

"The goal isn't just fewer licenses, but a simpler process that's smarter and streamlined."

– Mayor Rahm Emanuel

3-Tiered Licensing Structure

Effective January 2013

Limited Business Licenses (LBL)	Regulated Business Licenses (RBL)	Specialized Licenses
<ul style="list-style-type: none"> - Retail Stores - Broker - Laboratories - Office Supply Stores - Retail Computing Center 	<ul style="list-style-type: none"> - Home Occupation - Home Repair - Body Art - Board-Up Work - Expediter - Hotel - Long-Term Care - Residential Real Estate Developer 	<ul style="list-style-type: none"> - Retail Food - Liquor - Tobacco - Animal Care - Children's Services - Filling Station - Garage - Massage Establishment - Motor Vehicle Service - Public Place of Amusement

Visit www.cityofchicago.org/bacp for a complete license list

Fewer Licenses, Lower Costs

- **60% license type reduction**
 - Will leave Chicago with fewer licenses than Philadelphia, San Francisco, New York City & Washington, DC
- 7,500 businesses will need **fewer licenses**
- Over 10,000 businesses will **pay less** for their licenses
 - 97% of motor vehicle and tire shops will pay less
 - 35% of children's services and day care facilities will pay less
 - Over 2,300 retail food establishments will pay less

Streamlined Licensing

- ✓ **Restaurants** that sell cookbooks, shirts, and coffee mugs will no longer need a separate limited business license for retail sales
- ✓ **Pet shops** will need only 1 license to sell pets, groom pets, and sell pet supplies
- ✓ **Auto shops** will need only 1 license to repair cars, store tires, store hazardous materials, and sell auto supplies
- ✓ **Convenience stores** with a retail food license will no longer need a separate limited business license
- ✓ **Manufacturers** and **Hospitals** will no longer need a separate hazardous materials license



Frequently Asked Questions

Q: How will this benefit me?

A: License reform may benefit you in one of several ways. If you have a specific license like a retail food license or a home repair license as well as an LBL, then you will no longer need the LBL. If you run a motor vehicle repair, manufacturing, pet care, day care, or hospital, you may need fewer licenses. Additionally, over 10,000 businesses will pay less in licensing fees.

Q: When will this take effect?

A: Once passed, the new licensing and fee structure will take effect on **January 1, 2013**. Some sections will take effect earlier. For instance, BACP will no longer issue or renew cigarette-vending machines.

Q: Does this change any regulations to my business? How will I know what changes?

A: Some regulations regarding public safety will be enhanced. You will be notified about changes pertinent to your business. Also, workshops will be offered in the fall to explain changes, and information will be available online at www.cityofchicago.org/bacp.

Q: I'm set to renew my license this year, can I wait until the new changes are in place?

A: Unfortunately, you cannot wait to renew your license. The renewal process has not changed. Licenses must be renewed by their expiration dates to avoid penalties or late fees. You will be notified about your change in licenses following renewal.

Q: I just got a license, how does this affect me?

A: The new licensing structure will affect you when you renew. For more specific questions, please visit the BACP website.

Q: Can I get a refund if I start a business in 2012?

A: Unfortunately, you cannot get a refund on your paid license fees. BACP, however, will work with new businesses throughout the fall to assure they are not over-licensed.

Q: How are the fines changing?

A: The Mayor's proposed changes allow the city to focus its enforcement on problem businesses rather than businesses overwhelmed by complicated licensing requirements.

The proposed changes enhance the city's authority to crack down on problem businesses by:

- Strengthening the city's ability to crack down on sales of cigarettes to minors and unstamped cigarettes
- Increasing fines for businesses who engage in consumer fraud, unfair competition, and deceptive practices

Other questions? Email BACP at Licensing@cityofchicago.org

121 N. LaSalle Street
Room 800
Chicago, IL 60602
(312) 74-GOBIZ

Department of Business Affairs
& Consumer Protection
Licensing@cityofchicago.org
www.cityofchicago.org/bacp

Business Assistance
Center Hours
Monday - Friday
8:30am - 4:30pm