



# **Cook County Department of Revenue**

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**General Business License Online System  
Application User Guide**

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# Cook County - General Business License Online System

## Application User Guide

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# Cook County - General Business License Online System Application User Guide

## 1. Overview

The Cook County Board of Commissioners passed a General Business License (GBL) Ordinance, where businesses in unincorporated Cook County will be required to obtain the GBL license.

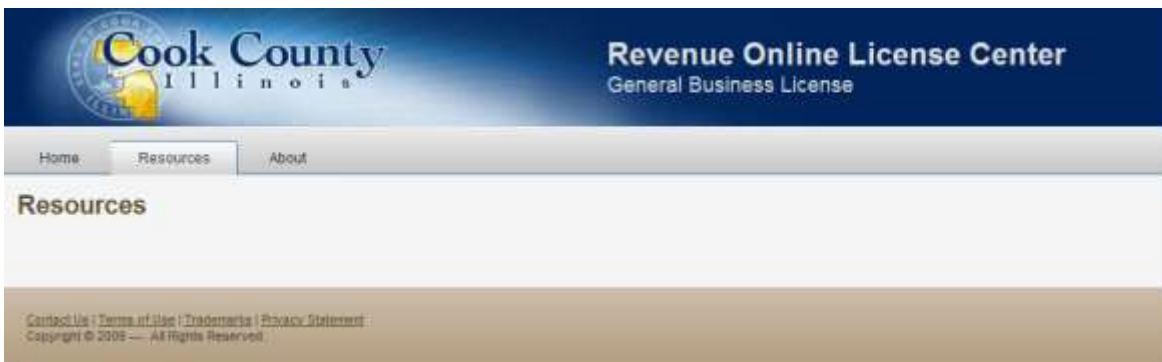
This User Manual provides instructions on how to:

- Download GBL related information and manuals
- Register to use the Online GBL System
- Login into the Online GBL system
- Request for your forgotten password
- Change my user information:
  - Change my personal information (e.g. last name, phone number, etc.)
  - Change email address
  - Change password
- Apply for a GBL license

## 2. Minimum system requirements

- Internet Explorer version 8.0 or higher

## 3. Download GBL related information and Manuals





## 4. Register to use the Online GBL System

### 4.1. Overview



**Figure 1 - Registration: Link on Login page**

- Access the Online GBL system at the following web address: [www.cookcountygov.com/gbl](http://www.cookcountygov.com/gbl)
- Click on **“Need to register for account?”** link.
- You will need to provide registration information on the following registration screens:
  - User Information
  - Business Information
  - Contact and Business Site Info
  - Other Cook County licenses

General Tips:	
<b>Required Fields</b>	Denoted by * next to the field name.
<b>Field Formats</b>	Where applicable, field format is denoted in parenthesis in the field name. <b>Example:</b> Birth Date (mm/dd/yyyy)
<b>Phone Numbers</b>	Area Code – Enter 3-digit area code in the first textbox. Phone Number – Enter 7-digit number in the second textbox without the hyphen.
<b>Email Address</b>	Remember to enter name of your email provider: <a href="mailto:user@serviceprovider.xxx">userid@serviceprovider.xxx</a> <b>Example:</b> <a href="mailto:cookgbl@yahoo.com">cookgbl@yahoo.com</a>
<b>Page Navigation</b>	Please do NOT use the “Back” or “Forward” button for navigation. We have provided you with the following:



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	<p>“Next” or “Save and Next”</p> <p>“Back”</p> <p>“Exit”</p> <p>Or the navigation menu on the right.</p>
--	--

### 4.2. User Information page

Provide the following information on this page, especially required information, then click “Next”:

- Your personal and contact information.
- Valid email address and password, which you will need to log into the system and for email correspondences\* with the County regarding GBL matters.

**\*NOTE:** Email will be the primary method of communications with the County, so please verify the accuracy of your email address.

Figure 2 - Registration: User Information



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### 4.3. Business Information page

Provide the following information on this page, especially required information, then click “Next”:

- **Business identification information** – Provide required information and other available information.
- **Ownership Type** – You must select the ownership type that best represent your business, or select “Other” and specify.
- **Illinois Business Tax Number** – Required for all ownership types.
- **FEIN** – Required if your business has a Federal Employer Identification Number.
- **Illinois Secretary of State Registration Number** – Required for all types of business except sole proprietorship.
- **Illinois Sales Tax Exemption Number** – Required if you are a Non-for-Profit organization.

The screenshot shows the 'Business Site Information' page of the Cook County Revenue Online License Center. The page is titled 'Cook County Illinois Revenue Online License Center General Business License'. It features a navigation bar with 'Home', 'Resources', and 'About' links. The main content area is titled 'Business Site Information' and includes a section for 'Required fields'. The form is divided into two main sections: 'BUSINESS IDENTIFICATION INFORMATION' and 'OWNERSHIP INFORMATION'. The 'BUSINESS IDENTIFICATION INFORMATION' section includes fields for 'Legal Business Name \*', 'Doing Business As Name', 'Did you purchase this business? \*' (with a dropdown menu set to 'No'), and 'Business Web Address (if any)'. The 'OWNERSHIP INFORMATION' section includes radio buttons for 'Sole Proprietorship', 'Partnership', 'LLC', 'Non-for-Profit', 'Corporation', and 'Other', along with a text field for 'Other Ownership Information:'. Below these sections, there are informational paragraphs and fields for 'Illinois Business Tax Number\* (###-###)', 'FEIN (9-9999999)', 'Incorporation Date (mm/dd/yyyy)', 'State of Incorporation' (with a dropdown menu), 'Illinois Secretary of State Identification #', 'Illinois Sales Tax Exemption Number', and 'Expiration Date (mm/dd/yyyy)'. At the bottom of the form, there are three buttons: 'Exit', 'Back', and 'Next'. The footer contains contact information and a copyright notice for 2009.

Figure 3 - Registration: Business Information



# Cook County - General Business License Online System

## Application User Guide

### 4.4. Contact and Business Site Information page

Provide the following information on this page, especially required information, then click “Next”:

- **Primary Contact Person** – Provide contact person for this business site.
- **Business Site information** – Provide physical and mailing address for your business’ primary location.
- **Cook County Property Identification Number (PIN)** – You may refer to your property tax documentation for your PIN or via the Cook County Assessor’s website.

**IMPORTANT TIP:**

**Location Name** field – Provide a name that will serve as a unique identifier for this site/location for your reference, such as either the street name or neighborhood name where this site is located.

Figure 4 - Registration: Contact and Business Site Information





# Cook County - General Business License Online System Application User Guide

## 4.5. Other Cook County Licenses page

ONLY select the Cook County license(s) that your business currently hold and provide corresponding license number(s), then click “Next”.

**NOTE:** Your business may be exempt from applying for a General Business License if your business has a valid and currently active license.

**Cook County Illinois** Revenue Online License Center  
General Business License

Home Resources About

### License Exemptions

\* Required fields  
Does this business location have any of the following valid and current Cook County license(s)? If yes, please provide license number.

REVENUE	
<input type="checkbox"/> Deadly Weapons Dealer License	If yes, please provide license number. <input type="text"/>
<input type="checkbox"/> Raffle License	If yes, please provide license number. <input type="text"/>
PUBLIC HEALTH	
<input type="checkbox"/> Retail Food Establishment Operating License	If yes, please provide license number. <input type="text"/>
<input type="checkbox"/> Mobile Home Park License	If yes, please provide license number. <input type="text"/>
<input type="checkbox"/> Retail Tobacco License	If yes, please provide license number. <input type="text"/>
<input type="checkbox"/> Septage Hauler	If yes, please provide license number. <input type="text"/>
PRESIDENT, COOK COUNTY BOARD OF COMMISSIONERS	
<input type="checkbox"/> Retail Liquor	If yes, please provide license number. <input type="text"/>
<input type="checkbox"/> Special Late Liquor	If yes, please provide license number. <input type="text"/>
<input type="checkbox"/> Additional Special Late Liquor	If yes, please provide license number. <input type="text"/>
<input type="checkbox"/> Convenience Store with Gasoline	If yes, please provide license number. <input type="text"/>
<input type="checkbox"/> Roadhouse Amusement	If yes, please provide license number. <input type="text"/>
<input type="checkbox"/> Beer Garden	If yes, please provide license number. <input type="text"/>
<input type="checkbox"/> Beer Garden Special Late	If yes, please provide license number. <input type="text"/>
<input type="checkbox"/> Beer Garden Additional Special Late	If yes, please provide license number. <input type="text"/>

Exit <<Back Save & Continue >>

Contact Us | Terms of Use | Trademarks | Privacy Statement  
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Figure 5 - Registration: Other Cook County Licenses



# Cook County - General Business License Online System Application User Guide

## 5. Forgotten password

If you have registered successfully with the system and received an email confirmation from the Online GBL system, then you may request a password reminder as follows:

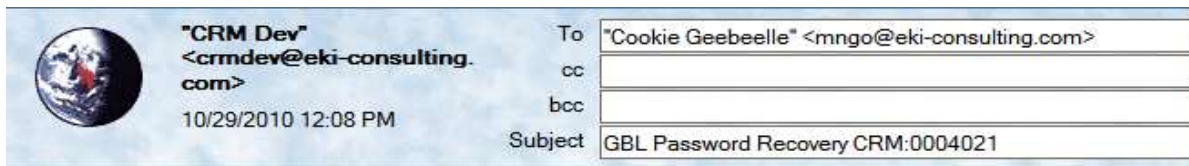
Click "Forgot your password?" link to request for your password to be sent to your email address.



On "Forgot your password?" page, provide the email address (i.e. user id) you provided during registration, then click "Submit".



Check your email account for your password reminder, then log into the Online GBL system with your email address and password.



Dear Cookie Geebeelle,

Your password is: password1



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### 6. Log into the GBL System

After you received your email confirmation that you have successfully completed your registration, you may now log into the Online General Business License center with email address and password that you provided during registration.

The screenshot shows the 'User Login' page of the Cook County Revenue Online License Center. The page features a blue header with the Cook County logo and the text 'Revenue Online License Center General Business License'. Below the header is a navigation bar with links for 'Home', 'Resources', and 'About'. The main content area is titled 'User Login' and contains two input fields: 'User ID' and 'Password'. A blue 'Login' button is positioned below the password field. At the bottom of the form, there are two links: 'Forgot your password?' and 'Need to register for account?'. The footer of the page includes links for 'Contact Us', 'Terms of Use', 'Trademarks', and 'Privacy Statement', along with the text 'Copyright © 2009 - All Rights Reserved'.



## 7. Your GBL Home Page

### 7.1. GBL Exemption Certificate

If you are determined to have “GBL Exemption” status then your GBL Exemption Certificate will be displayed on the Home Page, which you are required to print and display in a conspicuous place at each of your business site (i.e. location).

Click “Print” to launch print functionality on your computer.

The screenshot displays the 'Revenue Online License Center' for Cook County, Illinois. The main content area features the Cook County seal and the text: 'COOK COUNTY DEPARTMENT OF REVENUE GENERAL BUSINESS LICENSE CERTIFICATE OF EXEMPTION'. Below this, a notice states: 'The person or business identified below is authorized to do business in Cook County, and is hereby deemed to be exempt from having to obtain a Cook County General Business License. This certificate must be visibly displayed, in a conspicuous area, at the location identified below.' The legal number is listed as 'Gaming Stop, 321 N Wacker, Chicago IL, 60603'. A section for 'Other Cook County Licenses' includes a table with columns for 'REVENUE' and 'Legal Number', showing 'Deadly Weapons Dealer License' with legal number 'fdadeds'. A disclaimer states: 'This Certificate of Exemption cannot be transferred without the approval of the Cook County Department of Revenue.' The director's name, Zahra Ali, and registration date (11/1/2010) are listed at the bottom. A 'Print' button is located at the bottom right of the certificate area.

REVENUE	Legal Number
Deadly Weapons Dealer License	fdadeds



# Cook County - General Business License Online System

## Application User Guide

### 7.2. My Application

If your business currently do NOT hold other Cook County licenses and operates a business in unincorporated Cook County, then you are required to apply for a GBL license for each of your business site (i.e. location).

On your GBL Home Page, a list of your GBL applications will be displayed and available for retrieval.

The first time you log in, this space will be empty. However, a list of GBL applications that you have applied for will be displayed after you have initiated one or more GBL application process.

You may click on the App ID link of a GBL application to view application details.



### 7.3. My GBL Center Navigation Menu

The main navigation menu is on the right titled “My Center” with the following menu items while you are in the Home Page:

- Return to Home – This item is always available for you to navigate back to your home page.
- My Profile
- Apply for a GBL
- Logout

### 7.4. My Profile

Click on “My Profile” to change your contact information, email address, and/or password.

#### 7.4.1. Change My Contact Information

Change any of your contact information and provide your password, then click “Update”.



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### 7.4.2. Change Email Address and Password

Change your email address and/or password, then click “Update”. Please note that you will need to log in with this updated email address and/or password the next time you log in.

The screenshot displays the 'My Profile' page in the Cook County Revenue Online License Center. The page is titled 'My Profile' and includes a navigation menu on the right with options: 'My Center', 'Return to Home', 'My Profile', 'Apply for a GBL', and 'Logout'. The main content area is divided into three sections: 'USER INFORMATION', 'CONTACT INFORMATION', and 'CREATE USER NAME AND PASSWORD'. The 'USER INFORMATION' section includes fields for Salutation (Dr), First Name (Cookie), Last Name (Geebeffe), Suffix (II), SSN (Last 4 digits) (8888), and Official Title (Principal). The 'CONTACT INFORMATION' section includes fields for Home Phone (312 878-9782) and Cell Phone (312 787-8907). The 'CREATE USER NAME AND PASSWORD' section includes fields for Email Address/User ID (mngo@eki-consulting.c), Confirm Email Address (mngo@eki-consulting.c), Password, and Confirm Password. A note below the password field states: 'Note: Passwords must be: between 6 and 8 characters, contain at least one digit and one alphabetic character, and must not contain special characters.' At the bottom of the form are 'Exit' and 'Update Profile' buttons. The footer of the page contains contact information and a copyright notice: 'Copyright © 2009 — All Rights Reserved.'

## 8. Apply for a General Business License

### 8.1. Overview

The option to “Apply for a GBL” is available in the My Center navigation menu, if your business is required to apply for a GBL (not exempt).

**REMINDER:** If your business has more than 1 location, then you are required to apply for a GBL license for each location.



# Cook County - General Business License Online System

## Application User Guide

**My Center**

[Return to Home](#)

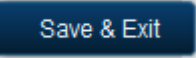
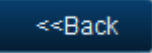

[My Profile](#)

[Apply for a GBL](#)

[Logout](#)

Apply for a GBL

### Navigation Menu TIP:

<ol style="list-style-type: none"> <li>1. Notice that the navigation menu has changed to allow for navigation between pages in your GBL application.</li> <li>2. Each item (i.e. application page) will be enabled (allow you to click on them) after you have successfully completed that page of your application process.</li> <li>3. Return to Home – You may return to your GBL Home Page at any time. If you do, please remember to save your work before returning to your GBL Home Page, or your changes on the current page will be discarded (not saved).</li> </ol>	
<ol style="list-style-type: none"> <li>4. </li> </ol>	<p>At any time during your application entry process, you may click “Save &amp; Exit” which will save information you have entered and allows you to retrieve it on the My Applications list to continue your work.</p>
<ol style="list-style-type: none"> <li>5. </li> </ol>	<p><b>IMPORTANT:</b> Please use this “BACK” button to navigate back and forth between GBL application pages instead of the “BACK” option on your browser (i.e. Internet Explorer).</p>
<ol style="list-style-type: none"> <li>6. </li> </ol>	<p>After you have completed entering information on the current application page, click “Save &amp; Continue” to navigate to the next page in the application, if applicable. Your work on this application will be saved automatically into your “My Applications” list.</p>





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### 8.2. Select a location

Your **business information** is listed in the top section:

- This information is retrieved from either information you provided during registration, or information you provided during your last successful GBL application submission.
- You may not change any of the business information on this page, but you will have the opportunity on the next page.

**Select Location** from the dropdown list then click “Save & Continue”:

- You may either select an existing location or add a “NEW” location:
  - If you select an **existing** location, the system will retrieve information that you provided during registration or from a previously submitted application.
  - If you select **add new** location, then the system will provide you with a blank entry form on the Contact & Site Information page to create a new location.

The screenshot displays the 'Select Location' page within the Cook County Revenue Online License Center. The page header includes the Cook County Illinois logo and the text 'Revenue Online License Center General Business License'. Below the header are navigation tabs for 'Home', 'Resources', and 'About'. The main content area is titled 'Select Location' and contains a 'Business Information' section with the following fields:

Name:	License - Updated 10/21 5pm
Illinois Business Tax Number:	1234-1234
FEIN:	12-1234567a

Below the business information is a 'Select Location' dropdown menu with the following options:

- Select Location
- Add New Location
- Main/2415 N Mannheim
- Le Skunk/1221 W Washington
- Moon/312 N Wacker

A 'Save & Continue >>' button is located to the right of the dropdown menu. On the right side of the page, there is a vertical sidebar with navigation links for various services, including 'Return to Home', 'SELECT LOCATION', 'Business Information', 'Contact & Location', 'Ownership Information', 'Lic. Activity and Home Rule', 'Building & Zoning', 'Environmental Control', 'Sheriff's Office', 'Public Health', 'Child Support', 'Certify', and 'Application Summary'.





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### 8.3. Business Information

Verify that the information displayed is accurate, and make the necessary modifications as needed, especially required information, then click “Next”:

- **Illinois Business Tax Number** – This is the only information that may not be changed.

The screenshot shows the 'Business Site Information' form in the Cook County Revenue Online License Center. The form is divided into several sections:

- BUSINESS IDENTIFICATION INFORMATION:** Includes fields for Legal Business Name (Lido - Updated 10/21 5pm), Doing Business As Name (Rent a Bed- Updated 10/21 5pm), Did you purchase this business? (Yes), and Business Web Address (if any).
- OWNERSHIP INFORMATION:** Includes radio buttons for Sole Proprietorship, Partnership, LLC, Non-for-Profit, Corporation, and Other (selected). There is also a field for Other Ownership Information.
- Illinois Business Tax Number:** A required field with the value 1234-1234. A note states: "An Illinois Business Tax number is required for all businesses by the Illinois Department of Revenue, if you conduct business in Illinois with Illinois customers. Apply at 100 W. Randolph or www.revenue.state.il.us/businesses/".
- FEDERAL EMPLOYER IDENTIFICATION NUMBER (FEIN):** A required field with the value 12-1234567a. A note states: "A Federal Employer Identification Number (FEIN) is an employer's account number for the collection and reporting of taxes withheld and wages paid to employees. Assigned by the IRS; apply at www.irs.gov/businesses or by calling 800-829-4933".
- INCORPORATION INFORMATION:** Includes fields for Incorporation Date (10/17/2010) and State of Incorporation (IL).
- ILLINOIS SECRETARY OF STATE REGISTRATION NUMBER:** A required field with the value mytien. A note states: "Illinois Secretary of State Registration Number is required for Corporations, LLC, LLP, LP, and Not-for-Profit Corporations".
- ILLINOIS SALES TAX EXEMPTION NUMBER:** A required field with the value mytien. A note states: "An Illinois Sales Tax Exemption Number is required if your business is a not-for-profit organization. Call 217-782-8881 or www.revenue.state.il.us/NonProfits/".
- EXPIRATION DATE:** A required field with the value 10/17/2010.

At the bottom of the form, there are three buttons: "Save & Exit", "<-Back", and "Save & Continue ->".



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### 8.4. Contact and Business Site Information

Information on this page will be displayed as follows, verify the accuracy of the information and make the necessary modifications as needed, especially required information, then click "Next":

- If you selected **Add New Location** on the Select Location page, then the fields are left blank for you to fill in.
- If you selected a location that you have added previously, then the fields will be filled in with information from either your registration or the last time you submitted an application for this location. You may make any necessary changes as needed then click "Next".

The screenshot shows the 'Contact and Business Site Information' form in the Cook County Revenue Online License Center. The form is divided into two main sections: 'PRIMARY CONTACT PERSON' and 'BUSINESS SITE'. The 'PRIMARY CONTACT PERSON' section includes fields for Salutation, First Name, Last Name, Home Phone, Cell Phone, and Email Address. The 'BUSINESS SITE' section includes fields for Location Name, Mailing Address (with a checkbox for 'Same as physical address'), Address, Address Line 2, City, State, Zip, First date opened for business at this site location, Number of employees, Square Footage of this location, and PIN Number of the Property in Cook County. A disclaimer is provided at the bottom of the form, and navigation buttons for 'Save & Exit', '<< Back', and 'Save & Continue >>' are visible. A sidebar on the right contains a navigation menu with options like 'Return to Home', 'Select Location', 'Business Information', 'CONTACT & LOCATION', 'Ownership Information', 'Bldg. Activity and Home Rule', 'Building & Zoning', 'Environmental Control', 'Sheriff's Office', 'Public Health', 'Child Support', 'Certify', 'Application Summary', and 'Select Payment'.



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### 8.5. Ownership Information

#### 8.5.1. Overview

You will be required to provide ownership information based on the type of ownership you selected on the Business Information page.

Business Site Information	
* Required fields	
BUSINESS IDENTIFICATION INFORMATION	
Legal Business Name *	<input type="text"/>
Doing Business As Name	<input type="text"/>
Did you purchase this business? *	<input type="button" value="v"/>
Business Web Address (if any):	<input type="text"/>
OWNERSHIP INFORMATION	
<input type="radio"/> Sole Proprietorship	<input type="radio"/> Partnership
<input type="radio"/> LLC	<input type="radio"/> Non-for-Profit
<input checked="" type="radio"/> Corporation	<input type="radio"/> Other
Other Ownership Information:	<input type="text"/>



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### 8.5.2. Add owner

1. Add **first** owner with a major beneficial interest (more than 25%) then click Update Owner Information.
  - a. If you have more owners to add, fill out information for each owner and click Update Owner Information to add owner.
2. Do not click “Save & Continue” until after you have added every owner as needed.

**Other**

Ownership Type  Other

Ownership information is required for all business. More information on owners and officers may be found on the Cook County Department of Revenue depending on the licensing requirements of your specific business.

Partners or shareholders with a major beneficial interest (more than 25%):

SHAREHOLDERS INFORMATION			
Ownership %	<input type="text"/>	Title	Select One <input type="button" value="v"/>
First Name *	<input type="text"/>	SSN * (last 4 digits)	<input type="text"/>
Middle	<input type="text"/>	Date of Birth * (mm/dd/yyyy)	<input type="text"/>
Last Name *	<input type="text"/>		

CURRENT RESIDENTIAL ADDRESS			
Address *	<input type="text"/>	Phone number	<input type="text"/>
Suite/Apt	<input type="text"/>	Email	<input type="text"/>
City *	<input type="text"/>		
State *	<input type="text"/>		
Zip *	<input type="text"/>		

Contact Us | Terms of Use | Trademarks | Privacy Statement  
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Please provide information of owners with more than 25% beneficial interest in your business according to instructions.

**Add owner STEP:** After you have entered in first owner info, click “Update Owner Information”.

**Continue to next page STEP:** Click “Save & Continue” only after you have verified that every owner has been added with accurate and current information.



# Cook County - General Business License Online System Application User Guide

## 8.5.3. Modify or Delete an added owner

After an owner is added, you have the ability to either update or delete owner information as follows:

1. To update, click the owner's "Edit" link, then the system will display the owner's detail information, modify information as needed, then click "Update Owner Information":
2. Do not click "Save & Continue" until after you have verified that every owner has been added with accurate and current information.

**Cook County Illinois** Revenue Online License Center  
General Business License

Home Resources

**Other**

Ownership Type: Other

Ownership information is required for all business. More information on owners and officers may be required by the Cook County Department of Revenue depending on the licensing requirements of your specific business.

Partners or shareholders with a major beneficial interest (more than 25%):

% OWNERSHIP	TITLE	LAST	FIRST	ACTIONS
80	Shareholder	Tom	Major	Edit Delete
40	Shareholder	Tom	Minor	Edit Delete

**SHAREHOLDERS INFORMATION**

Ownership %:  Title:  Select One

First Name \*:  SSN \* (last 4 digits):

Middle:  Date of Birth \* (mm/dd/yyyy):

Last Name \*:

**CURRENT RESIDENTIAL ADDRESS**

Address \*:  Phone number:

Suite/Apt:  Email:

City \*:

State \*:

Zip \*:

Update Owner Information

Save & Exit Save & Continue >>

Callout 1: Click "Edit" to change owner's information. Click "Delete" to remove owner from list.

Callout 2: Click "Update Owner Information" to save changes.

Callout 3: Click "Save & Continue" only after you have verified that every owner has been added with accurate and current information.

Footer: Copyright © 2009 - All Rights Reserved





# Cook County - General Business License Online System Application User Guide

## 8.6. Business Activities

For each question on this page, perform the following steps then click “Save & Continue”:

1. Review each question carefully then select your response.
2. If you answered “Yes” to question, then you are required to provide the appropriate registration number.

### REMINDER:

#### Sec. 54 -390 Failure to comply-Code of Ordinances

(c) It shall be grounds for denial and/or revocation of any license issued under the provisions of this Ordinance whenever the license applicant knowingly includes false or incomplete information in the license application or is in violation of a County Ordinance.

The screenshot shows the 'Business Activities' section of the online license application. The page header includes the Cook County Illinois logo and 'Revenue Online License Center General Business License'. Navigation links for Home, Resources, and About are visible. A sidebar on the right contains a menu with options like 'Return to Home', 'Select Location', 'Business Information', 'Contact & Location', 'Ownership Information', 'BIZ. ACTIVITY AND HOME RULE', 'Building & Zoning', 'Environmental Control', 'Sheriff's Office', 'Public Health', 'Child Support', 'Certify', 'Application Summary', and 'Select Payment'. The main content area contains several questions with dropdown menus and text input fields. Each question asks if the user engages in a specific activity and, if yes, requires a registration number. Below the questions are three buttons: 'Save & Exit', '<<Back', and 'Save & Continue >>'. At the bottom, there are links for 'Contact Us', 'Terms of Use', 'Disclaimer', and 'Privacy Statement', along with a copyright notice for 2009.



# Cook County - General Business License Online System

## Application User Guide

### 8.7. Building & Zoning

For each question on this page, perform the following steps then click “Save & Continue”:

1. Review each question carefully then select your response.
2. If you answered “Yes” to question, then you are required to provide the appropriate permit number.

**REMINDER:**

**Sec. 54 -390 Failure to comply-Code of Ordinances**

(c) It shall be grounds for denial and/or revocation of any license issued under the provisions of this Ordinance whenever the license applicant knowingly includes false or incomplete information in the license application or is in violation of a County Ordinance.

**Revenue Online License Center**  
General Business License

Home Resources About

### Create Application - Building & Zoning

**\* Required fields:**

Will applicant/owner be constructing a building?

Applicant may not construct a building until a Building and Zoning has been issued by the Building Department. Applicant may not occupy building or operate business until a Certificate of Occupancy has been issued by the Building Official.

Will any of the following modifications be made to an existing structure or site?

Partitions added/deleted	<input type="text" value="Select"/>	Any Electrical	<input type="text" value="Select"/>
Structural modifications	<input type="text" value="Select"/>	Plumbing	<input type="text" value="Select"/>
Changes to signage	<input type="text" value="Select"/>	HVAC	<input type="text" value="Select"/>
Doors moved	<input type="text" value="Select"/>	Gas Piping	<input type="text" value="Select"/>
Changes to egress	<input type="text" value="Select"/>		
Change to parking	<input type="text" value="Select"/>		

If answering "Yes" to any modification questions, a permit may be required. If said permit has not been issued, upon receipt/review of this form you will be contacted by the County Department responsible for such permit. Note that an applicant beginning work prior to obtaining a required permit may incur penalties.

\*NOTE: It shall be grounds for denial and/or revocation of any license issued under the provisions of this Ordinance whenever the license applicant knowingly includes false or incomplete information in the license application or is in violation of a County Ordinance and may be subjected to the violation penalties that are provided for in Section 54-394 of the General Business License Ordinance.

Do you have a Cook County Building and Zoning Permit number?

If yes, you MUST provide permit number

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# Cook County - General Business License Online System

## Application User Guide

### 8.8. Environmental Control

For each question on this page, perform the following steps then click “Save & Continue”:

1. Review each question carefully then select your response.

**REMINDER:**

**Sec. 54 -390 Failure to comply-Code of Ordinances**

(c) It shall be grounds for denial and/or revocation of any license issued under the provisions of this Ordinance whenever the license applicant knowingly includes false or incomplete information in the license application or is in violation of a County Ordinance.

**Cook County Illinois** Revenue Online License Center  
General Business License

Home Resources About

### Create Application - Environmental Control

\* Required fields

Does your business operate fuel-burning\*, combustion, or process equipment\*\*, process, or devices as referenced in the Cook County Environmental Control ordinance Sections 30-3 and 30-188?

\*Fuel-burning equipment means and includes any furnace, boiler, apparatus, device, mechanism, stack or structure used in the process of burning fuel for the primary purpose of producing heat.

\*\*Process or process equipment means any action, operation, or treatment embracing chemical, industrial or manufacturing factors, such as heat treating furnaces, by-product coke plants, core-baking ovens, mixing kettles, cupolas, blast furnaces, open hearth furnaces, sintering plants, Bessemer converters, electric steel furnaces, ferrous and nonferrous foundries, kilns, ovens, dryers, roasters, and equipment used in connection therewith, and all other methods or forms of manufacturing or processing which may emit smoke, particulate matter, odors, gases or any other matter.

If your answer to the previous question is "yes", has your business been inspected and received a Certification of Operation from the Department of Environmental Control?

Has your business conducted activities pertaining to the installation, erection, construction, reconstruction, alteration of, or addition to any fuel-burning, combustion, or process equipment, process or device, storage tank, land remediation process, and installation of any apparatus or device for the prevention, arresting, or reducing of the discharge of smoke, particulate, liquid, gaseous, or other matter as referenced in the Cook County Environmental Control ordinance Section 32-1?

- Return to Home
- Select Location
- Business Information
- Contact & Location
- Ownership Information
- Ill. Activity and Home Rule
- Building & Zoning
- ENVIRONMENTAL CONTROL
- Sheriff's Office
- Public Health
- Child Support
- Cerify
- Application Summary
- Select Payment

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# Cook County - General Business License Online System

## Application User Guide

### 8.9. Sheriff's Office

For each question on this page, perform the following steps then click "Save & Continue":

1. Review each question carefully then select your response.
2. If you answered "Yes" to question, then you are required to provide additional information (i.e. permit number, owner)

**REMINDER:**

**Sec. 54 -390 Failure to comply-Code of Ordinances**

(c) It shall be grounds for denial and/or revocation of any license issued under the provisions of this Ordinance whenever the license applicant knowingly includes false or incomplete information in the license application or is in violation of a County Ordinance.

**Cook County Illinois** Revenue Online License Center  
General Business License

Home Resources About

### Create Application - Sheriff's Office

\* Required fields

Do you have a current Cook County Alarm Permit?

If yes, provide permit number

Has the Sheriff's Police, over the last 12 months, responded to a call for service to the address listed on the application?

Are you or any of the owners of the business listed on the application, convicted sex offenders?

If yes, select name of owner from list

Select an Owner

- President Owner (1/1/1970)
- Secretary Test (1/1/2009)
- Secretary Shareholder (1/1/2009)
- Secretary Shareholder (1/1/2009)

Return to Home  
Select Location  
Business Information  
Contact & Location  
Ownership Information  
BC Activa and Home Rule  
Buildings & Zoning  
Environmental Control  
SHERIFF'S OFFICE  
Public Health  
Child Support  
Cont



# Cook County - General Business License Online System

## Application User Guide

### 8.10. Public Health

For each question on this page, perform the following steps then click “Save & Continue”:

1. Review each question carefully then select your response.

**REMINDER:**

**Sec. 54 -390 Failure to comply-Code of Ordinances**

(c) It shall be grounds for denial and/or revocation of any license issued under the provisions of this Ordinance whenever the license applicant knowingly includes false or incomplete information in the license application or is in violation of a County Ordinance.

**Cook County Illinois** Revenue Online License Center  
General Business License

Home Resources About

### Create Application - Public Health

\* Required fields:

Does your business involve selling or distributing food at the retail level, for example, a restaurant, grocery store, packaged liquor store, convenience store, bar or food festivals?	No
Does your business involve tanning beds or other tanning devices?	No
Does your business involve tattooing or body art/body piercing?	No
Does your business sell or distribute tobacco or tobacco products? Does your business have tobacco vending machines on the premises?	No
Does your business involve pumping septic tanks or transporting sewage wastes through or within the County of Cook?	No
Does your business have a swimming facility such as a swimming pool or spa/hot tub on the premises?	No

Save & Exit <<Back Save & Continue >>

- Return to Home
- Select Location
- Business Information
- Contact & Location
- Ownership Information
- Bill, Activity and Home Rule
- Building & Zoning
- Environmental Control
- Sheriff's Office
- PUBLIC HEALTH**



# Cook County - General Business License Online System

## Application User Guide

### 8.11. Child Support

For each question on this page, perform the following steps then click “Save & Continue”:

1. Review each question carefully then select your response.

**REMINDER:**

**Sec. 54 -390 Failure to comply-Code of Ordinances**

(c) It shall be grounds for denial and/or revocation of any license issued under the provisions of this Ordinance whenever the license applicant knowingly includes false or incomplete information in the license application or is in violation of a County Ordinance.

**Child Support**

The undersigned applicant understands that failure to disclose any judicially or administratively ordered child support debt owed will be grounds for revoking the privilege.

**AFFIDAVIT OF CHILD SUPPORT OBLIGATIONS**

Effective July 1, 1998, every applicant for a County Privilege shall be in full compliance with any Child Support Order before such applicant is entitled to receive or renew a County Privilege. When Delinquent Child Support exists, the County shall not issue or renew any County Privilege, and may revoke any County Privilege.

"Applicant" means any person or business entity, including all Substantial Owners, seeking issuance of a County Privilege or renewal of an existing County Privilege from the County. This term shall not include any political subdivision of the federal or state government, including units of local government, and not-for-profit organizations.

"County Privilege" means any business license, including but not limited to liquor dealers' licenses, packaged goods licenses, tavern licenses, restaurant licenses, and gun licenses; real property licenses or lease, permit, including but not limited to building permits, zoning permits or approvals; environmental certificate; County HOME Loan; and contracts exceeding the value of \$50,000.

"Substantial Owner" means any person or persons who own or hold a twenty-five percent (25%) or more percentage of interest in any business entity seeking a County Privilege, including those shareholders, general or limited partners, beneficiaries and principals, except where a business entity is an individual or sole proprietorship. Substantial Owner means that individual or sole proprietor.

All Applicants/Substantial Owners are required to complete this affidavit and comply with the Child Support Enforcement Ordinance before any privilege is granted. Signature of this form constitutes a certification that the information provided below is correct and complete, and that the individual(s) signing this form has/have personal knowledge of such information.

I agree  I do not agree

**CHILD SUPPORT OBLIGATION INFORMATION**

The undersigned applicant, being duly sworn on oath or affirmation hereby states that, to the best of my knowledge: (Select "Yes" to affirm to each statement below.)

Does the applicant have any judicially or administratively ordered child support obligations?	Select
Is the applicant paying in accordance to the terms of the child support order, if the applicant has an outstanding judicially or administratively order of child support obligation?	Select
Is the applicant delinquent in paying judicially or administratively ordered child support obligations?	Select
Does the applicant have more than 25% ownership interest?	Select

Save & Exit    <<Back    Save & Continue >>

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Application Steps:

- Select Location
- Business Information
- Contact & Location
- Ownership Information
- Biz. Activity & Home Rule
- Building & Zoning
- Environmental Control
- Sheriff's Office
- Public Health
- CHILD SUPPORT**
- Application Summary
- Certify
- Select Payment

IBT: 7878-8798  
GBL #: GBL-2011-000050  
Location Name: Downtown  
Status: Saved



# Cook County - General Business License Online System

## Application User Guide

### 8.12. Application Summary

Review the summary of your application carefully before you click “Next” to proceed to the next page. This is your last chance to modify any information before you address payment and submit your application.

- To modify information, click on the menu items in the Application Steps menu on the right

**Cook County**  
Illinois
Revenue Online License Center  
General Business License

Home | Resources
Welcome Julia Childs | [LOGOUT](#)

### Application Summary: GBL-2011-000050

#### Business Information

BUSINESS IDENTIFICATION INFORMATION	
Legal Business Name *	Cuisinere
Doing Business As Name	Kitchen
Did you purchase this business? *	Yes
Business Web Address (if any):	www.cuisinare.com

OWNERSHIP INFORMATION:	
Ownership Type:	Other
Other Ownership Information:	what is that again?

An Illinois Business Tax number is required for all businesses by the Illinois Department of Revenue, if you conduct business in Illinois with Illinois customers. Apply at 100 W. Randolph or [www.revenue.state.il.us/businesses/](http://www.revenue.state.il.us/businesses/)

Illinois Business Tax Number* (### - ###)	7878-9798
---	-----------

A Federal Employer Identification Number (FEIN) is an employer's account number for the collection and reporting of taxes withheld and wages paid to employees. Assigned by the IRS; apply at [www.irs.gov/businesses/](http://www.irs.gov/businesses/) or by calling 800-829-4933

FEIN (##-####)	78-07988
Incorporation Date (mm/dd/yyyy)	11/4/2010
State of Incorporation	NV

Illinois Secretary of State Registration Number is required for Corporations, LLC, LLP, LP, and Not-for-Profit Corporations

Illinois Secretary of State Identification #	67667867
--	----------

An Illinois Sales Tax Exemption Number is required if your business is a not-for-profit organization. Call 217-782-8881 or [www.revenue.state.il.us/NonProfits/](http://www.revenue.state.il.us/NonProfits/)

IL Sales Tax Exemption Number	e8778-0789-79
Expiration Date (mm/dd/yyyy)	11/12/2010

Application Steps

- [Select Location](#)
- [Business Information](#)
- [Contact & Location](#)
- [Ownership Information](#)
- [Biz. Activity & Home Rule](#)
- [Building & Zoning](#)
- [Environmental Control](#)
- [Sheriff's Office](#)
- [Public Health](#)
- [Child Support](#)
- [APPLICATION SUMMARY](#)**
- [Certify](#)
- [Select Payment](#)

IBT: 7878-9798  
 GBL #: GBL-2011-000050  
 Location Name: Downtown  
 Status: Saved

#### Contact and Business Site Information

PRIMARY CONTACT PERSON			
Salutation	Mrs.		
First Name	Betty	Home Phone*	312-323-1311
Last Name	Crocker	Cell Phone	(321) 432-4234
Email Address*	mngo@eki-consulting.com		

BUSINESS SITE			
Location Name*	Downtown	Mailing Address	
Address	32132 N Wacker	Address	32132 N Wacker
Address Line 2	100	Address Line 2	100
City	Chicago	City	Chicago
State	IL	State	IL
Zip	60603	Zip	60603

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# Cook County - General Business License Online System

## Application User Guide

### 8.13. I Certify

Modify Applicant's Name as needed then click "Pay & Submit Application".

The applicant is the person legally responsible for the veracity and accuracy of the application.

**Revenue Online License Center**  
General Business License

Home Resources About

### Create Application - Certify

**\* Required fields**

I, THE UNDERSIGNED, UNDERSTAND THAT: (1) IT IS UNLAWFUL FOR ANY PERSON TO TRANSACT OR CONDUCT ANY BUSINESS WITHOUT FIRST HAVING OBTAINED A BUSINESS LICENSE; (2) THIS DOCUMENT IS AN APPLICATION ONLY AND CERTAIN CONDITIONS MUST BE MET BEFORE A BUSINESS LICENSE WILL BE ISSUED TO ME; (3) I CERTIFY THE INFORMATION SUBMITTED ON AND WITH THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

**Sec. 54-394 Penalties**  
Any Person determined to have violated this Ordinance (1) may be denied any County contract, permit, license and or privilege and/or (2) shall be subject to a fine of \$1,000.00 for the first offense, and a fine of \$2,000.00 for the second and each subsequent offense and/or be subject to suspension, revocation. A separate and distinct offense shall be regarded as committed each day upon which said Person shall continue any such violation, or permit any such violation to exist after notification thereof.

Applicant First Name	<input type="text" value="Moulin"/>	Last Name	<input type="text" value="Rouge"/>
Date	<input type="text" value="10/25/2010 5:12:49 PM"/>		

Note: Information provided is subject to verification prior to the award of the license.

- Return to Home
- Select Location
- Business Information
- Contact & Location
- Ownership Information
- Bus. Activity and Home Rule
- Building & Zoning
- Environmental Control
- Sheriff's Office
- Public Health
- Child Support
- CERTIFY
- Application Summary
- Select Payment

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# Cook County - General Business License Online System

## Application User Guide

### 8.14. Payment

#### 8.14.1. Overview

You may select any one of the following payment methods then “Save & Continue”:

- Online with a valid credit card (note that there is a \$3.00 convenience fee for this service)
- By mail with check
- In person with check or cash

Please note the due date, the amount due if payment is received before the due date, and if the payment is received after the due date.

The screenshot displays the 'Select Payment Method' page in the Cook County Revenue Online License Center. The page header includes the Cook County Illinois logo and the text 'Revenue Online License Center General Business License'. A navigation bar shows 'Home' and 'Resources' links, and a user greeting 'Welcome Ammar Rizki' with a 'LOGOUT' link.

The main content area is titled 'Select Payment Method' and is divided into two sections:

- AMOUNT DUE:** A table showing the due date and amounts for different payment scenarios.

AMOUNT DUE	
Due by close of business (4:30pm CST)	3/1/2011
If payment is postmarked by 3/1/2011	40
If payment is postmarked after 3/1/2011	80 (Fee + late fee)
- LATE PENALTY NOTICE:** Penalty is assessed if your payment is received after the Due Date, not by postmarked date if you pay by mail.
- SELECT PAYMENT METHOD:** A section with three radio button options:
  - Online with credit card (\$3.00 convenience fee)
  - By Mail with check
  - In Person

At the bottom of the form are three buttons: 'Save & Exit', '<<Back', and 'Save & Continue >>'. On the right side, there is a vertical 'Application Steps' sidebar with a list of steps, including 'SELECT PAYMENT' which is currently selected.



# Cook County - General Business License Online System

## Application User Guide

### 8.14.2. Online Credit Card



COOK COUNTY GENERAL BUSINESS  
LICENSE  
For: GENERAL BUSINESS LICENSE  
118 NORTH CLARK STREET  
SUITE #1160  
CHICAGO, IL 60602



#### Total Payment Amount

**Amount Due:** \$40.00

**GovPayNET Fee:** \$3.00

**Total Due:** \$43.00

#### Credit Card Holder Information

<b>Name:</b>	<input type="text"/> <input type="text"/> <input type="text"/>	<b>Card #:</b>	<input type="text"/>
	first name middle last name		(No dashes or spaces)
<b>Address:</b>	<input type="text"/>	<b>Expiration:</b>	<input type="text"/> / <input type="text"/> mm/yy
	street address 1	<b>CSV or CVV:</b>	<input type="text"/>
	<input type="text"/>	<b>Email Confirmation:</b>	<input type="text"/>
	street address 2		
	<input type="text"/> Alabama		
	city state		
	<input type="text"/>		
	zipcode		
	United States		
	country		
<b>Phone:</b>	<input type="text"/> - <input type="text"/> - <input type="text"/>		
	area code phone number		

[< Back](#) [Next >](#)

Need help? If you have any questions please call 1-888-604-7888. (Live operators are available 24 hours a day / 7 days a week to help you).  
Required fields are in **BOLD**.

### 8.14.3. By Mail by Check / In person by Cash or Check

If you selected either by mail or in person option, then Payment Coupon page is displayed:

1. Click Print, to print out a copy of the Payment Coupon.
  - If paying by mail, then include this Payment Coupon with your payment.
  - If paying in person, then bring a copy of the Payment Coupon with you.
2. Click "Next" to submit your application.

Please NOTE:

- Your application will not be processed in a timely manner unless payment is received with a copy of the payment coupon.



# Cook County - General Business License Online System

## Application User Guide

**Payment Coupon-Pay by Mail or in Person**

Mail or pay in person, you must bring or mail a copy of this payment coupon along with your form of payment to:

Cook County Department of Revenue  
118 N. Clark Street Room 1160  
Chicago, Illinois 60602  
Telephone: (312) 503-6870  
Hours: M-F: 9AM-4:30PM; Sat-Sun: Closed

**PAYMENT COUPON**

GBL Application ID	GBL-2011-000032	Submitted Date	10/25/2010 5:12:49 PM
Business Name	Lido - Updated 10/21 5pm	License Period	3/1/2011-2/28/2013
IL Business Tax ID	1234-1234		
Location Name	Le Skunk 1221 W Washington Chicago, IL 60603		

**AMOUNT DUE**

If payment is received by 3/1/2010

If payment is received after 3/1/2010  (Fee + \$40 late penalty)

**NOTE: YOUR LICENSE WILL NOT BE ISSUED UNTIL YOUR PAYMENT IS RECEIVED**

**CONTACT INFORMATION**

First Name	Pepe	Address	1221 W 1221
Last Name	LePew	Suite/Apt	
Home Phone	(312) 3213321	City	Chicago
Email Address	mngo@eki-consulting.com	State	IL
		Zip	60603

[Print](#) [Next >>](#)

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### 8.15. Submit Application

After you have either successfully made your payment online or selected an offline payment method, you may click “Submit Application” to submit your application for processing. However, please note that your license will not be issued until your payment is received in full.

**Submit Application**

You may now submit your application for processing by clicking on “Submit Application” below.

[Submit Application](#)

[Return to Home](#)

[Application Summary](#)

[Payment Coupon](#)

[SUBMIT APPLICATION](#)

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# Cook County - General Business License Online System Application User Guide

## 8.16. Confirmation

The "Application Submission Confirmation" page is displayed after you have either successfully submitted your application.

Please check your email account for correspondences from the Cook County offices regarding this matter within the next 45 days.

Do remember to submit your payment either by mail or in person, if you chose not to pay online.

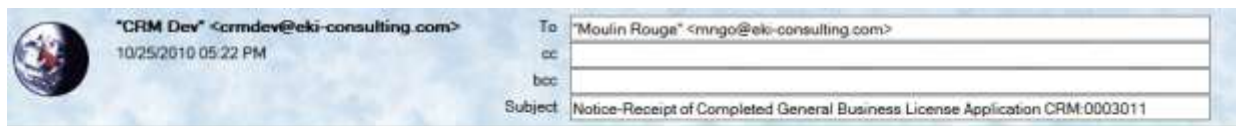


## 8.17. Confirmation Email

You will also receive a "Confirmation" email acknowledging receipt of your GBL application.

Please do NOT reply to this email.

You may contact us via email at [gblinfo@cookcountyil.gov](mailto:gblinfo@cookcountyil.gov) or by phone at 312-xxx-xxxx.



The Cook County Department of Revenue hereby acknowledges receipt of your completed application. A response shall be forwarded to your e-mail address within 45 days from the date on which the application and payment was received by the Department.

Please note that if you are paying by check or in person, your license will not be processed until payment is received by our office.

You may contact us by email at [gblinfo@cookcountyil.gov](mailto:gblinfo@cookcountyil.gov) or phone at 312-xxx-xxxx.

Please do NOT reply to this email.



## 9. Check Application Status

### 9.1. Retrieve from My Application

You may check on the status of your application and view application details by clicking on the App ID link.

The screenshot shows the 'Revenue Online License Center' for Cook County, Illinois. The page is titled 'General Business License' and includes a navigation bar with 'Home' and 'Resources' links. A user is logged in as 'Julia Childs'. The main content area is titled 'My Applications' and contains a table with the following data:

APP ID	IBT	STATUS	LOCATION	PAYMENT	EFFECTIVE PERIOD
<a href="#">GBL-2011-000044</a>	7878-9798	Ready for Issue	Downtown	Paid	from 3/1/2011 to 2/28/2013
<a href="#">GBL-2011-000045</a>	7878-9798	In Effect	Wacker	Paid	from 3/1/2011 to 2/28/2013
<a href="#">GBL-2011-000047</a>	7878-9798	Ready for Issue	Downtown	Paid	from 3/1/2011 to 2/28/2013
<a href="#">GBL-2011-000050</a>	7878-9798	Saved	Downtown	Not Paid	from 3/1/2011 to 2/28/2013
<a href="#">GBL-2011-000027</a>	7878-9798	Submitted	Downtown	Pay by Mail submitted	from 3/1/2011 to 2/28/2013

On the right side of the page, there is a 'My Center' sidebar with the following links: 'Return to Home', 'My Profile', 'Apply for a GBL', and 'Logout'. At the bottom of the page, there is a footer with the text: 'Contact Us | Terms of Use | Trademarks | Privacy Statement | Copyright © 2009 — All Rights Reserved.'