



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

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

- ☒ 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
- ☒ Review the City of Waukegan Zoning Ordinance
- ☒ Find a suitable location for your business
- ☒ Register your business with the appropriate State and Federal Government agencies
- ☒ Apply for a City of Waukegan business license
- ☒ Once you receive business license approval, sign a lease or purchase your desired location
- ☒ If you are remodeling the location, apply for a City of Waukegan Building Permit and Sign Permit
- ☒ Receive occupancy certificate from Building Department
- ☒ Advertise and Market your business
- ☒ Open for business

If you have any questions or need assistance establishing your business, please contact Michael Purtell at 847-856-6415.