



City of Macomb Business Registration Program



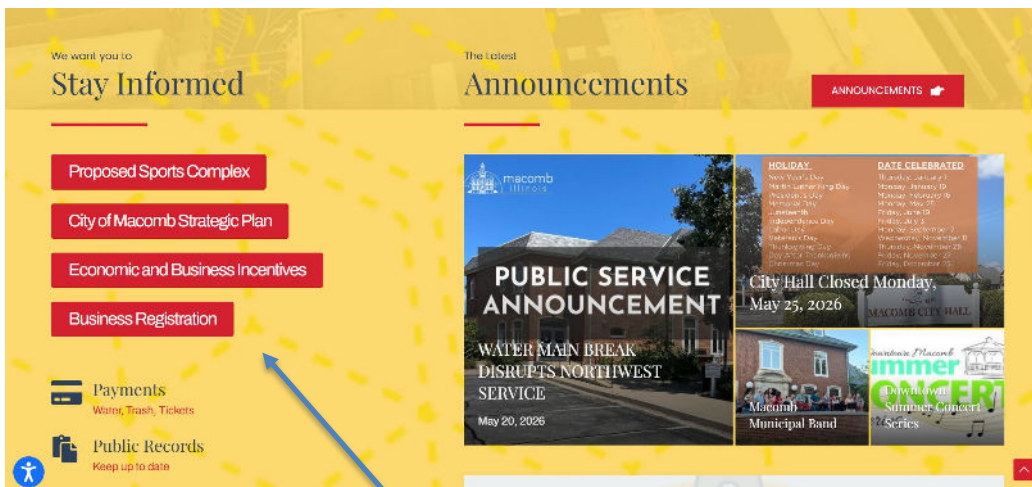
Quick Reference Sheet

Business Registration Checklist

- Complete registration application and provide all requested information
- Provide current business contact information
- Verify Certificate of Occupancy (this can be confirmed with the Office of Community Development)
- Provide Fire inspection documentation if required. Macomb Fire Department will internally provide this information upon application. If an inspection is required, MFD will contact the business.
- Provide Health Department certificates if applicable
- Submit Illinois Department of Revenue documentation
- Display Certificate of Registration upon issuance

Questions?

Contact the Office of Community Development
232 E Jackson St, Second Floor
zoning@cityofmacomb.com



Program Overview

The City of Macomb Business Registration Program is intended to improve communication, support emergency response coordination, and strengthen partnerships between the City and the business community.

Primary Goals

- Improve public safety and emergency response communication.
- Provide timely updates regarding road closures, weather events, and emergencies.
- Share information regarding grants, incentives, and economic development opportunities.
- Maintain accurate business contact information.
- Support code compliance and business engagement.

Who Must Register

- For-profit businesses operating within the City.
- Non-profit organizations operating within the City.
- Businesses leasing, owning, or occupying commercial space.
- Exemptions include government institutions, public educational institutions, and residential landlords.

Registration Requirements

- Completed registration application.
- Certificate of Occupancy (“CO”) verification. This will be verified by the Office of Community Development. An inspection may be scheduled if there is no CO on file.
- Fire inspection approval where required. This will be verified by the Macomb Fire Department. An inspection may be required and will be scheduled by MFD.
- Health Department certifications for food-related businesses.
- Illinois Department of Revenue documentation.

Implementation Timeline

- Program Launch: May 1, 2026
- Businesses have 60 days to complete registration.
- No registration fees until May 1, 2027.
- Annual registration period runs May 1 through April 30.
- Beginning May 1, 2027, the annual registration fee will be \$25.00.

Frequently Asked Questions

Is this a business license?

No. The program is a registration system intended to improve communication, coordination, and compliance.

Will there be fees?

No registration fees will be charged until May 1, 2027. At that time, the annual fee will be \$25.00/year. There will be no prorations and the registration period will be May 1 to April 30.

How often must businesses register?

Registration is required annually due on or before May 1st. Late fees of \$100.00 will apply if not registered by May 30th.

What happens if a business fails or refuses to register?

Any Business failing to register or failing to comply is subject to the issuance of a citation and potential fine of \$250.00. Failure to register may result in a revocation of an issued Certificate of Occupancy.

Why is emergency contact information required?

Emergency contact information helps improve communication during emergencies, utility outages, severe weather, and other incidents.

What information may be disclosed in a Freedom of Information Act request?

Residential information submitted as part of the registration process will be handled in accordance with applicable provisions of the Illinois Freedom of Information Act, including any applicable exemptions for private information, and requests will be evaluated on a case-by-case basis. For home-based businesses specifically, the City's intent is to focus on operational and emergency contact needs rather than public publication of residential addresses.

Who administers the program?

The Office of Community Development administers the program in coordination with other City departments and partner agencies.

ARTICLE I. - BUSINESS REGISTRATION PROGRAM

Sec. 14-1. – Purpose.

The purpose of this Chapter is to establish a uniform system for the registration of business operating within the City of Macomb in order to promote public safety, improve emergency response, enhance communication with the business community, and ensure compliance with applicable City, County, State and Federal regulations.

Sec. 14-2. – Covered Businesses and Entities

The following entities shall be required to register under this chapter: any for-profit or not-for-profit entity, including, without limitation, any sole proprietorship, partnership, corporation, limited liability company, joint venture, association, franchisee, or cooperative, that leases, owns, or occupies space within any building or premises located in, or operating within, the City for the primary purpose of carrying on such business within such premises. This shall not include public educational institutions, state-owned or government institutions, and residential landlords.

Sec. 14-3. Registration Required

- (a) Any Business as defined in this Chapter that is operating or conducting business from any location within the City shall register with the City.
- (b) A Business shall notify the Office of Community Development in writing within thirty (30) days of the occurrence of any of the following:
 - 1. The Business relocates within the City;
 - 2. The Business changes ownership or partnership structure;
 - 3. The Business is renamed or otherwise changes its name or naming structure;
 - 4. There are any changes or modifications to the current application on file with the Office of Community Development.

Sec. 14-4. Administration and Enforcement.

- (a) The Office of Community Development is designated as the administrative and enforcement authority for the Business Registration Program.
- (b) The Office of Community Development shall collect all fees and amounts due the City under this Chapter and shall perform all duties necessary to implement and enforce the provisions herein.

Sec. 14-5. Application

- (a) Applications for registration shall be made in writing on forms provided by the Office of Community Development.
- (b) Any food-related business shall provide proof of the required Health Department certificates issued by the McDonough County Health Department.
- (c) Inspections of facilities where patrons are invited may be required as part of the application process.
- (d) No registration shall be issued unless the applicant provides:
 - 1. A valid Certificate of Occupancy;
 - 2. Approval of required Fire Department inspections, if required;
 - 3. Full payment of all applicable fees;
 - 4. A completed application in the form prepared by the Office of Community Development;
 - 5. Required Illinois Department of Revenue documentation;
 - 6. Required Health Department certifications, if applicable.
- (e) Emergency Contact Information. Each application shall include Business Name, Location, and Emergency Contact information. The City may periodically share such information with the 911 Center and First Responders for emergency response purposes.

Sec. 14-6. Registration, Fees and Renewal

- (a) Every Business must file a fully completed registration form with the Office of Community Development annually.
- (b) The license year shall be May 1 – April 30.
- (c) Registration must be completed on or before May 1 of each year for the subsequent registration year. Registrations not completed on or before May 30 shall be assessed a late fee in accordance with the City Fee Schedule.
- (d) Any Business commencing operations after May 1 shall register within 30 days of beginning operations. There shall be no prorations of the fee.



- (e) Every Business required to register under this Chapter shall pay an annual registration fee as established in the City Fee Schedule.
- (f) Any changes to information previously submitted shall be provided to the Office of Community Development within 30 days of the change.
- (g) Registrations shall be renewed annually. The Office of Community Development shall issue renewal invoices; however, failure to receive a renewal notice does not excuse noncompliance or operating without a valid registration.
- (h) The Office of Community Development shall issue a Certificate of Registration which shall be prominently displayed within the licensed premises at all times.

Sec. 14-7. – Change of Location

The location of any licensed business may be changed provided ten days' notice thereof is given to the Office of Community Development.

Sec. 14-8. – Posting of Registration

All businesses required to register under this Chapter shall post the Certificate of Registration in a prominent and visible location on the premises used for the business at all times. Failure to comply may subject the business to penalties set forth in this Chapter

Sec. 14-9. – Suspension and Revocation.

- (a) Any business failing to comply with the provisions of this Chapter may have their certificate of registration suspended or revoked for not more than one year. Such action may be taken by the Mayor, upon recommendation by the community development director, or their designee. A business may appeal this decision as set forth in this Chapter.
- (b) Except in cases involving life, health, or safety concerns, the Business may be provided with a reasonable time period to correct any noncompliance prior to suspension or revocation.

Sec. 14-10. – Appeals

- (a) Appeals of any administrative determination made under this Chapter shall be heard by the Zoning Board of Appeals within 20 days from the date of such suspension, revocation or administrative determination.
- (b) The community development coordinator, or their designee, shall transmit to the board of zoning appeals all papers upon which the action appealed from was taken.
- (c) All appeals shall be by public hearing before the board of zoning appeals. Notice of the time and place of the public hearing shall be published in a newspaper of general circulation in the city and mailed to the appellant by U.S. Mail at least ten days before the hearing.
- (d) Every decision of the board of zoning appeals shall be in writing and shall indicate the vote upon the decision and provided to the appellant in person or by mail.
- (e) A person aggrieved by a decision of the board of zoning appeals, whether previously a party to the proceeding or not, or an officer or head of a department of the city, may, within 15 days after the filing of such decision in the office of community development, apply to the appropriate court to correct errors of law in such decision.

Sec. 14-11. – Penalties

Any Business failing to register or failing to comply with any provision of this Chapter shall be subject to citation and a fine as set forth in the City Fee Schedule, in addition to any applicable fees. Each day a violation continues shall constitute a separate offense. In addition, failure to register may result in a revocation of an issued Certificate of Occupancy.

There is a late fee of \$100.00 if not registered by May 30th. Failure to register citations may result in the assessment of minimum fines of \$250.00.

Sec. 14-12. – Program Implementation

- (a) The Business Registration Program shall commence May 1, 2026. All business shall register within sixty (60) days of implementation of the program.
- (b) There shall be no registration fees for any new or existing business until May 1, 2027.
- (c) Businesses failing or refusing to register may be subject to failure to register penalties
- (d) Existing licensing fees in the City Code related to business operations shall be repealed or superseded as necessary.