



COOK COUNTY'S GUIDE TO GENERAL BUSINESS LICENSING

What is a General Business License?

A General Business License (GBL) is required for businesses in the unincorporated area of Cook County engaged in general sales, that provide a service, engage in office operations or businesses that do not fall under another license category and are not exempt from County licenses.

Examples of Business that require a General Business License:

A General Business License may also be required for businesses that are not included below:

- General Merchandise/Department Store
- Home Centers/Hardware Stores
- Nursery/Garden Centers
- Clothing or Shoe Stores
- Jewelry Stores
- Sale of Computers, Cameras or Tv
- Pharmacies and Drug Stores
- Cosmetics, Perfume, Beauty Supplies Shops
- Optical Goods Stores
- Flower Shops
- Art Dealers
- Office Supplies/Stationary Stores
- Musical Instrument and Supplies
- Book Stores/News Dealers
- Compact Discs, Tapes and Records Stores
- New/Used Cars, Trucks, Motorcycles, or Boats
- Mechanical Repair and Maintenance Shops
- Automotive Parts and Accessory Stores

FEE: The fee is **\$40.00** for a 2-year license.

HOW DO I APPLY?

Applications will only be accepted online. Please Visit: www.cookcountygov.com/gbl

ALL BUSINESSES MUST HAVE A GBL by March 1, 2011

The following information is required to complete an application:

- A)** Name, residence address and social security number of every owner or any individual who owns 5 percent or more interest in the business.
- B)** The exact business address and PIN number where the property is located.
- C)** A description of the business activity.
- D)** State of Illinois Business Tax Number (IBT).
- E)** Federal Employer Identification Number (FEIN).
- F)** Assumed Business Name Certificate number if operating as a Sole Proprietor.
- G)** Any other document required by the Director of Revenue or a designee in accordance with their procedures. Please see the GBL application for the full list of applicable information required.

DID YOU KNOW?

- If you have multiple business locations, each location requires a separate business license.
- All applications for a GBL will be subject to review by various County departments including: **1)** Building & Zoning; **2)** Environmental Control; **3)** Office of the Sheriff; **4)** Department of Public Health, and; **5)** Department of Revenue. Check the zoning of your business ahead of time.

WHEN IS A GENERAL BUSINESS LICENSE NOT REQUIRED?

- You do not have to obtain a Cook County GBL if you are required to obtain another Cook County license. For example: if you are required to procure a Cook County Liquor or Retail Food License you do not have to obtain a GBL.
- If you are exempt by any Federal or State Law or County ordinance.

For more information regarding your General Business License, please visit:

www.cookcountygov.com/gbl

Or call the Department of Revenue at 312-603-6870 and **press option 6.**