



General Business License FAQ'S

1. What is a General Business License?

A General Business License is required for doing business in an Unincorporated Area of Cook County The Following constitutes doing business in Unincorporated Cook County.

Maintains a fixed place of business within an unincorporated area of Cook County, or

Owns or leases real property within an unincorporated area of Cook County for business purposes, or

Regularly maintains a stock of tangible personal property in an unincorporated area of Cook County for sale in the ordinary course of business.

2. Where can I find the Ordinance for the General Business License?

Please visit our website at <https://www.cookcountyil.gov/agency/general-business-license> that has further information and/or please find the direct link below:

https://library.municode.com/il/cook_county/codes/code_of_ordinances?nodeId=PTIGEOR_CH54LIPEMIBURE_ARTXGEBULI_S54-380SHTI

3. What are the Fees for the General Business License?

The fee is \$40 every 2 years. If the license is paid after March 1, 2023 the fee is \$80. If the business is a new business The fee is \$40 within 30 days of opening the business.

4. Who is exempt from obtaining a (GBL)

- Any Business requiring a Liquor License
- Any Business requiring a Public Health License
- Arms Dealer License

5. What are the penalties for not obtaining a General Business License?

Any Person determined to have violated this article (1) may be denied any County contract, permit, license, and/or privilege and/or (2) shall be subject to a fine of \$100.00 for the first offense, a fine of \$250.00 for the second offense, and \$500.00 for the third and each subsequent offense and/or be subject to suspension and/or revocation procedures pursuant to this Article. A separate and distinct offense shall be regarded as committed each day upon which said Person shall continue any such violation, or permit any such violation to exist after notification thereof.

(Ord. No. 09-0-78, 11-18-2009; Ord. No. 11-0-60, 6-14-2011.)

6. What is the website address to the General Business License Portal?

Visit <https://www.cookcountyil.gov/agency/general-business-license>, on the right side, under related links, click on Business License Portal- General Business License or visit the portal directly at <https://revenue.cookcountyil.gov/LicensePortal>.

7. I have registered, but I cannot remember my password and/or user id.

You may request your forgotten password from the Login page of the Cook County Business License Portal. Click on Forgot Your Password button and continue with the steps. If this does not work, use the Contact Us link on the top right corner of the page or email us at ccliquorcommission@cookcountyil.gov.

8. How can I change my password and/or contact information?

Click on Maintain Profile button on the License Portal. Here you can update personal information and change your password.

9. I made a mistake on my GBL; can I correct it?

If you made a mistake answering any of the questions on the application, please call Rich @ (312) 603-3634 or email richard.crusor2@cookcountyil.gov

10. I submitted my General Business License Application; how do I find the status of my license?

You may check the status by of application by clicking on License History tab on the Cook County Business License Portal. Once application is approved/denied, email will be sent to portal registered user with more information.

11. How can I pay for my license fee?

You may pay online with a valid credit card or ACH., by mail or in person

12. Can I apply for my application online and pay online?

Yes, you can apply and pay online

13. Can I apply for my application online and pay in person or by mail?

You can either pay in person, by mail, or online.

14. What happens once I make a payment for license application on the portal?

Once you make a payment, the next step will be signing the application electronically. You will receive an email from DocuSign which will prompt you to click on the provided link and sign the application. Once this step is complete, the application will be sent to the various user agencies for approval. Once all user agencies have approved the license will be mailed out to the business applicants.

15. Is there an expedited license approval process?

No. Once a complete application has been submitted, license processing will take up to 30-45 days depending on the level of complexity of the application to be reviewed and business compliance with all other applicable Cook County Ordinance requirements.

16. What if I am applying right before the deadline?

Submitted applications will have to go through the full review process before approval is granted.

17. What if I do not have access to the internet?

You may access the internet at the following locations: Your local public library or you may contact Richard Crusor @ (312)603-3634, or email richard.crusor2@cookcountyil.gov.

18. Does my PC need any minimum requirements for me to access the Liquor License website?

You need to have Microsoft Internet Explorer, Mozilla Firefox or Goggle Chrome and an internet connection.

19. What do I do if the Liquor License website logs me out while I was in the middle of application?

In case Cook County Portal logs you out, login back to portal and try again.

20. What if I have multiple locations, do I need a Liquor for each location?

Yes. A Liquor License is specific to a location.

21. Which County Departments/Agencies are responsible for reviewing my Liquor License application?

The following Cook County agencies will be reviewing each Liquor License application:

- Department of Revenue
- Department of Public Health
- Office of the Sheriff
- Department of Building and Zoning
- Office of Child Support
- Environmental and Sustainability