

Guide to Opening and Operating a New Business

Business Registration Process for the City of Edwardsville

The following step-by-step business registration process was created and developed as a guide to assist City of Edwardsville business registration applicants in successfully completing the necessary steps in the business registration process. **This step-by-step guide is for your benefit and there is no need to return this form when you apply for a business registration.**

These steps will be applicable to the majority of businesses seeking a business registration for the privilege of operating or conducting business within the City of Edwardsville. You are urged to read through every step before starting your registration process. As questions arise, please contact the Economic/Community Development Director, 118 Hillsboro Ave. (City Hall), 618-692-7533 to assist you.

Please note that some professions and careers such as attorney, medical doctor, cosmetologist/barber, psychologist, mortician, etc. require additional State of Illinois licensing or certification requirements. You may also wish to visit the Illinois Department of Commerce [First Stop Business Information](#).

Please check with the Illinois Dept. of Financial and Professional Regulation (IDFPR) for additional licensing requirements specific to your area of expertise. Also, the state chapter of your Professional Association may be able to assist you regarding these additional requirements.

Some other professionals or business operations need to meet other specialized requirements such as fingerprinting, fire inspection, etc. as part of their business operations. If you have questions, please contact the Economic/Community Development Director, 118 Hillsboro Ave. (City Hall), 618-692-7533.

We wish you much success and thank you for opening and operating a business in Edwardsville!

1. Will your business be located within the city limits of Edwardsville?

Yes, go to #2.

No, then you do not need a City of Edwardsville business registration.

2. Do you need to know if your proposed business location is zoned to conduct your type of business? or Do you need to know if the property or space you are about to rent will pass building and fire code requirements?

Yes, contact Edwardsville Planning & Zoning - 200 Park St. Edwardsville IL 62025 (Public Works), 618-692-7535.

No, continue to #3.

3. Are you looking for available property or a building to conduct your business?

Yes, contact Economic/Community Development Director, 118 Hillsboro Ave. Edwardsville 62025 (City Hall); 618-692-7533 for information on available property.

No, continue to #4.

4. Will you be using a sign to advertise your business? or Will any building construction or tenant improvements be required for your business? or Will there be a change in property use from the previous business occupant?

___ Yes, to any of the above three questions, contact Edwardsville Planning & Zoning - 200 Park St. Edwardsville IL 62025. (Public Works), 618-692-7535 for sign code compliance, or plan review, permit and certificate of occupancy issuance. After contact, continue to #5.

___ No, continue to #5.

5. Will your business operate out of your home?

___ Yes, contact Edwardsville Planning & Zoning - 200 Park St. Edwardsville IL 62025 (Public Works), 618-692-7535 for information on compliance issues specifically geared to home-based businesses. After contact, continue to #6.

___ No, continue to #6.

6. Will your business sell or serve beer, wine and/or liquor?

___ Yes, contact Illinois Liquor Control Commission 300 W. Jefferson St, Suite 300 Springfield, IL 62702 [217.782.2136](tel:217.782.2136) or [click here](#) for web site for state licensing. Once state licensing is received, fill out a [liquor license](#) for the City of Edwardsville and return to the City's Clerk's office 118 Hillsboro Ave; 618-692-7500 for local business licensing. After contact, continue to #7.

___ No, continue to #7.

7. Will your business sell tobacco products?

___ Yes, contact the City's Clerk's office at 118 Hillsboro, Edwardsville IL 62025; 618-692-7500. You can also download the application on the City's website by [Clicking Here](#). After contact, continue to #8.

___ No, continue to #8.

8. Will your business involve food preparation, tattoo or massage facility, hotel or public pool?

___ Yes, contact Madison County Health Department 101 E Edwardsville Rd, Wood River, IL 62095: (618) 692-8954 or [click here](#) for web site for approval. After contact, continue to #9.

___ No, continue to #9.

9. Will you have three or more employees other than yourself?

___ Yes, contact the Illinois Workers' Compensation Commission, 100 W Randolph St, Chicago, IL 60601; (312) 814-6500 or [click here](#) for website to inquire about workers' compensation insurance requirements. You may obtain workers' compensation insurance from your own insurance company. After contact, continue to #10.

___ No, continue to #10.

11. Does your business require state licensing or permits?

Yes, contact The Illinois Department of Financial and Professional Regulation, 320 West Washington, 3rd Floor, Springfield, IL 62786; (888) 473-4858 or [Click Here](#) for more information. After contact, continue to #12.

No, continue to #12.

12. Will your business be a Corporation or a Limited Liability Company? or Is your business incorporated or registered in another state?

Yes, contact the Office of the Illinois Secretary of State 501 S. Second St., Rm. 350 Springfield, IL 62756; 217-782-6961 or [Click Here](#) to record the name. After contact, continue to #13.

No, continue to #13.

13. Do you need Federal Internal Revenue Service forms, a Federal ID Number or other tax information?

Yes, inquire with the U.S. Internal Revenue Service; 800-829-4933 for forms and instructions. Continue to #14.

No, continue to #14.

14. Are you applying to operate a food truck within the City of Edwardsville?

Yes, first Madison County Health Department 101 E Edwardsville Rd, Wood River, IL 62095: (618) 692-8954 or [Click Here](#) for web site for County approval. After contact, The City's Clerk office or [Click Here](#) to complete application to obtain a license to operate a food truck in the City of Edwardsville then continue to #15.

No, continue to #15.

15. Will you use a fictitious trade name or "doing business as" name?

Yes, contact the Office of the Illinois Secretary of State 501 S. Second St., Rm. 350 Springfield, IL 62756; 217-782-6961 or [Click Here](#) to record the name (Business Trade Name Forms). After contact, continue to #16.

No, continue to #16.

16. Are you operating a restaurant that requires sidewalk dining?

Yes, contact the City's clerk's office 118 Hillsboro Ave; 618-692-7500 or [Click Here](#) for a Sidewalk Dining License application. After contact, continue to #17.

No, continue to #17.

17. Are you applying for a City of Edwardsville Business Registration that will require you to collect or pass on the tax on retail sales? Or Will you require Illinois Sales Tax information on either sales or use tax?

Yes, contact the Illinois Department of Revenue; 800 732-8866 or [Click Here](#) to register your business. After contact, continue to #18.

___ No, continue to #18.

18. How can I register my business in the City of Edwardsville?

___ Yes, Business registration can be filled out on-line by clicking on this [link](#), or visiting the City Clerk/Collector's Office 118 Hillsboro Ave; 618-692-7515 The following items are required to register your business: Date of Illinois Secretary of State Registration, State sales tax number, if required by the State, from the [Illinois Department of Revenue](#).

**Congratulations and thanks again for opening and operating your
business in the City of Edwardsville.**