



City of Highland Park

GUIDE TO DOING BUSINESS IN HIGHLAND PARK

Welcome!

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CHECKLIST FOR OPENING A BUSINESS

- Submit a Letter of Intent to Occupy to the Building Division before signing a lease to confirm that your business is permitted in your chosen location. Schedule an inspection to understand what improvements may be needed to bring the space to code and those specific to your business.
- Sign lease
- Contact City planning staff concerning design review for exterior changes or improvements, including signs and awnings
- Complete a design review application, if applicable
- Apply for building and sign permits
- Contact utilities
- Commence improvement or construction phase
- Final inspection
- Receive a Certificate of Occupancy from the Building Division
- Register your business with the State and County as appropriate
- Register your business with the Office of Business Development
- Apply for and receive an Outdoor Accessory Use License for outdoor displays before placing a display on the public right-of-way, if applicable
- Contact the Finance Department regarding monthly reporting and payment of the following business taxes: Food and Beverage, Packaged Liquor, and Motor Fuel
- Contact the Executive Assistant in the City Manager's Office to learn about the City's parking regulations
- Advertise and market your business
- Contact the Office of Business Development to confirm your opening date
- Open for business

For Restaurants & Food Service Only

- You must apply for and receive your Lake County Environmental Health Department certificate before applying for your restaurant or Food Service license
- If you intend to sell food, beverages, or cigarettes, contact the Deputy City Clerk to apply for a restaurant, food service, or cigarette license
- If you intend to sell liquor, contact the Deputy City Clerk's Office to apply for a liquor license at least eight weeks before your expected date of opening
- If you intend to offer outdoor dining, you must apply for and receive a Temporary Outdoor Accessory Use License

If you have any questions or need assistance establishing your business, please contact Business Development at 847.926.1027 or 847.926.1046.

More detailed information concerning each step on this checklist follows.

ESTABLISHING YOUR BUSINESS

New Business Assistance

Highland Park businesses enjoy the benefit of an active Office of Business Development, Business and Economic Development Advisory Group, Chamber of Commerce, and Special Service Areas 17 or 18, which together help to promote a favorable business climate and community by providing leadership for the improvement of economic, civil, cultural and social interests.

The Office of Business Development staff is businesses' primary local government contact and resource. They help business owners and their brokers find an available commercial location and assist them through the regulatory and permit process to eliminate costly delays during the start-up period. For more information or assistance establishing your business in Highland Park, please contact the Office of Business Development at 847.926.1027.

Letter of Intent to Occupy / Permits / Certificate of Occupancy

Once you have selected your space, submit a Letter of Intent to the Building Division. Submitting a completed Letter of Intent (LOI) form to the Building Division is the first step in the review and approval process to obtain a Certificate of Occupancy. The Certificate of Occupancy is the final step in the process, and it is required to open and operate your business. The LOI provides the Building Division with information about the type of business you will be operating so that it may be determined whether the proposed business use conforms to the zoning district regulations. In addition, the LOI process will also let you know the condition of the building and what building permits may be needed for planned interior or exterior changes to the property. All businesses must undergo this process, including existing businesses expanding, relocating, or acquired by a new owner, and must fill out a new LOI. The process is the same as it is for new businesses.

1. After you submit your completed LOI to the Building Division, you will be contacted to schedule the required city inspections for compliance with the following Codes: Fire and life safety, commercial building, electrical, HVAC, and plumbing. The Building Division conducts Fire and life safety inspections of all businesses, including establishments where the public might assemble, including but not limited to places of worship, schools, daycare facilities, and public events. For more information, please contact the Building Division at 847.432.0808.
2. After the inspection process, the Building Division will issue an Inspection Report to the tenant and the property owner specifying requirements, if any, which must be met before a Certificate of Occupancy can be issued. Any required work is the responsibility of the property owner or tenant.
3. One of the elements of obtaining a Certificate of Occupancy is a signed and stamped statement of maximum occupancy load from an architect. If the maximum occupancy load has been established previously for a unit, the fire department will determine, based on business use and construction changes, if the previous Certificate of Occupancy can be used.
4. Building Permits are required for all construction. For information regarding Building Permits, please contact the Building Division at 847.432.0808.

Customizing Your Business Site

Construction

A preliminary plan review with the City's Site Plan Review Team is highly encouraged before finalizing working drawings and permit submission if you intend to build a commercial structure. If you want to build a Planned Development, please contact the Planning Manager in Community Development at 847.432.0867 to request an outline of the Planned Development Process. For a complete list of requirements and to schedule a meeting, please contact the Planning Division at 847.432.0867.

Exterior Changes

To make changes to the exterior design of your building, you will need design review approval. If the changes are minor, they may be eligible for an administrative review by the City Department of Community Development staff. Significant exterior changes may be referred to the Plan and Design Commission. External changes are evaluated within the commercial area context and the City Code's Design Standards. The Design Standards are intended to ensure a high standard of appearance for Highland Park's business community. Design reviews cover lighting, awnings, exterior design (including paint color), landscaping, and off-street parking design for all commercial buildings. Community Development planning staff are available to help prospective businesses and landlords refine their proposals, understand City regulations, and help prepare for design review.

Plan and Design Review Application

To begin the design review process for exterior changes to a commercial building, please submit a completed Design Review Application and the associated fee to the Department of Community Development. If you have questions about the applicable fee or for more information regarding the design review process, please visit the Plan & Design Commission's webpage and contact a City Planning staff member at 847.432.0867.

Registration, Licenses, and Permits

Business Registration

Every business in a commercially zoned building must register annually with the City after receiving their Certificate of Occupancy from the Building Division. Each year after the initial registration, business owners must update business information and pay an annual fee. Businesses that fail to pay the yearly fee by December 31 for the following year will be subject to an escalating fee increase. Not-for-profit entities must also update their business information but are not required to pay an annual fee. To register, please complete a Business Registration Application and submit it along with the associated fee to the Office of Business Development.

The information obtained from the application will assist the City in its efforts to maintain accurate public safety data, establish future economic development and public infrastructure plans, jointly market City businesses, and promptly disseminate information of critical interest to the local business community.

Business Registration is not for licensing or regulation. Please note that the information obtained from your application will only be used for official City business and will not be made available except as expressly required by law. For more information regarding Business Registration, please contact the Office of Business Development at 847.926.1027.

Home Occupations

The City does not require a business license or registration for home occupations. However, guidelines have been established to allow for this important part of the local economy and preserve the residential character of Highland Park's neighborhoods.

Guidelines for Home Occupations

- The business must be of an accessory use and service character conducted within the dwelling by the resident.
- The business is a secondary use to the residential use of the dwelling.
- The business does not change the exterior character of the building other than the existence of a nameplate not more than one square foot in area.
- Not more than one person shall be employed.
- Not more than three pupils, clients, or customers shall be present simultaneously.
- Home care and group home businesses must register with the City.
- Daycare businesses do not need to register with the City but should contact the state and county for necessary licenses and inspections.

A complete set of guidelines for home occupations may be found in the [Highland Park Zoning Code](#).

Licenses and Permits

Outdoor Dining License

Restaurants that offer Outdoor Dining on public or private property must obtain an Outdoor Dining License. For more information, please contact the City's Office of Business Development at 847.926.1046.

Outdoor Display License

Businesses that choose to place outdoor displays of merchandise in front of their business on public or private property must have an Outdoor Display License. For more information, please contact the City's Office of Business Development at 847.926.1046.

Temporary Outdoor Display License

Businesses that desire a temporary display of seasonal items or artwork on the public right of way must have a Temporary Outdoor Display License. Please contact the Executive Assistant in the City Manager's office at 847.926.1006.

Restaurant License

Restaurants must complete a Restaurant License Application. The number of seats determines the fee. For more information, please contact the City Clerk's Office at 847.926.1034.

Food Service License

A food service license is required for businesses that sell pre-packaged foods, serve only carry-out, or cater. For more information, please contact the City Clerk's Office at 847.926.1034.

Liquor Licenses

Businesses that plan to serve alcohol must complete a Liquor License Application, which includes an Authorization to Release Form for the manager(s) in charge of liquor sales and a completed BioMetric Impressions receipt for each individual. In addition, a copy of your Certificate of Liability Insurance and either proof of ownership of the property or lease agreement will need to be submitted. The Police Department will perform a background check. Once the approved permit is received, applicants must apply for a State Liquor License through the Illinois Liquor Control Commission. The fee for a liquor license is determined by the Class listed in the application. For more information, please contact the City Clerk's Office at 847.926.1034.

Tobacco License

A tobacco license is required for all businesses permitted to sell cigarettes, e-cigarettes/vapes, cigars, and tobacco products over the counter. For more information, please contact the City Clerk's Office at 847.926.1034.

Massage Establishment License

All businesses providing massage services, as outlined in the City Code, must obtain an annual Massage Establishment License. For more information, please contact the City Clerk's Office at 847.926.1034.

Landscaper License

Landscapers and pavement sealant contractors working in Highland Park are required to have a license. For more information, please contact the City Manager's Office at 847.926.1000. These licenses may be obtained at City Hall, 1707 St. Johns Avenue.

Pavement Sealant License

Pavement sealant contractors working in Highland Park are required to have a license. For more information, please contact the City Manager's Office at 847.926.1000. These licenses may be obtained at City Hall, 1707 St. Johns Avenue.

General Contractor License

General contractors doing construction in Highland Park are required to have a license. For more information, please contact the Building Division at 847.432.0808.

Fire Alarm Permit

The Fire Department requires annual Fire Alarm Permits for businesses using a fire alarm system. For more information, please contact the Bureau of Fire Prevention at 847.926.1075.

Burglar Alarm Permit

The Police Department requires annual Burglar Alarm Permits for businesses using a burglar alarm system. For more information, please contact the Police Department Alarm Coordinator at 847.926.1087.

Special Event Permit

A Special Event Permit is required for events on public/and or private property. Please contact the City Manager's Office at 847.926.1000.

Parking Permits

Before opening your business, please contact the City's Manager's Office at 847.926.1000 to discuss parking regulations in your business district. The City requires business employees to utilize E-permit lots to make as much storefront parking available to patrons. For more information about parking in Highland Park, please visit the [Parking section](#) of the City's website.

Sign Permits

A Sign Permit is required before installing a temporary or permanent sign in or on a window, awning, or façade.

There is a \$75 base fee for permanent signs and an additional \$1 per square foot charge. For temporary signs, there is currently a flat fee of \$75 (\$60 if less than 12 square feet).

Please familiarize yourself with Highland Park's sign regulations as you design your business's sign with your contractor.

Sign regulations are established in Chapter 20 of the Zoning Code. Once you have reviewed the City's Sign Regulations, please contact the Building Division at 847.432.0808.

While the City Code allows a wide variety of signs, some businesses desire a sign that is bigger or taller than permitted by the code. A variation may be necessary for sign concepts beyond what the code allows. The Plan and Design Commission reviews sign variation requests and works on a case-by-case basis to safeguard the character and aesthetic quality of the community. Its decisions work to enhance property values, taxable values, and the City's health, safety, and welfare.

To schedule an appearance at a Plan and Design Commission meeting, please submit a completed Design Review Application and the associated fee to the Department of Community Development. There is currently a \$500 fee associated with variation requests. For more information, please contact the Planning Division at 847.432.0867.

Some commercial buildings in Highland Park have Sign Packages on file with the City that control their sign design. Please confirm with your landlord whether or not a Sign Package governs your lease space and, if so, what restrictions it may put on the signs that may be installed. If you need additional assistance, contact Community Development at 847.432.0867.

Please note that temporary signs that go into the ground (yard signs) are not permitted.

City of Highland Park Fees

Document	Fee	Department	Contact
Letter of Intent to Occupy	\$150	Community Development	Building Division– 847.432.0808
Business Registration	\$35	City Manager's Office	Business Development Assistant 847.926.1046
Licenses	Fee	Department	Contact
Restaurant	\$100-200	City Clerk's Office	Deputy City Clerk – 847.926.1034
Food Service	\$100	City Clerk's Office	Deputy City Clerk – 847.926.1034
Massage Establishment	\$50-\$75	City Clerk's Office	Deputy City Clerk – 847.926.1034
Outdoor Dining	\$75	City Manager's Office	Business Development Assistant 847.926.1046
Use of Parking Spaces for Outdoor Dining	\$150	City Manager's Office	Business Development Assistant 847.926.1046
Outdoor Display	\$75	City Manager's Office	Business Development Assistant 847.926.1046
Temporary Display	\$75	City Manager's Office	Executive Assistant – 847.926.1006
Tobacco	\$500	City Clerk's Office	Deputy City Clerk – 847.926.1034
Liquor	Varies	City Clerk's Office	Deputy City Clerk – 847.926.1034
Special Event	\$60-\$200	City Clerk's Office	Executive Assistant – 847.926.1006
Landscaper/Pavement Sealant	\$100-\$125	City Manager's Office	Executive Assistant – 847.926.1006
License to Operate	\$75	Fire Department	Fire Inspector – 847.926.1075
Permit	Fee	Department	Contact
Building	Varies	Community Development	Building Division – 847.432.0808
Sign	Varies	Community Development	Building Division – 847.432.0808
Fire Alarm	\$35	Fire Department	Alarm Coordinator – 847.926.1075
Burglar Alarm	\$35	Police Department	Alarm Coordinator – 847.926.1087
Employee Parking	Varies	City Manager's Office	Executive Assistant – 847.936.1006

Other Governmental Requirements

Lake County Health Department

If you plan to sell food, you will need a Health Department Certificate from Lake County and a food service and restaurant license. For more information, please visit the [Lake County Health Department](http://www.lakecountyil.gov/2313/Food-Safety) website at: www.lakecountyil.gov/2313/Food-Safety or call 847.377.8023.

State of Illinois Liquor Control Commission

If you plan to sell liquor, in addition to a local liquor license, you will need a State of Illinois Liquor License. For more information, please visit the [Illinois Liquor Control Commission](https://ilcc.illinois.gov/) website at: <https://ilcc.illinois.gov/>, or call 312.814.2206.

Department of Children and Family Services

If you plan to operate a daycare facility, please visit the [Department of Children and Family Services](https://dcfs.illinois.gov/) website at: <https://dcfs.illinois.gov/> or call 877.746.0829.

Federal Tax Registration

Federal law requires partnerships, corporations, and sole proprietorships to obtain a Federal Employer Identification Number (FEIN). To apply for a FEIN, please visit the [IRS](http://www.irs.gov/) website at: www.irs.gov/, or call 800.829.1040.

State of Illinois Business Registration

Businesses operating in Illinois that plan to hire employees, buy or sell products at wholesale or retail, or manufacture goods must register with the Illinois Department of Revenue. For more information, please visit the [Illinois Department of Revenue](http://www.illinois.gov/) at: www.illinois.gov/, or call 800.732.8866.

Assumed Name Act

When the business name is different from the owner's full legal name, the "Assumed Name Act" requires you to register the business name with the County Clerk's Office, regardless of the business's structure. For more information, please visit the [Lake County Clerk's Office](http://www.lakecountyil.gov/161/County-ClerkElections) at: www.lakecountyil.gov/161/County-ClerkElections, or call 847.377.2400.

Starting a Business in Illinois

For information about starting a business in Illinois, please visit Illinois.gov. If you have employees (whether a sole proprietor or corporation), you must file with the State to contribute to the unemployment fund (this will be sent to you once Form NC1 is filed). For more information, please visit the [Illinois Department of Employment Security](https://ides.illinois.gov/) website at: <https://ides.illinois.gov/>.

Professional Certification

Your profession may be regulated and licensed by the State of Illinois. For more information, please visit the [Illinois Department of Financial and Professional Regulation](http://www.idfpr.illinois.gov/) website at: www.idfpr.illinois.gov/ or call 217.782.8556.

Business Taxes – Monthly Reporting & Payment

State of Illinois Taxes

The State of Illinois imposes business taxes on businesses within the State of Illinois. These taxes must be paid directly to the State of Illinois. For general merchandise sales tax information, please visit the Illinois Department of Revenue's website at: www.revenue.state.il.us.

- State of Illinois general merchandise sales tax is 8%. The rate consists of the following:

State (State/Lake County/Municipal)	6.25%
Highland Park Home Rule	1.00%
Regional Transportation Authority	0.75%

City of Highland Park Taxes

In addition to the 8% State of Illinois General Merchandise Tax, the City of Highland Park imposes business taxes on businesses within the City of Highland Park. The City tax must be paid directly to the City, and the appropriate tax return and ST-1/ST-2 and PST-2 forms must be completed and submitted with payment. Payment of these taxes is the responsibility of the business. For more information, please contact the City of Highland Park's Finance Department at 847.432.0800. For more information about sales taxes or to download/print tax forms, please visit the City's website at: www.cityhpil.com. City of Highland Park taxes are as follows:

- A food and beverage tax of an additional 1% is assessed upon food and beverages prepared and sold for immediate consumption.
- A packaged liquor tax of an additional 1% is applied to the sales of packaged liquor sold at retail in original containers.
- A motor fuel tax is an additional two cents per gallon or a fraction thereof, sold at retail.

Prepared Food & Beverage 9.00%

The rate consists of the following: General Merchandise 8.00% Highland Park Prepared Food & Beverage Tax 1.00%

Packaged Liquor 9.00%

The rate consists of the following: General Merchandise 8.00% Highland Park Packaged Liquor Tax 1.00%

Motor Fuel Tax \$.02/gallon

The rate consists of the following: Highland Park Motor Fuel Tax \$.02/gallon

Qualifying Food & Drugs \$1.75%

The rate consists of the following: State 1.00% Regional Transportation Authority 0.75%

Required Forms

- Completed Business Tax Registration form
- Completed and signed tax return(s)
- Copy of the Illinois Department Revenue ST-1 form (and ST-2 for multiple locations)
- Motor fuel tax returns should include a copy of the PST-2, if applicable

Download Forms at cityhpil.com/business/business_taxes.php.

Payment Deadline

Reporting and remittance of taxes collected are due to the City of Highland Park on the last day of each calendar month for the immediately preceding calendar month. The payment must be received on or before the last day of the month; the City does not accept the postmark date. For example, the tax for the liability month of March is due to the City by April 30.

Methods of Payment

Currently, the City of Highland Park is equipped to receive funds paid by:

- Cash - if paying in person
- Check - must be made payable to the City of Highland Park
- Credit Card - only if paid in person (VISA, MasterCard, Discover)

Fire Prevention Inspections

Once your business is operating, the Fire Department's Bureau of Fire Prevention conducts regular inspections of businesses to assure compliance with fire prevention and life safety codes, including practices related to storage and housekeeping, fire alarms, fire extinguisher maintenance, exits, and safety. For more information, contact the Fire Department at 847. 926.1075.

Smoke-Free Illinois Act and Highland Park

Frequently Asked Questions for Businesses

What is the purpose of the Act?

To protect the health of Illinois residents, workers, and visitors from the documented health effects of secondhand smoke exposure.

Does the Highland Park ordinance differ from the state law?

Yes, Highland Park prohibits smoking in any enclosed space and requires that smoking occur at least 25 feet from any door, windows that open, or intake vents that serve any enclosed areas. In addition, smoking is permitted in 10% of hotel rooms.

How do I comply with the law?

- You may not allow smoking in any enclosed space where the general public may go or where employees/volunteers pass through during the course of their work. This includes break rooms, maintenance garages, trailers, enclosed tents, and tool sheds. Common areas of apartment buildings and condominiums, such as hallways, lobbies, and laundry rooms, must also be smoke-free.
- There is no smoking in student dormitories, government vehicles, or other vehicles used by or open to the public, regardless of whether private persons or entities own them.
- You may not allow smoking within 25 feet of any door, windows that open, or intake vents that serve any of the enclosed areas mentioned above.
- Post "no smoking" signs in each place where smoking is prohibited and at each entrance to those spaces.
- Remove ashtrays from areas where smoking is prohibited, including within 25 feet of doorways, windows that open, and intake vents.

How do I enforce the 25 feet rule?

The most effective way to enforce the law indoors and out is to post adequate signage and train your staff on what to say and do. Signage is a requirement of the Smoke-Free Illinois Act.

What if a customer refuses to comply with the law?

Staff must remind customers or other visitors of the law and politely explain that they must step outside to smoke. When asked to stop smoking, a customer will usually do so. Use your standard protocol to remove a disruptive customer from your establishment if necessary.

Can I set up an outdoor smoking tent or other structure?

- Because the Smoke-Free Illinois Act covers indoor public places in addition to workplaces, enclosed outdoor structures like tents must be smoke-free regardless of whether employees enter them or not.
- Smoking is allowed in outdoor structures ONLY IF the structure is NOT ENCLOSED and is located at least 25 feet from doors, windows that open, and ventilation intake vents.
 - A space is enclosed if surrounded by a combination of walls and a ceiling, regardless of windows and doorways and the structure's material.
 - The use of canvas, tarps, screens, lattices, or strips/sheets of plastic to enclose a smoking area is considered a violation.

- In addition to complying with the fire code and any local ordinances, **outdoor smoking structures must meet one of the following criteria to comply with Smoke-Free Illinois.**
 - Be completely open on one side (no wall or other material on one side), even if it is a tent. Open doors and windows do not count as one side being completely open.
 - Have half walls (50% of the distance between floor and ceiling) on two or more sides.
 - Have no overhead covering.

Do private clubs and banquet halls have to comply?

Yes. All indoor public places, including private clubs, must be smoke-free. The only exemptions are listed on the other side of this flyer.

Can I create a designated smoking area inside my establishment?

No. The only exemptions to the Smoke-Free Illinois Act are listed below.

What areas are exempt from Smoke-Free Illinois?

- There are some exemptions for hotels, long-term care facilities, tobacco retailers/manufacturers, and medical research laboratories; however, **all businesses must still comply with certain regulations.** Read the following carefully to determine if your business is eligible for an exemption.
- **Hotel/Motels:** Smoking is permitted in up to 10% of sleeping rooms. Smoking is prohibited in common areas such as hallways, lobbies, public bathrooms, and offices. All smoking rooms must be next to each other and on the same floor. Smoke may not infiltrate other smoke-free areas. The smoking status of rooms may not be changed except to add nonsmoking rooms permanently.
- **Nursing Homes/Long-Term Care Facilities:** The exemption only applies to rooms occupied solely by smokers who have requested in writing to be placed or remain in a room where smoking is permitted. Smoke may not infiltrate other areas. The nursing home or long-term care facility shall ensure that any rooms designated for smoking also comply with the statute and administrative rules under which the facility is licensed and the fire protection and life safety codes incorporated by reference in those rules. All facilities are free to designate themselves as 100% smoke-free.
- **Tobacco Retailers:** To be exempt, the store must derive more than 80% of its gross revenue from the sale of tobacco and tobacco-related accessories; the store may NOT be a tobacco department or section of a larger commercial establishment; and it may NOT have any type of liquor, food, or restaurant license. Stores that began operation after 1/1/2008 must be in a freestanding structure occupied solely by the business. In addition, tobacco stores must annually file an affidavit with the Illinois Department of Public Health stating the percentage of its gross income derived from tobacco and tobacco-related accessories during the prior calendar year.

What are the penalties?

- Fines for individuals who smoke in prohibited areas are \$100 for the first offense and \$250 for subsequent offenses.
- Persons who control or operate the public place or place of employment, such as an owner, manager, and other staff, who knowingly allow smoking in the prohibited area may be fined \$250 for the first violation, \$500 for the second, and \$2500 for subsequent violations. Each day is a separate violation.

Should I follow the Smoke-Free Illinois Act or my town's smoke-free law?

- The Smoke-Free Illinois Act applies to all businesses in Illinois; however, local counties and municipalities may pass stricter regulations by eliminating exemptions or making more areas smoke-free, such as outdoor dining. Therefore, you must follow whichever provisions are more stringent.
- In addition to Highland Park, many Lake County communities and unincorporated Lake County have ordinances stricter than the State.

Can I make my entire property smoke-free?

Yes. You may designate additional areas, such as outdoor patios or the entire grounds, as smoke-free.

How do I report a violation?

Violations can be reported to the Illinois Department of Public Health on their toll-free hotline 866.973.4646 or website www.smoke-free.illinois.gov.

Where can I get more information?

Contact Tobacco Free Lake County at 847.377.8090 or TFLC@lakecountyil.gov. You may also contact the City's Building Division at 847.432.0808 or building@cityhpil.com.

BUSINESS INCENTIVES

Sales Tax Rebate Program

The City Council, in cooperation with the Business & Economic Development Commission (BEDC), developed a sales tax rebate program to facilitate business attraction and retention. New businesses making minimum capital investments of \$250,000 and generating a minimum of \$1,000,000 in sales tax dollars annually may be eligible for rebates. Existing businesses investing a minimum of \$75,000 in capital improvements and generating a minimum of \$1,000,000 in sales tax dollars annually may be eligible for rebates. Prospective applicants are encouraged to read the Sales Tax Rebate Guidelines and Application thoroughly. All applicants must submit a completed application with a non-refundable \$5,000 application fee to the Office of Business Development for review and processing. The City Council will review applications for final approval. If you have questions about the Sales Tax Rebate Program, please contact the Office of Business Development at 847.926.1027 or e-mail businessdevelopment@cityhpil.com.

Small Business Façade Improvement Program

The City of Highland Park recognizes the importance of independent merchants to the City's image and tax base. The Small Business Façade Improvement Program (Façade Program) was established to provide assistance and incentive to property owners and local businesses to improve the look and functionality of their property and place of business. The Façade Program represents a terrific opportunity for businesses to save money on exterior storefront improvements and to improve the appearance of the City's business districts. The Façade Program is available citywide to small business operators and commercial property owners.

The grant program is funded annually. Funds are available on a first-come, first-served basis. The City's contribution is a grant in the form of a rebate for 50% of eligible improvements up to \$5,000. Grants from the City are paid out when the project is complete and the City Council approves disbursement. The project must be completed within one hundred and twenty days of application approval.

Eligible improvements include improvements made on the frontage of a building or a right-of-way. These improvements include installing new awnings, building cleaning, repairing building deterioration and restoring original building materials, making exterior accessibility improvements, painting the exterior, repairing or upgrading exterior lighting, replacing or repainting windows, installing new, replacing, repainting, or restoring permanent signs and replacing, repainting, or restoring of trash enclosures, but only if undertaken as part of a comprehensive façade improvement. For a complete list of eligible improvements, please visit the City's website to review Chapter 107 of the Highland Park Code, Small Business Façade Improvement Program.

If you have questions about the Façade Program, please contact the Office of Business Development at 847.926.1027 or via e-mail at businessdevelopment@cityhpil.com

BUSINESS RESOURCES

City of Highland Park Office of Business Development

The City of Highland Park is committed to assisting entrepreneurs and established business owners interested in opening a business in Highland Park. The Office of Business Development staff is a business's primary local government contact and resource. They can help business owners find a commercial location, assist them through the regulatory and permit process, and provide knowledge of the City's zoning regulations and Highland Park's existing business mix. The Office of Business Development markets new businesses by including them on the Enjoy Highland Park website, the Weekender e-news and Business e-news, Facebook, Instagram, the City's online business directory, and the Highlander newsletter. For more information or assistance establishing your business in Highland Park, please contact the Office of Business Development at 847.926.1027.

City of Highland Park Police Beat Coordinator System

The City of Highland Park Police Department developed the Police Beat Coordinator (PBC) system to foster partnerships within our community. Business owners may contact their PBC to discuss crime prevention, what to do in the event of a crime, and address other Police Department-related questions or concerns. Business owners are encouraged to contact their PBC if they have questions about law enforcement. Visit cityhpil.com for more information on the PBC program and the [Highland Park Beat Map](#) at: to locate the PBC officer for your location.

Highland Park Chamber of Commerce

The Highland Park Chamber of Commerce is a private, non-profit business association whose membership includes businesses, service organizations, and individuals. They aim to promote, support, and assist the local business community through effective communication, ongoing education, and quality programs and services. They serve as the "Voice of Business" at the federal, state, and local levels of government. For more information, please contact 847.432.0284 or via e-mail at info@chamberhp.com or visit their website at www.chamberhp.com.

Resources for Starting a Business

- [Small Business Administration Business Guide](#)
- [Information on Starting a Business in Illinois](#)
- [Basic Federal Tax Information for Starting a Business](#)

Illinois Department of Commerce and Economic Opportunity (IDCEO)

The [Illinois Department of Commerce and Economic Opportunity](#)'s mission is to provide economic opportunities for businesses, entrepreneurs, and residents that improve the quality of life for all Illinoisans. The IDCEO is focused on improving transparency and accountability, enhancing customer service, increasing Illinois' competitiveness, advancing minority empowerment, modernizing Illinois' workforce, and elevating our state's promotional efforts.

The IDCEO delivers impactful and efficient programs and services through the following offices. Visit their website at: <https://dceo.illinois.gov/> and search for the following information:

- [Office of Business Development](#)
- [Office of Employment & Training](#)
- [Office of Entrepreneurship, Innovation & Technology](#)
- [Office of Minority Economic Empowerment](#)
- [Office of Tourism](#)
- [Office of Trade & Investment](#)
- [Office of Urban Assistance](#)

Illinois Small Business Development Center

The College of Lake County's Illinois Small Business Development Center (SBDC) assists in assessing the viability and developing business ventures within Lake County. Services include one-on-one consulting by noted experts, assistance with developing business plans, support securing loans, referrals to small business service providers, access to their small business resource library, and interactive workshops. For more information, please call the College of Lake County Small Business Development Center at 847. 543.2033, or visit: www.clcillinois.edu.

Illinois SBDC at the Women's Business Development Center (WBDC)

The WBDC aims to provide business owners an equitable opportunity to compete and succeed in the marketplace and achieve economic independence. WBDC delivers programs and services designed to meet client needs with the goal of helping to create jobs, fuel economic growth, and build strong communities. WBDC programs and services are community-based, culturally aware, and customized to align with the business stage and needs of the business owner and the market/community being served. For more information, please call 312.853.3477 or visit their website at www.wbdc.org/en/.

SCORE - Counselors to America's Small Businesses

Counselors to America's Small Business (SCORE) is a non-profit association dedicated to entrepreneur education and the formation, growth, and success of small businesses in the U.S. SCORE provides free business counseling workshops and low-cost management consulting. They also offer templates and advice on developing business plans and obtaining business loans. SCORE counselors can help entrepreneurs start a business or small business owners grow their businesses and prosper. They also counsel by e-mail. For more information, please call 312.353.7724 or visit their website at www.northchicago.score.org.

Accion

Accion is the largest nationwide nonprofit lending network in the United States. They provide fair and flexible loans, connections to business experts, and access to resources and opportunities tailored to business owners' unique needs and goals. Accion lends to women-owned businesses, start-ups, the restaurant and food industry, and more. For more information, please call 312 275.3000 or visit their website at <https://www.accion.org/>.

Visit Lake County

Visit Lake County is the official destination marketing organization and champion of tourism for Lake County, Illinois. The City of Highland Park is a Community Partner with Visit Lake County. Highland Park businesses receive the City's discounted partner rate for year-round marketing and promotional opportunities as a benefit of the City's partnership. For more information, please call 847.662.2700 or www.visitlakecounty.org/partners-overview.

Hello Alice Small Business Grant Program

Apply for \$500,000 - \$25,000 for your small business. In partnership with the Global Entrepreneurship Network (GEN) and with funding from Etsy and Progressive, Hello Alice is a free online platform that helps businesses launch and grow through every step of their entrepreneurial journey. The Small Business Growth Fund provides small business owners with knowledge, funding, networking opportunities, and peer-to-peer connections with more than one million small business owners. To be eligible, applicants must be a for-profit business with less than \$1 million in 2022 gross annual revenue and reside in one of the 50 United States, Puerto Rico, or the District of Columbia. Link to Apply, or visit the website at: www.helloalice.com/grants/sbgf/

Energy Efficiency Incentives and Grants

All Illinois public facilities in Ameren Illinois and ComEd electrical service areas or Illinois, Nicor, North Shore, or Peoples natural gas areas are eligible for Energy Efficiency Incentives and Grants at: www.energy-grants.net/illinois-energy-grants-rebates-loans-incentives.

Special Service Areas

The City of Highland Park has two active Special Service Areas dedicated to supporting local businesses.

What is a Special Service Area?

A Special Service Area (SSA) is a taxing mechanism that can be used to fund a wide range of special or additional services and/or physical improvements within a specific geographic area of a municipality or county. This financing tool usually involves levying an additional property tax only in the area that will receive the special service or improvement. Special service financing enables the municipality or county to provide any public service to a portion of its jurisdiction without burdening the entire community with a debt or tax. In essence, the property owners are choosing to assess a fee of themselves to create a pool of funds to benefit their immediate district. The City works with them to uphold the legal requirements of creating such a fund. It is the only financing method that permits a tax rate in one part of a municipal jurisdiction that will not apply to the rest of the municipality. SSA's are authorized under Illinois State Statute granting municipalities and counties the authority "to levy or impose additional taxes upon areas within their boundaries in the manner provided by law for the provision of special services to those areas and for the payment of debt incurred in order to provide those special services." (35 ILCS 200).

An SSA can be proposed either by the City Council or by an owner of property located within the proposed SSA. The City Council then formally initiates the process by adopting an ordinance that proposes the SSA. Thereafter, the City Council conducts a public hearing regarding the proposed SSA. Notice of the hearing must be provided in advance by both publication in a newspaper and by mailing to the owners of the subject properties. State law requires that individual property owners submit petitions in opposition to the SSA within 60 days of the public hearing. By the end of the objection period, if at least 51% of the electors residing within the Special Service Area and at least 51% of the owners of record of the land included within the boundaries of the Special Service Area object, the request for an SSA cannot be established. Otherwise, the City Council may consider an Ordinance creating the Special Service Area.

Ravinia District (Special Service Area Number 17)

The City Council established Special Service Area 17 (SSA 17) to enhance the quality of the business and community environment and increase the economic impact of the Ravinia Business District, effective January 1, 2014.

Respectively, the City has renewed SSA 17 for the following consecutive three-year terms:

- January 1, 2017 – December 31, 2019
- January 1, 2020 – December 31, 2022
- January 1, 2023 – December 2025

The annual budget/levy is \$90,000, which covers marketing, public relations, events, banners, and expanded beautification in the Ravinia Business District.

SSA 17's boundaries include commercial and mixed-use rental properties in the B2-RW and RM2 zoning districts. SSA 17 does not include residential condominiums with separate real estate tax PINS within the SSA's boundaries to the extent allowed by law.

The Ravinia Business District SSA 17 Advisory Group guides the SSA's activities. The City's Business Development Manager manages SSA 17.

SSA 17 has sponsored several popular events. In 2017, on behalf of SSA 17, the City initiated Food Truck Thursdays with Music in the Park, June – September, which is in its sixth year. The event attracts 1,500 residents and visitors from near and far weekly. Bensidoun USA coordinates Food Truck Thursdays. Life Rhythms coordinates Music in the Park. The SSA also sponsors an annual Halloween Candy Stroll and the Holiday Cookie and Cocoa Crawl. Ripple Public Relations coordinates activities for the events.

The City shares new business contact information with Ripple Public Relations. If your business is in the Ravinia District, they will contact you to discuss how you can get involved in events and marketing. To contact Ripple Public Relations, please call 847.432.6000 or e-mail info@ripplepublicrelations.com.

For more information about SSA 17, contact the Office of Business Development at 847.926.1027 or e-mail: businessdevelopment@cityhpil.com.

Central Business District Special Service Area Number 19 – Downtown Highland Park Alliance

In June 2018, the Central Business District Property Owners' Association (CBD POA) requested that the City establish a Central Business District Special Service Area (SSA) for a 3-year term, January 1, 2019, through December 31, 2021, with an annual budget levy of \$110,000, for marketing, events, and beautification to strengthen the long-term viability of the local economy, and to enhance the quality of the business community environment within the special service area. In November 2018, the City approved SSA No. 19.

The boundaries of SSA 19 included all commercial properties in the B-4 and B-5 zoning districts, except residential condominiums with separate real estate tax PINs to the extent allowed by law.

In August 2021, the City received a request to renew Special Service Area (SSA No. 19) for the Central Business District of Highland Park (CBD) for a three-year term from January 1, 2022, through December 31, 2024, for marketing events, and beautification to enhance the economic vitality of the CBD.

The Downtown Highland Park Alliance Board administers SSA 19. The Downtown Highland Park Alliance is comprised of seven property owners, including a City staff representative. A City Council liaison also attends meetings.

The Downtown Highland Park Alliance ("Alliance") is a public/private partnership dedicated to improving the economic vitality of the Central Business District. Embracing collaboration with businesses, property owners, and the City of Highland Park, the Alliance encourages local spending, investment, tourism, and community by promoting the Central Business District.

The City shares new business contact information with the Alliance. Their representative, Ripple Public Relations, will contact you to discuss how you can get involved in downtown events and marketing. To contact Ripple Public Relations, please call 847.432.6000 or e-mail info@ripplepublicrelations.com.

Utility Contact Information

AT&T

Phone: 800.288.2020

Xfinity

Phone: 866.594.1234

ComEd

Phone: 800.334.7661

North Shore Water Reclamation District

Phone: 847.623.6060

Peoples Gas

Phone: 866.556.6001

Commercial Recycling and Refuse Program – Lakeshore Recycling Systems

Phone: 773.685.8811

Set Up or Termination of Water/Sewer Service

Phone: 847.432.0800

If you are moving into a Highland Park property, the seller/owner will provide buyer/tenant information to set up the account. If you are moving out of a Highland Park property, you must schedule a meter reading at least three business days before closing. A final meter reading can be ordered by completing the [here](#).

The completed form can be e-mailed to finance@cityhpil.com or faxed to 847.432.2617. Please contact the Finance Department with any questions or concerns at 847.432.0800.

For additional information concerning the commercial franchise agreement, please contact the City Manager's Office at 847.926.1000.



City of Highland Park
Office of Business Development
1707 St. Johns Avenue
Highland Park, Illinois 60035
Phone: 847.926.1027
E-mail: businessdevelopment@cityhpil.com

Business Registration Form

All businesses occupying a commercial property are required to register with the City after receiving their Certificate of Occupancy and within 30 days of opening. After the initial registration, businesses are required to renew their registration annually. Businesses will be invoiced for annual renewal. The annual renewal deadline is December 31. Complete ALL sections of this form and return it to the address above with a \$35 check payable to the City of Highland Park for the annual registration fee. After July 1, the fee is prorated to \$17.50. Fees are waived for Non-Profit Organizations.

PLEASE PRINT

Business Name: _____ D/B/A: _____

Business Address (include suite#): _____ Highland Park, IL 60035

Ground Floor Above/Below Ground Floor Other: _____ Business Location Phone: _____

Business E-Mail: _____ Website: _____

Mailing Address (if different): _____

Mailing Phone: _____ Illinois Business Tax Identification Code: _____

Description of Business: _____

Does this business offer massage services? Yes No Does this business sell products containing CBD oil? Yes No

Number of Employees (including independent contractors) Full-Time: _____ Part-Time: _____

Days and Hours of Operation: _____

Type (check one): Corporation LLC PC Individual Partnership Non-Profit Other: _____

Owner: _____ Phone & E-mail: _____

On-Site Manager: _____ Phone & E-mail: _____

Emergency Contacts for Police, Fire, or Other:

1. Contact: _____ E-mail: _____ Cell: _____

2. Contact: _____ E-mail: _____ Cell: _____

Alarm Systems (check one): Yes No Type(s) check all that apply: Fire Theft

Property Owner or Management Co.: _____ Phone: _____

Lease Expiration Date: _____ Square Footage: _____ Expected Date of Opening: _____

Please Read and Sign Below. I certify that the above information is correct:

Print Name: _____ Position/Title: _____

Signature: _____ Date: _____

City of Highland Park
1150 Half Day Road
Highland Park, IL 60035

Phone 847.432.0808 Fax 847.926.8885
E-mail Building@Cityhpil.com

Letter of Intent for Occupancy

The form is required to be filled out in situations where:

- An existing business is changing ownership.
- A new business is opening for the first time.
- An existing business is relocating
- An existing business is changing ownership

\$150 Non-Refundable Filing Fee

Please note: The City of Highland Park is happy to assist prospective business owners in completing all documents needed to successfully open a business in Highland Park. Please complete this form and turn it into the Building Division with the \$150 inspection fee; at that time your required inspections will be scheduled. Inspections are performed to confirm that the space is code compliant. Please be advised all inspections must pass prior to occupancy of the space. At that time a Certificate of Occupancy will be issued allowing you to move in. This is also an ideal time to ask questions if you will be remodeling or altering the space and what is required to do so. Once you receive your Certificate of Occupancy, please register your business with the Office of Business Development. For more information about Business Registration, please call the Office of Business Development at 847.926.1027, or visit them at City Hall, 1707 St Johns Avenue.

General Information:

Name of Proposed Business: _____

Retail Occupation Tax Number: _____

Address of Proposed Business: _____

Zoning District: _____

Name, Home Address & Phone # of New Tenant:

Name of Previous Tenant: _____

Name, Home Address & Phone # of Property Owner:

The selling of food, alcohol, or tobacco will require one or more of the following licenses:

- | | | |
|--|----------------------------------|---------------------------------|
| Lake County Health Department Approval | <input type="checkbox"/> On File | <input type="checkbox"/> Needed |
| Highland Park Food Dispenser License | <input type="checkbox"/> On File | <input type="checkbox"/> Needed |
| Tobacco Sales License | <input type="checkbox"/> On File | <input type="checkbox"/> Needed |
| Liquor License | <input type="checkbox"/> On File | <input type="checkbox"/> Needed |

Briefly describe any changes that will be made to the exterior: (please note that permits may be required; contact the Building Division)

Signs: _____

Parking: _____

Landscaping _____

Refuse: _____

Façade Remodeling: _____

Briefly describe any changes that will be made to the interior: (please note that permits may be required; contact the Building Division)

Remodeling: _____

Electrical: _____

Plumbing: _____

Will a basement be used? _____

Site Specific Information:

Gross Square Foot Area of Space to be used: _____

Gross Floor Area of Storage Space: _____

Number of Employees: _____

Date of Planned Opening: _____

What Type of Equipment will be used in Conjunction with the Occupancy? _____

What Type of Flammables will be used? _____

Maximum Occupant Load _____

*** (Architect's Calculation Must Be Received Prior To Issuance of Certificate of Occupancy)***

Name of Proposed Use as Shown in the Table of Permitted and Conditional Uses, Article IV,

Chapter 150 (available on the City website under City Code): _____

Describe Proposed Business: _____

I/We, the undersigned, agree to comply with all the ordinances of the City of Highland Park. I/We agree to obtain and submit all required permits and plans, call for all the necessary inspections, request a final inspection 72 hours before opening, and receive a Certificate of Occupancy from the Building Department before opening for business.

Signature of Applicant: _____ Date: _____



Restaurant License Application

January 1 to December 31

Please review, make necessary changes and supply any missing information.

(Check One)

- Restaurant/LFS 20 Seats or Less \$100.00**
- Restaurant/LFS 21-100 Seats \$150.00**
- Restaurant/LFS 101+ Seats \$200.00**

Date: _____

Name of Restaurant/LFS: _____

Address of Restaurant/LFS: _____ **Highland Park, IL60035**

Name of Owner: _____

Owner Address (Street, City, State, Zip): _____

Business Phone Number: _____ **Home Phone Number:** _____

E-mail: _____

In consideration for the issuance of this license, the undersigned applicant agrees to pay the required fee, and all laws and ordinances of the City of Highland Park will be fully complied with at all times. An inspection by the Lake County Health Department is required before this license will be issued.

Print Name: _____ **Position/Title:** _____

Signature: _____ **Date:** _____

Office Use Only:

Activity #: _____ License #: _____ Date Mailed: _____ Initials: _____

City of Highland Park
City Clerk's Office
1707 St Johns Avenue
Highland Park, Illinois 60035

Food Service License Application

January 1 to December 31

PLEASE PRINT

(Check One)

- | | | |
|--------------------------|-------------------------------------|----------|
| <input type="checkbox"/> | Catering Establishment | \$100.00 |
| <input type="checkbox"/> | Delivery Establishment | \$100.00 |
| <input type="checkbox"/> | Mobile Establishment | \$100.00 |
| <input type="checkbox"/> | Take Out Establishment (Food Store) | \$100.00 |

Date: _____

Name of Venue: _____

Address of Venue: _____ Highland Park, IL 60035

Name of Owner: _____

Owner Address (Street, City, State, Zip): _____

Business Phone Number: _____ Home Phone Number: _____

In consideration for the issuance of this license, the undersigned applicant agrees to pay the required fee and that all laws and ordinances of the City of Highland Park will be fully complied with at all times. An inspection by the Lake County Health Department is required before this license will be issued.

Print Name: _____ Position/Title: _____

Signature: _____ Date: _____

Office Use Only:

Check Number: _____ License Number: _____ Date Mailed: _____ Initials: _____



City of Highland Park

City of Highland Park
City Clerk's Office
1707 St Johns Avenue
Highland Park, Illinois 60035

Cigarette, E-Cigarette, Cigar & Tobacco Over the Counter Sales License Application

January 1 to December 31

\$500.00 Annual Fee*

PLEASE PRINT

Date: _____

Business Name Where Tobacco is Sold: _____

Address of Venue: _____ Highland Park, IL 60035

Name of Owner: _____

Owner Address (Street, City, State, Zip): _____

Business Phone Number: _____ Home Phone Number: _____

In consideration for issuance of this license, the undersigned applicant agrees to pay the required fee and that all laws and ordinances of the City of Highland Park will be fully complied with at all times.

Print Name: _____ Position/Title: _____

Signature: _____ Date: _____

**For each license and any fraction thereof*

Office Use Only:

Check Number: _____ License Number: _____ Date Mailed: _____ Initials: _____

Massage Establishment Application

License Fee: \$50 on or before March 29th, \$75 on or after March 30th

Business Information

- 1) Business Name: _____
- 2) Business Address: _____
- 3) Business phone number: _____
- 4) Business E-Mail address: _____
- 5) Type of Business Organization (circle one): Corporation Partnership Individual Ownership LLC
- 6) Description of the massage and other services provided: _____

- 7) Description of how the operation of the proposed massage establishment satisfies the requirements outlined in section 108.020 of the Highland Park City Code. A copy of the Ordinance about Massage Establishment Licensing can be found attached to this application for reference. (Please attach additional pages if needed):

Property Owner Information

- 8) Name of Property Owner: _____
- 9) Property Owner's Address: _____
- 10) Property Owner's Telephone Number: _____

Applicant Information

- 11) Applicant's name: _____
- 12) Applicant's Address: _____
- 13) Applicant's Telephone Number: _____

14) Please attach a separate sheet(s) with the following information for all of the people noted in sections a through e of this section 14 below:

- **Name**
- **Phone Number**
- **Title/Position**
- **Residence Address**
- **Social Security Number**
- **Date of Birth**
- **The Business, Occupation, and Employment History for the Three Years Preceding the Date of Application**
- **A Photocopy of a Government Issued Photographic Identification or Evidence of Work Authorization**
- **A Photocopy of a Valid and Current Massage Therapist License Issued by the Illinois Department of Professional Regulation (*Applicable to massage therapists only unless exempt under the Illinois Massage Licensing Act 225 ILCS 57/1*)**

- a) Each person who has an ownership interest in the Applicant and the proposed massage establishment.**
- b) If the applicant is an association, partnership, corporation, or limited liability company, each member, partner, officer, and director of the applicant.**
- c) Each person who will be responsible for operating or managing the proposed massage establishment.**
- d) Each massage therapist who will administer massage at the proposed massage establishment.**
- e) Each other person who will provide and perform any other type of work, labor, or services at the proposed massage establishment.**

15) Has the applicant or any of its associates, partners, officers, directors, managers, therapists, employees, or workers been convicted of a violation of any of the provisions of the City Code or any other State or local statute, ordinance, or rule regulating the operation of massage establishments?

15a) If yes, please explain: _____

16) Has the applicant ever applied for a license to operate a massage establishment in the City or any other jurisdiction?

16a) If the application was denied, suspended, or revoked, please explain the reason: _____

Signature and Certification

The undersigned hereby affirms and certifies that the information in this application is true and correct and that the undersigned is authorized to act on behalf of the business.

Print Name: _____ **Position/Title:** _____

Signature: _____

Dated this _____ **day of** _____ **20** _____

On behalf of, the undersigned swears or affirms the following:

(Business Name)

- (a) Licensee will notify the City Manager or their designee of any change to information contained within these records by ten days after the licensee knows of the change. These records will be made available for examination upon request by City personnel during the massage establishment's hours of operation;
- (b) No massage establishment may be open to the public for business, and no massage may be administered before 7:00 a.m. or after 10:00 p.m. on any day;
- (c) Price rates for all massage and any other services provided and performed at the massage establishment premises must be prominently displayed in the reception area of the establishment premises in a location readily visible to all prospective customers;
- (d) No licensee may knowingly permit any person to remain in or upon the premises of the licensed massage establishment who commits any act of public indecency or obscenity;
- (e) At all times during the massage establishment's hours of operation, at least one manager or operator identified under Section 108.010(B)(2)(c) of the City Code must be on the massage establishment premises;
- (f) No alcoholic liquor may be sold, dispensed, provided, kept, or consumed on any licensed premise;
- (g) At all times, the massage establishment is open to the public for business, all doors providing public entry to and egress from the massage establishment premises must be unlocked;
- (h) All store-front windows of the massage establishment premises must be transparent, and the interior waiting area of the establishment premises must be visible from the exterior;
- (i) Rooms used for administering massage must be accessible by a single door, which door must remain unlocked and unobstructed at all times during which two or more persons are in the room;
- (j) Doors to all dressing rooms shall open inward and shall be self-closing;
- (k) Toilet facilities shall be provided within the massage establishment;
- (l) No portion of a massage establishment licensed under the City Code may be designed, modified, equipped, or used for residential purposes or for sleeping quarters;
- (m) At all times, every portion of the massage establishment premises, including any and all appliances, apparatus, equipment, facilities, furniture, or other mechanical or therapeutic devices, shall be kept clean and operated under sanitary conditions;
- (n) All walls, ceilings, floors, pools, showers, baths, steam rooms, and any other physical facilities within the massage establishment shall be kept in good repair and maintained in a clean and sanitary condition;
- (o) All massage tables, lavatories, and floors shall have surfaces which may be readily disinfected;
- (p) Towels, linens, and sheets may not be used by more than one patron between laundering and must be freshly laundered after each use and stored in a clean, sanitary, organized manner;
- (q) Closed cabinets shall be provided for use in the storage of clean linens, towels, and other materials used in administering massage therapy;
- (r) Oils, creams, lotions, and other preparations used in administering massage therapy shall be kept in clean, closed containers or cabinets;
- (s) All massage therapists and any other people who provide and perform any work, labor, or services at the establishment must wear clean, nontransparent outer garments that fully cover their sexual and genital areas;
- (t) The sexual or genital areas of patrons of the massage establishment must be covered with towels, cloths, or undergarments whenever the patron is in the presence of a massage therapist or any employee of the establishment;
- (u) Each massage therapist shall wash their hands in hot running water using a proper soap or disinfectant before administering any massage to any patron; and
- (v) No massage establishment licensed per the City Code may employ anyone not at least 18 years of age.

(SIGNATURE PAGE FOLLOWS)

(SIGNATURE PAGE)

SIGNATURE OF MASSAGE ESTABLISHMENT LICENSE APPLICANT

Dated this ____ day of _____ 20__.

Print Name: _____ Position/Title: _____

Signature: _____

ACKNOWLEDGEMENT

STATE OF ILLINOIS)
) SS.
COUNTY OF LAKE)

This instrument was acknowledged before me on _____ (date), by

_____ (business name).

Given under my hand and official seal this ____ day of _____, 20__.

Notary Public

[SEAL]

My Commission expires: _____



City of Highland Park

Highland Park Police
Department/City Clerk's Office
1707 St. Johns Ave.
Highland Park, Illinois 60035
o: 847.926.1034 / f: 847.432.7625
cityhpil.com

AUTHORIZATION TO RELEASE INFORMATION

Please make copies of this blank Authorization to Release Information form for each individual required to complete it.

This Authorization to Release Information must be completed by each person listed in Section 14 of the City of Highland Park Massage Establishment License application, however, this Authorization to Release Information is not required to be completed by any person who is a massage therapist licensed pursuant to the Illinois Massage Licensing Act 225 ILCS 51/1.

Personal Inquiry Waiver

TO WHOM IT MAY CONCERN:

I respectfully request and authorize you to furnish the Highland Park Police Department with any information you may have concerning my background check. Please include any records and reports, including all information of a confidential or privileged nature, and photocopies of the same, if possible. Your reply will be used to assist the Highland Park Police Department in determining my qualifications for obtaining a Massage Establishment License with the City of Highland Park.

I hereby release you, your organization and others from liability or damage, which may result from furnishing the information requested.

Signature

Printed Name

Date of Signature (Valid for 180 Days)

I attest that _____ (name) subscribed to the above before me on the ___ day of _____, 20___ in the State of Illinois, County of _____.

Notary Public

[SEAL]

Liquor License Application

Business Information

1. Applicant's corporate name: _____
2. Name under which business is to be conducted: _____
3. Location of the place of business for which license is sought (exact street address & number): _____
4. Business phone number: _____
5. Business E-Mail address: _____
6. Description of place or premises, specifying the number of floors, rooms, etc.: _____

❖ ***Please attach a copy of the applicant's State of Illinois Certification of Incorporation***

7. If incorporated in a State other than Illinois, state the date the Applicant became qualified under the Business Corporation Act of 1983, 805 ILCS 5/1.01 et seq., to do Business in Illinois: _____
8. Amount of goods, wares, and merchandise on hand as of the date of this application: _____

Applicant Information

❖ ***Please attach a separate sheet with the following information for whoever oversees the sale of alcohol at the local business. (Owner, local Managers)***

❖ ***A photocopy of each person's Driver's License or State-Issued Identification is also required.***

- **Name:**
- **Position:**
- **Residence Address:**
- **Phone Number:**
- **Date of Birth:**
- **Place of Birth (City, State, Country):**
- **Country of Citizenship (If naturalized, the date and place of naturalization):**
- **Driver's License Number (photocopy of the document also attached):**

9. Length of time the applicant has been in the business of such kind: _____

10. State the principal character of the business of the applicant: _____

11. Is the applicant a club? _____

If so: A) State the number of yearly membership dues: _____

B) Has any member, officer, agent, or employee been paid or directly or indirectly received, in the form of salary or other compensation, any profits from the distribution or sale of alcoholic liquor to the club or the members of the club or its guests, beyond the amount of such salary as may be fixed and voted at any annual meeting by the members or by its board of directors of other governing body out of the general revenue of the club? _____

12. Has the applicant applied for a liquor license on premises other than those described in this Application? _____

If so, state the disposition of that application: _____

13. Does the applicant own the premises for which a license is sought? _____

If not, when does the applicant's lease expire? _____

❖ **Please attach a copy of the applicant's lease. Class "F" applicants must also submit a copy of the applicant's concession agreement.**

14. Is the location of the applicant's business for which the license is sought within one hundred (100) feet of any religious institution, school, hospital, home for aged or indigent persons or veterans, their spouses or children, or military or naval station? _____

If "yes": A). Has the principle use or business on the premises established on or before, and has been continuous since June 6, 1988? _____

B). Is the sale at retail of alcoholic liquor the principal use or business of the premises? _____

15. Is an elected public official or law enforcement officer directly or indirectly involved in the applicant's business? _____

16. Has the applicant been convicted of a gambling or related offense violating Article 28 of the Illinois Criminal Code of 1961, 720 ILCS 5/28 et seq., as amended? _____

17. Has the applicant or any of its directors, officers, partners, managers, or shareholders ever been convicted of (a) a felony under the laws of the State of Illinois or the United States; or (b) a violation of any federal or state law or local ordinance concerning the manufacture, possession, or sale of alcoholic liquor? _____



18. Does a Highland Park Zoning Ordinance violation exist for the premises for which this application is made?

19. Is the applicant delinquent in the payment to the City of any tax or payment required under the Highland Park Code? _____

20. Has any liquor license issued to the applicant by the United States or any state or subdivision thereof been previously revoked? _____

If so, state the reasons, therefore: _____

21. Does the applicant, director, officer, or shareholder possess a current Federal Wagering or Gambling Device Stamp or a current State or City bingo or charitable games license?

If so, state the reasons, therefore: _____

22. Does a valid policy for Dram Shop Insurance exist for the premises and period for which this License applied? _____

❖ Please attach a certificate of Dram Shop Insurance

The undersigned hereby affirms and represents that the information on this application is true and correct to the best of their knowledge.

Dated at Highland Park, Illinois, this _____ day of _____ 20_____

Print Name: _____ Position/Title: _____

Signature: _____

STATE OF ILLINOIS)
COUNTY OF LAKE) SS
CITY OF HIGHLAND PARK)

On behalf of, the undersigned swears or affirms as follows:

- (a) The applicant, and all directors, officers, partners, managers, and shareholders thereof, have not received or borrowed money or anything else of value and will not obtain or borrow money or anything else of value or accept or receive credit (other than merchandising credit in the ordinary course of business for a period not to exceed 30 days, or as otherwise permitted under the Liquor Control Act), directly or indirectly from any manufacturer, importing distributor of alcoholic liquor, or from any officer, manager, agent, representative, or family member thereof;
- (b) The applicant has not been a party in any way, directly or indirectly, to any violation of the Liquor Control Act by a manufacturer, distributor, or importing distributor;
- (c) The applicant, and all directors, officers, partners, managers, and shareholders thereof, are not disqualified from receiving a local liquor license because of any provision of Chapter 119 of the City Code, the laws of Illinois, or the ordinances of the City;
- (d) The applicant will not violate any of the laws of the State of Illinois, or of the United States, without limitation, the responsible alcohol service training requirements set for in Section 119.410 of the City Code;
- (e) The applicant has paid all taxes due and owing to the City as of the date of this application;
- (f) The applicant may be held liable for any violation of Chapter 119 of the City Code by an officer, director, manager, or employee of the applicant, as outlined in Section 119.601 (A) (2) of the City Code;
- (g) The applicant acknowledges that the issuance of a new or renewal local liquor license under Chapter 119 of the City Code will not be deemed as vesting any right to the applicant, or to any partner, officer, director, manager, shareholder, agent or employee thereof, of an additional local liquor license or to future local liquor licenses; and
- (h) If the applicant is a club, the applicant affirms that no member, officer, agent, or employee of the applicant is paid or directly or indirectly receives, in the form of salary or other compensation, any profits from the distribution or sale of alcoholic liquor to the club or the members of the club or its guests beyond the amount of such salary as may be fixed and voted at any annual meeting by the members or by its board of directors or other governing body out of the general revenue of the club.

Dated at Highland Park, Illinois this _____ day of _____ 20_____

Print Name: _____ **Position/Title:** _____

Signature: _____

Subscribed & Sworn before me this _____ day of _____ 20_____

NOTARY PUBLIC



City of Highland Park

Highland Park Police
Department/City Clerk's Office
1707 St. Johns Ave.
Highland Park, Illinois 60035
o: 847.926.1034 / f: 847.432.7625
cityhpil.com

AUTHORIZATION TO RELEASE INFORMATION

Personal Inquiry Waiver

TO WHOM IT MAY CONCERN:

I respectfully request and authorize you to furnish the Highland Park Police Department with any information you may have concerning my background check. Please include any records and reports, including all information of a confidential or privileged nature and photocopies of the same, if possible. Your reply will be used to assist the Highland Park Police Department in determining my qualifications for obtaining a local liquor license with the City of Highland Park.

I hereby release you, your organization, and others from liability or damage from furnishing the requested information.

Signature of Applicant

Printed Name of Applicant

Date of Signature (Valid for 180 Days)

I attest that the applicant subscribed to the above before me on the day of _____ 20____
in the City of Highland Park, County of Lake, State of Illinois.

Notary Public for the State of Illinois

APPLICATION FOR LICENSE FOR RETAIL SALE OF LIQUOR UNDER HIGHLAND PARK LIQUOR ORDINANCE

Brand New Business Non-Refundable Application Fee \$250 _____
Renewal Application Fee \$100 _____

THE UNDERSIGNED HEREBY MAKES APPLICATION FOR THE ISSUANCE OF A LICENSE to engage in the business of selling alcoholic liquor, as indicated here-after for the period commencing _____, 20____ and ending _____, 20____ and tenders here within as and for the license fee therefor, the sum \$_____.

Please check the class for which the application is made.

<u>CLASS</u>	<u>AMOUNT</u>	
___A	\$2,500	RETAIL SALE OF ALCOHOLIC LIQUOR BY ART STUDIOS FOR CONSUMPTION ON THE PREMISES WHERE SOLD ONLY. THE SALE OF ALCOHOLIC LIQUOR PURSUANT TO A CLASS A LICENSE IS PERMITTED ONLY TO PARTICIPANTS IN ARTS PROGRAMS OR CLASSES OPERATED BY THE STUDIO AND ONLY IN CONNECTION WITH THE SERVICE OF FOOD.
___B	\$1,500	RETAIL SALE OF BEER AS PART OF BREW-IT-YOURSELF BEER-MAKING CLASSES, PARTIES, EVENTS, DEMONSTRATIONS, AND SIMILAR ACTIVITIES OFFERED TO RETAIL PURCHASERS FOR A FEE WHICH MAY INCLUDE TASTINGS OF BEER BREWED ON PREMISES, STORAGE OF BEER DURING FERMENTATION AND DELIVERY OF BEER TO PURCHASER FOR CONSUMPTION OFF PREMISES.
___C-1	\$1,500	NOT-FOR-PROFIT CLUBS ON LAND AT LEAST TEN ACRES, WITH ANNUAL MEMBER DUES OF MORE THAN \$100, FOR CONSUMPTION ON PREMISES ONLY OR CORPORATE ENTITIES ORGANIZED UNDER THE LAWS OF THE STATE OF ILLINOIS SOLELY FOR THE PROMOTION OF MUSICAL PERFORMANCE MAINTAINED BY MEMBERS THROUGH THE PAYMENT OF ANNUAL DUES WHERE ALCOHOL SALES ARE INCIDENTAL AND COMPLIMENTARY TO THE SALE AND SERVICE OF FOOD.
___C-2	\$250	NOT-FOR-PROFIT CLUBS ORGANIZED PRIMARILY FOR CHARITABLE, SERVICE, OR FRATERNAL PURPOSES, FOR CONSUMPTION ON PREMISES ONLY.
___D	\$35	NON-PROFIT EDUCATIONAL, POLITICAL, CIVIC, FRATERNAL, RELIGIOUS, OR OTHER ORGANIZATIONS AT A SPECIAL EVENT, NOT VALID FOR A PERIOD EXCEEDING 48 CONSECUTIVE HOURS, FOR CONSUMPTION WITHIN THE AREA SPECIFICALLY DESIGNATED IN LICENSE ONLY.
___F	\$1,750	CONCESSIONAIRES SANCTIONED BY A CLASS RF LICENSEE, FOR CONSUMPTION ON THE PREMISES ONLY.
___G	\$1,750	PROPRIETORS OF SEASONAL GOLF DOME FACILITIES, AT TABLES OR BOOTHS FOR NOT MORE THAN 50 PERSONS, NOT INCLUDING SEATING ACCOMMODATIONS AT BARS OR COUNTERS, SUCH SALE MUST BE INCIDENTAL AND COMPLEMENTARY TO THE PROVISION OF GOLF PRACTICE FACILITIES/SERVICES AND TO THE SALE/SERVICE OF FOOD OR MEALS, FOR CONSUMPTION ON THE PREMISES ONLY. LICENSE VALID ONLY FROM JAN. 1 THROUGH APR. 30 AND FROM OCT. 1 THROUGH DEC. 31.

___H	\$3,000	HOTEL, FOR CONSUMPTION ON THE PREMISES BY HOTEL GUESTS OR WITHIN COMMON AREAS OF THE HOTEL DESIGNATED FOR CONSUMPTION OF FOOD/BEVERAGES.
___PD	\$350	PROPERTIES OWNED OR CONTROLLED AND OPERATED BY PARK DISTRICTS FOR CONSUMPTION ON THE PREMISES ONLY.
___Q	\$1,550	ALCOHOL SALES IN CONNECTION WITH PRIVATE FUNCTIONS NOT OPEN TO THE GENERAL PUBLIC, INCIDENTAL AND COMPLEMENTARY TO THE SALE OF FOOD, ON PREMISES OWNED AND OPERATED IN COMMON WITH A RESTAURANT WITHIN 500 FEET OR IN THE SAME BUILDING, FOR CONSUMPTION ON
___R-1	\$2,580	RESTAURANTS, FOR ALL ALCOHOLIC LIQUOR, INCIDENTAL AND COMPLEMENTARY TO THE SALE AND SERVICE OF FOOD, FOR CONSUMPTION ON THE PREMISES ONLY.
___R-2	\$1,550	RESTAURANTS, BEER, AND WINE ONLY, INCIDENTAL AND COMPLEMENTARY TO THE SALE AND SERVICE OF FOOD, FOR CONSUMPTION ON THE PREMISES ONLY.
___RS-1	\$3,820	RESTAURANTS, FOR ALL ALCOHOLIC LIQUOR, INCIDENTAL AND COMPLEMENTARY TO THE SALE AND SERVICE OF FOOD, FOR CONSUMPTION ON THE PREMISES ONLY, AND SALE OF BEER AND WINE ONLY IN ORIGINAL PACKAGE, FOR CONSUMPTION OFF THE PREMISES.
___RF	\$1,500	NOT-FOR-PROFIT ENTITIES ORGANIZED FOR THE PUBLIC PRESENTATION OF MUSICAL ART, TO PERMIT SALE OF ALCOHOLIC LIQUOR BY CONCESSIONAIRES WITH CLASS F LICENSES FOR CONSUMPTION ON THE PREMISES, AND TO PERMIT BUSINESS INVITEES TO CARRY PREVIOUSLY PURCHASED ALCOHOLIC BEVERAGES ONTO THE LICENSED PREMISES.
___S-1	\$2,580	PACKAGE STORES - SALE OF ALL ALCOHOLIC LIQUOR IN ORIGINAL PACKAGE FOR CONSUMPTION OFF THE PREMISES ONLY.
___S-2	\$1,550	PACKAGE STORES - SALE OF BEER AND WINE ONLY IN ORIGINAL PACKAGE, FOR CONSUMPTION OFF THE PREMISES ONLY.
___SP	\$500	RETAIL SALE OF ALCOHOLIC LIQUOR IN CONNECTION WITH SPORTING EVENTS FOR WHICH THE PUBLIC CAN PURCHASE TICKETS TO ATTEND, FOR CONSUMPTION ON THE PREMISES WHERE SOLD ONLY AND BY A CONCESSIONAIRE, WITHIN A PREMISES FOR WHICH A CLASS C-1 LICENSE HAS BEEN ISSUED. LICENSE VALID ONLY FOR SPECIFIC DATES OF THE SPORTING EVENT.
___T	\$2,500	RETAIL SALE OF ALCOHOLIC LIQUOR WITHIN THE PREMISES FOR WHICH THE PRINCIPAL USE IS EITHER INDOOR MOTION PICTURE THEATER OR LIVE STAGE PERF. THEATER FOR CONSUMPTION ONLY ON THE PREMISES WHERE SOLD.
___Alcoholic Liquor Tasting	\$0	FOR CLASS S-1 AND CLASS S-2 LICENSES ONLY, ALLOWING THE GIVING AWAY OF ALCOHOLIC LIQUOR IMMEDIATELY PRIOR AND INCIDENTAL TO THE SALE OF ALCOHOLIC LIQUOR IN THE ORIGINAL PACKAGE FOR CONSUMPTION OFF PREMISES ONLY, IN ACCORDANCE WITH SECTION 119.560 OF THE CITY CODE.



1707 St. Johns Avenue
Highland Park, Illinois 60035
847.432.0800
www.cityhpil.com

1. Name of Business/DBA: _____
2. Business Location Address: _____
3. Date Open(ed) for Business: _____
4. Business Phone Number: _____
5. Business E-mail Address: _____
6. Company/Corporate Name: _____
7. Company Mailing Address: _____
8. Name of Owner or Manager: _____
9. Owner Phone Number: _____
10. Owner E-mail Address: _____
11. Nature of Business (i.e., restaurant, deli, bakery, etc.): _____
12. Estimated Annual Sales Subject to Food and Beverage Tax: _____
13. Illinois Retailer Occupation Tax Number (IBT): _____
14. Federal Taxpayer ID Number: _____
15. Name of Tax Return Preparer: _____
 - a. Preparers Phone Number: _____
 - b. Preparers E-mail Address: _____

I declare that I have examined this registration form, and to the best of my knowledge, the information entered is true, correct, and complete.

Signature of Applicant

Date

Please return this completed form to:
City of Highland Park
Finance Department
1707 St. Johns Ave.
Highland Park, IL 60035
finance@cityhpil.com



City of Highland Park

1707 St. Johns Avenue
Highland Park, Illinois 60035
847.432.0800
www.cityhpil.com

Packaged Liquor Tax Registration Form

1. Name of Business/DBA: _____
2. Business Location Address: _____
3. Date Open(ed) for Business: _____
4. Business Phone Number: _____
5. Business E-mail Address: _____
6. Company/Corporate Name: _____
7. Company Mailing Address: _____
8. Name of Owner or Manager: _____
9. Owner Phone Number: _____
10. Owner E-mail Address: _____
11. Nature of Business (i.e., liquor store, grocery store, etc.): _____
12. Estimated Annual Sales Subject to Packaged Liquor Tax: _____
13. Illinois Retailer Occupation Tax Number (IBT): _____
14. Federal Taxpayer ID Number: _____
15. Name of Tax Return Preparer: _____
 - a. Preparers Phone Number: _____
 - b. Preparers E-mail Address: _____

I declare that I have examined this registration form, and to the best of my knowledge, the information entered is true, correct, and complete.

Signature of Applicant

Date

Please return this completed form to:

City of Highland Park
Finance Department
1707 St. Johns Ave.
Highland Park, IL 60035
finance@cityhpil.com



1. Name of Business/DBA: _____
2. Business Location Address: _____
3. Date Open(ed) for Business: _____
4. Business Phone Number: _____
5. Business E-mail Address: _____
6. Company/Corporate Name: _____
7. Company Mailing Address: _____
8. Name of Owner or Manager: _____
9. Owner Phone Number: _____
10. Owner E-mail Address: _____
11. Nature of Business (i.e., gas station, etc.): _____
12. Estimated Annual Gallons Sold Subject to Motor Fuel Tax: _____
13. Illinois Retailer Occupation Tax Number (IBT): _____
14. Federal Taxpayer ID Number: _____
15. Name of Tax Return Preparer: _____
 - a. Preparers Phone Number: _____
 - b. Preparers E-mail Address: _____

I declare that I have examined this registration form, and to the best of my knowledge, the information entered is true, correct, and complete.

Signature of Applicant

Date

Please return this completed form to:
City of Highland Park
Finance Department
1707 St. Johns Ave.
Highland Park, IL 60035
finance@cityhpil.com



Park It!
Map for Convenient
Parking in Highland Park's
Central, Ravinia & Braeside
Business Districts

cityhpil.com / Map updated June 2023

Landmarks

- | | |
|---|---|
| A City Hall
1707 St. Johns Avenue | F Veterans Memorial
Central & St. Johns |
| B HP Public Library
494 Laurel Avenue | G Port Clinton Square
600 – 610 Central Avenue |
| C Metra Train Station
1700 St. Johns Avenue | H Renaissance Place
1849-1850 Green Bay Rd |
| D The Art Center
1957 Sheridan Road | I The Water Tower
1849-1850 Green Bay Rd |
| E HP Community House
1991 Sheridan Road | J North Shore Health Center
1840 Green Bay Road |

The City of Highland Park partners with mobility software and payments company Passport Parking to offer residents and visitors a more convenient, contactless, way to pay for parking. Permits are available for purchase online only through the dedicated Highland Park Passport Permit Site. Daily Commuter permits are also available on the Passport Parking Mobile App or at onsite payment kiosks. **Permits are digital; no physical permits will be issued.**

Parking Garages

- 2 E, GO Permits**
Central Business District West / 1785 First Street
143 Spaces
5 Accessible, 129 FREE Three-Hour, E Permit;
9 Daily [600362]
8 AM – 5 PM, Monday-Friday
Overnight Parking on Lower Level with GO Permit
- 3P EU, GO, PCO Permits**
Port Clinton / 601 Laurel Avenue
Upper Level
198 Spaces
7 Accessible, 2 EU Charging Stations, 3 15-Minute,
13 Daily [600364]
Monday-Saturday, 171 FREE Three-Hour and EU Permit
8 AM – 5 PM, Monday-Saturday
Overnight Parking with GO or PCO Permit
- Lower Level
249 Spaces
Key Card Entry only Monday-Friday
2 Accessible, 20 Reserved, 227 Unlimited FREE Parking
Saturday-Sunday
- 14 No Permit Needed**
Renaissance Place / 1849 Green Bay Road
378 Spaces
8 Accessible, 370 FREE Three-Hour
3 – 6 hours \$5.00
Over 6 hours \$10.00
- 6 E, GO Permits**
Central Business District East / 1790 St. Johns Av.
143 Spaces
5 Accessible, 129 FREE Three-Hour, E Permit;
9 Daily [600363]
8 AM – 5 PM, Monday-Friday
Overnight Parking on Lower Level with GO Permit

Parking Lots - list continues in the other side

- 1 C Permit/Daily Hang Tag**
Central Train Station West / 1715 First Street
112 Spaces
5 Accessible, 5 10-Minute Drop-off,
101 C Permit, Daily [600351]
8 AM – 5 PM, Monday-Friday
- 4 E, O Permits**
First Street/Elm Place South / 1915 First Street
71 Spaces
3 Accessible 10 Two-Hour, 58 E Permit
8 AM – 5 PM, Monday-Saturday
Overnight Parking with O Permit
- 5 E Permits**
St. Johns North / 523 Central Avenue
78 Spaces
3 Accessible,
75 Three-Hour, E Permit
8 AM – 5 PM, Monday-Friday
- 7 C Permit/Daily Hang Tag**
Central Train Station East / 1710 St. Johns Avenue
271 Spaces
12 Accessible, 25 12-Hour Meter,
234 C Permit or Daily [600351], Hourly [600350]
8 AM – 5 PM, Monday-Friday
- 8 C, O Permit/Daily Hang Tag**
City Hall/Hazel Avenue / 1701 St. Johns Avenue
76 Spaces
3 Accessible, 14 Two-Hour FREE, 2 Motorcycle,
5 Two-Hour or C Permit
53 C Permit or Daily [600352]
Overnight Parking with O Permit
- 9 Library Patrons Only**
Library / 494 Laurel Avenue
50 spaces
3 Accessible, 47 Three-Hour for Library Patrons
- 10 O Permit**
Central Avenue East-South / 420 Central Avenue
110 Spaces
5 Accessible, 105 Two-Hour
8 AM – 5 PM, Monday-Friday
Overnight Parking with O Permit
- 11 No Permit Needed**
Ori South / 435 Central Avenue
64 Spaces
4 Accessible, 17 Two-Hour, 47 Hourly [600379]
8 AM – 5 PM, Monday-Friday
- 12 E, O Permits**
Ori North / 410 Park Avenue
30 Spaces
2 Accessible, 28 Hourly [600379], E Permit
8 AM – 5 PM, Monday-Friday
Overnight Parking with O Permit
- 13 No Permit Needed**
Elm Place at Sheridan
15 Spaces
Three-Hour Free Parking
8 AM – 5 PM, Except Sunday and Holidays
- 15 No Permit Needed**
Renaissance Place East Surface / 1910 Second Street
This lot is currently under construction and inaccessible

Permit Descriptions

C: Commuter

Commuters may park in any C Permit designated space with one of the following:

- Daily Commuter Permit - use phone app or kiosk
- Quarterly C Permit - use HP Passport permit browser
- Annual C Permit - use HP Passport permit browser

C-Permits are not valid in metered spaces.

S: Student - use HP Passport permit browser

August 15th - June 15th, HPHS students may park in any S Permit designated space with an S Permit

E: Employee - use HP Passport permit browser

Employees may park in any E Permit designated space with one of the following:

- Annual E Permit
- EU Quarterly Permit for Port Clinton Garage — Upper Level

RE: Remote Employee - use HP Passport permit browser

Employees may park in any RE Permit designated space with an RE Permit

O: Overnight - use HP Passport permit browser

Between April 1st and November 30th, overnight parking is permitted at any 12-hour metered space in a City public lot with an O Permit. Overnight parking is permitted in designated lots between 2AM-6AM with the following O Permit Surface Lots

GO: Garage Overnight - use HP Passport permit browser

Port Clinton Square and CBD Garages
City of Highland Park partners with Passport Parking to offer residents and visitors a more convenient, contactless, way to pay for parking. Permits are available for purchase online only through the dedicated Highland Park Passport Permit Site. Daily Commuter permits are also available on the Passport Parking Mobile App or at onsite payment kiosks. Permits are digital; no physical permits will be issued.

Passport is a cashless payment system, users must have a debit or credit card when making purchases. Passport Parking App is available for Apple and Android phone users at no cost. Usual parking rates apply. Signage indicating the appropriate zone number to use when paying by app in place at all Passport App parking locations.

Central Business District Parking Lots continued

16 No Permit Needed

Renaissance Place West Surface / 1825 Green Bay Road
59 Spaces
1 Accessible, 4 15-Minute, 54 Two-Hour
8 AM - 5 PM, Monday-Saturday

17 No Permit Needed

Second Street/Elm Place South / 1865 Second Street
32 Spaces
2 Accessible, 30 Two-Hour
8 AM - 5 PM, Monday-Saturday

18 E Permit

Second Street/Elm Place North / 1955 Second Street
35 Spaces
2 Accessible, 10 Three-Hour, 23 E Permit
8 AM - 5 PM, Monday-Friday

19 E, O, S Permits

1987 Second Street / 1987 Second Street
32 Spaces
2 Accessible, 30 Three-Hour, E, S Permits
8 AM - 5 PM, Monday-Friday
Overnight Parking with O permit

20 No Permit Needed

Second Street/Central South / 1750 Second Street
39 Spaces
2 Accessible, 37 Two-Hour
8 AM - 5 PM, Monday-Friday

21 E, O Permits

Second Street/Laurel Avenue South / 1715 Second St.
18 Spaces
1 Accessible, 17 Two-Hour, E Permit
8 AM - 5 PM, Monday-Friday
Overnight Parking with O Permit

22 C, E Permits

1716 First Street
25 Spaces
2 Accessible, 23 Two-Hour, C, E Permit or Daily [600353]
8 AM - 5 PM, Monday-Friday

23 E Permit

LaSalle Place Parking
13 Spaces
2 Two-Hour, 11 E Permit
8 AM - 5 PM, Monday-Friday

24 C, E, RE Permits

Immaculate Conception Church / 770 Deerfield Road
71 Spaces
71 C or Daily [600354], E, RE Permit
8 AM - 5 PM, Monday-Friday

25 RE Permit

Presbyterian Church / 330 Laurel Avenue
17 Spaces
1 Accessible, 16 RE Permit
8 AM - 5 PM, Monday-Friday



Zone numbers for Passport Parking are listed for either Daily or Hourly in parking lots that permit.

Passport Parking Kiosks are located at City Metra stations and at downtown locations shown on the map with the Passport Parking symbol.

See below for Zone numbers at locations not included on this map: **Laurel Avenue [600360]**, **Western Avenue [600361]**

Backing into public parking stalls is prohibited and is a parking violation in Highland Park.

Braeside Business District

Parking Lots

BR1 C, O Permits

Braeside Train Station West / 51 Blackhawk Road
31 Spaces
1 Accessible, 30 C Permit, or Daily [600356], 11 O Permit
8 AM - 5 PM, Monday-Friday
Overnight Parking with O Permit

BR2 C Permit

Braeside Train Station East / 100 St. Johns Avenue
116 Spaces
5 Accessible, 105 C Permit or Daily [600356] or Hourly [600355], 6 12-Hour Meter
8 AM - 5 PM, Monday-Friday



Ravinia Business District



- Railroad Line
- Parking Lot
- ➔ Lot Entrance



Passport is a cashless payment system, users must have a debit or credit card when making purchases.



RAV 1 E, C, O Permits

Ravinia Train Station North / 760 St. Johns Avenue
72 Spaces (No Ravinia Festival overflow parking allowed)
3 Accessible, 30 Three-Hour, 39 Three-Hour, E, C Permit or Daily [600357]
8 AM - 5 PM, Monday-Friday
Overnight Parking with O Permit

RAV 2 C Permit

Ravinia Train Station East / 700 St. Johns Avenue
46 Spaces
2 Accessible, 34 C Permit or Daily [600359], or Hourly [600358], 8 AM - 5 PM, Monday-Friday

RAV 3 E, RE, C Permits

Ravinia Train Station West / 677 Burton Avenue
100 Spaces
4 Accessible, 10 Two-Hour, 49 C Permit or Daily [600359], or Hourly [600358], 31 RE Permit, 3 5-Minute Drop Off
8 AM - 5 PM, Monday - Friday

RAV 4 E, O Permits

Pleasant Avenue / 685 Pleasant Avenue
21 Spaces
2 Accessible, 19 E Permit or Hourly [600386]
8 AM - 5 PM, Monday-Friday
Overnight Parking with O Permit

RAV 5 No Permit Needed

Pleasant Avenue East / 622 Roger Williams Av.
15 Spaces
2 Accessible, 13 Two-Hour
8 AM - 5 PM, Monday-Friday

RAV 6 E, O Permits

Broadview Avenue / 646 Roger Williams Av.
28 Spaces
2 Accessible, 1 15-Minute, 7 Two-Hour, 18 E permit
8 AM - 5 PM, Monday-Friday
Overnight Parking with O Permit

RAV 7 RE

Jensen Park / 700 Block Dean Avenue
16 Spaces
8 Two-Hour, 8 RE Permit
8 AM - 5 PM, Monday-Friday

Parking Restrictions

All City Parking Lots offer free parking after 5 PM, Sundays and on the following Holidays: New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving and Christmas.

Free parking is also available in designated City Parking Lots on Saturdays.

Note: This does not include parking between 2 AM and 6 AM. Overnight Parking is only permitted in designated lots with an O/GO permit.

Backing into public parking stalls is prohibited and is a parking violation in Highland Park.

Parking Questions

Questions may be directed to the Finance Department at 847.432.0800. Additional information about parking in the City of Highland Park may be found at www.cityhpl.com

