



## **CITY OF WAUKEGAN NEW BUSINESS CHECKLIST**

This document is intended to be a resource for personal use.

- ✓ Decide to open a business in Waukegan!
- Prepare a business plan that will be effective for your short and long term goals.
- Determine the structure of your business: sole proprietor, partnership, Limited Liability Corporation (LLC), S Corporation, C Corporation.
- Find a suitable location for your business.
- Review the City of Waukegan Zoning Ordinance to confirm that your type of business is permitted at the proposed location.  
If you have any questions with the Zoning Ordinance - prior to signing a lease or purchasing your desired location. Please contact Planning and Zoning (847) 625-6878
- If you are remodeling or constructing the building, apply for a City of Waukegan Building Permit and Sign Permit.
- Register your business with the appropriate County, State and Federal Government agencies.
- Apply for a City of Waukegan business license.
- Receive Occupancy Certificate from the Building Department.
- Pay for City of Waukegan business license.
- Advertise and market your business.
- Book your Ribbon Cutting! Open for business.

If you have any questions or need assistance establishing your business, please call the City of Waukegan Licensing Department 847-360-0334.