of fire prevention, in writing, the name or names of the person or persons designated by him to handle said explosives or to load holes or discharge explosives, to prepare charges and load the holes, to transport by vehicle or otherwise, or to have the care of magazines.
3. Certificate of Insurance exhibiting commercial general liability coverage, with limits of not less than \$300,000 per occurrence, combined single limit, for bodily injury, personal injury, and property damage.

STEP 2: ZONING REVIEW

Every business license, location expansion and change of location application requires review and approval from the Zoning Unit of the Department of Housing and Economic Development.

The City of Chicago is divided into distinct zoning districts that reflect the diversity of business and neighborhood uses. Each zoning district has different regulations regarding the types of business activities that are permitted.

During a review, the Zoning representative looks at the following:

- Proper classification of the business activity/ies.
- If the business activity/ies is/are allowed in a specific district.
- Compliance with parking, landscape and building requirements.
- Proper building permits have been applied for/issued.

STEP 3: SIGNAGE AND USE OF THE PUBLIC WAY

In addition to issuing business licenses, BACP, through its Public Way Use (PWU) unit, is the department which handles general Grants of Privilege for the use of the public way. These permit applications are necessary when a business owner wishes to hang a sign, awning, or anything above, on or below the public way.

- a. Prior to hanging or constructing any sign that hangs over the public way, the applicant must file a Sign Permit Application with BACP. This detailed process includes obtaining additional permits from DOB as well as approval from the City Council. Because a sign contractor must be licensed with the City in order to obtain a sign construction permit, please see the [list of approved sign contractors](#).
- b. For temporary use of the public way (such as the temporary obstruction of a sidewalk or street for installation or construction work), contractors must obtain a Public Right of Way Use Permit from the Chicago Department of Transportation. Information about this permitting process is available at the [Regulations for Construction in the Public Way](#) web page.

For additional information, please go to our [Public Way Use](#) web page.