

## License and Registration – Frequently Asked Questions (FAQs)

### **Question:**

The type of work I do is listed under Section 3-1-2A of the Ordinance, which states that my profession is “exempt” from the business licensing requirement. Do I still have to submit the application and pay the \$75 fee?

### **Answer:**

Yes, the registration fee applies to you. The professions listed in Section 3-1-2A are those that are licensed through authority of the State of Illinois. Hinsdale provides both licensing and registration provisions. So, although your business is not licensed through State authority, it still is required to be registered. The license fees and the registration fees are used to pay various costs of administration and programming benefits businesses throughout the Village.

### **Question:**

Because my profession is not among the categories listed on the application form, am I exempt from the program?

### **Answer:**

No business is exempt—it must be either licensed or registered. The list on the application form is not intended to be all-encompassing. If you do not see your profession on the list, please insert a few words that adequately describe your profession. Providing a more detailed phrase for the marketing description would further define the business.

### **Question:**

Is there a penalty if I do not register or do not obtain a business license?

### **Answer:**

The failure to register or to obtain a business license subjects the owner to the penalties as set forth in Section 3-1-15 of the Code. Specifically, Section 3-1-15B, titled “Failure to Obtain License,” states that “any business, activity, or occupation that continues without a license having been secured therefor as provided in this Chapter shall be subject to a fine of not less than \$50.00 nor more than \$750 for each day that a license is not in effect after notice by the Village that a license must be secured.”

### **Question:**

I tried to secure permits to build out a new space, but my application for the permit was denied. Can I get my permits without registering or obtaining a business license?

**Answer:**

No. Permits of any kind (such as building permits, sign permits, and the like) will not be issued, nor will a certificate of occupancy be issued, unless you have properly registered or licensed your business. Also, code inspections (such as building inspections and fire safety inspections) will not be conducted unless you have properly registered or licensed your business.

**Question:**

I have never had to pay a license fee or a registration fee before. Why must I do so now?

**Answer:**

As stated in our original letter dated October 14, the Village desires to protect and promote all of its businesses and professions. To do that, it is necessary for the Village to know what businesses and professions are located within the Village, where they are located, and generally how they are conducted. Also, for retail businesses and other businesses that are required to be licensed, the Village's mission is to promote and enhance those businesses and generally to encourage economic development that will be beneficial to those businesses and be reflective of Hinsdale's high quality of life. The Village analyzed other municipalities in the area when it developed its licensing and registration regulations, and the fee and regulations are consistent with those maintained in other communities.

**Question:**

Why does the application ask for information of a personal nature?

**Answer:**

The information requested in the application is similar to the information that is requested by other communities. The information is needed for the Village to be able to monitor sales tax receipts and to establish a database of the retail and service oriented professions throughout in the Village. All of the information of a personal nature will be kept confidential.

**Question:**

I have multiple business names, but basically it is really just one business. May I pay just one fee?

**Answer:**

Each business, activity, or occupation must shall be registered or licensed. If there truly is only one profession or business being conducted, then only one fee will apply. That determination depends on such factors as ownership and structure of operations. If, for example you have a holding corporation and three limited liability corporations (LLCs) that have separate

purposes (even if those purposes are interrelated, then you must register or obtain a license for each of the legal business entities.

**Question:**

I have more than one Hinsdale office location for the same business. May I register just once or obtain just one license?

**Answer:**

No, registration or a license is required for each business location. The only exceptions are if the buildings are physically connected or the buildings are located on the same lot or parcel.

**Question:**

I make little or no money at my business. It is more like a hobby than like a real business. Do I still need to register or obtain a license?

**Answer:**

Registration or licensing applies to all businesses, activities, and occupations regardless of the amount of revenue that is generated.

**Question:**

I work out of my house. Do I still need to register or obtain a license?

**Answer:**

Yes. Home-based businesses, activities, and occupations must register or obtain a license. You do not have to display the registration or license in a window of your home but should keep the certificate on file.

**Question:**

How did you know that I have a business, and how did you reach me?

**Answer:**

The Village works with data supplied by the Illinois Department of Revenue. Each business, activity, and occupation registered with the State has an eight-digit Illinois Business Tax Number. Information regarding registration of a business with the State can be found at the following website, <http://www.iltax.com/Businesses/register.htm>. A link to a list of frequently asked questions regarding business registration is available as well.

**Question:**

I lease a small one-room office to maintain a business address and occasionally check mail or send a fax. Do I need to register or obtain a license?

**Answer:**

Yes. Every Hinsdale-addressed business, activity, or occupation is required to be registered or to obtain a business license.

**Question:**

We are a not-for-profit organization. Do we need to register or obtain a business license?

**Answer:**

Yes. The Code does not exclude not-for-profits from the registration or licensing requirements.

**Question:**

I'm a manufacturer's representative and my corporate office is in another state. I travel and the vast majority of my sales occur in other states. I'm rarely in my Hinsdale office. Do I still need to register or obtain a license?

**Answer:**

Yes. The Code requires licensing of all Hinsdale-addressed businesses, activities, and occupations.

**Question:**

I plan on opening a business sometime in 2006. Does the Village prorate the registration or license fee?

**Answer:**

Maybe. The opportunity for a proration depends on when your business commences operations. If your business opens before July 1, then the entire annual fee of \$75 is due. If you open your business on or after July 1, then the license will be issued for one-half of the annual fee.

**Question:**

I created my business primarily to buy supplies at wholesale. I work on a project basis, but sometimes don't even charge a fee for my services. Am I still required to register or to obtain a license?

**Answer:**

Yes. Every Hinsdale-based business, activity, or occupation must register or obtain a business license.