

**2nd Ward Alderman Brian Hopkins -**

**Business Intake Form**

The following intake form is meant to notify the 2nd Ward Office, along with potentially impacted communities, of a business’ plan to open in the 2nd Ward and/or its desire to apply for certain licenses/permits.

Please fill out in red or boldfaced font and return to david.diaz2@cityofchicago.org once completed.

**Business Name & Contact:**

Date: Owner Name:

Business Name: Phone:

Address: Email:

**License(s) & Permit(s) Being Applied For:**

☐Incidental Activity ☐Sidewalk Café Permit ☐Public Place of Amusement (PPA)

☐Tavern ☐Outdoor Patio ☐Limited Business License

☐Retail Food ☐Club (not-for-profit) ☐Regulated

☐Package Goods ☐Caterer Liquor ☐Public Way Use (signage, awnings, etc.)

**General Business Information:**

* What is the nature of your business? What products or services will you be selling?
* Have you applied for business licenses already? If so, when?
* If granted, how will the licenses be used?
* Percentage of Revenue from Alcohol:
* Percentage of Revenue from Food:
* Percentage of Revenue from Other:
* When do you plan to open?
* How many employees do you plan to hire?
* Who is your landlord?
* Who is your attorney, if applicable?
* What is the estimated occupancy?

**Risk Management & Safety:**

* What are the hours of operation?
* What is the plan for loading and deliveries?
* What will be the customer/valet parking dynamic?
* Does the applicant own any other businesses in the 2nd Ward and/or City of Chicago? If so, what are the names and addresses of the businesses?
* Is the applicant willing to connect their security system to the City’s Office of Emergency Management and Communications (OEMC)? (specific camera and technology requirements can found in [OEMC’s Private Sector Camera Initiative](https://www.chicago.gov/city/en/depts/oem/provdrs/tech/svcs/link_your_cameras.html)).
* Will the applicant be hiring a security service? If so, what company and during what hours?
* Liquor license, Outdoor Patio and PPA applications may trigger a community meeting. Is the applicant willing to undergo this process if required?

**Checklist of Requested Materials:**

☐ Concept/Slide Deck

☐ Business floor plans (including but not limited to the location of exits, restrooms, seating, shelving, display units, bar area and security cameras)

☐ Menu