



Village of Westchester

10300 ROOSEVELT ROAD, WESTCHESTER, IL 60154
(708)345-0020 FAX (708)345-2873
WWW.WESTCHESTER-IL.ORG

Village President
PAUL GATTUSO

Village Clerk
STAN KOLODZIEJ

Trustees
ANGELO A. CALCAGNO
CATHY KURATKO
TRACY MARKEY
SHERBY J. MILLER
FRANK PERRY
NICK STEKER

Village Manager
PAUL NOSEK

Village Attorney
MICHAEL K. DURKIN

Dear New License Applicant:

In order to obtain a Village of Westchester Business license, inspections must be completed by the following departments. Please contact each one directly to set up a time and date.

- ELECTRICAL INSPECTION 708-345-0199
- PLUMBING INSPECTION 708-345-0199
- FIRE INSPECTION 708-345-0441

*Before scheduling the Fire Inspection, your place of business must be set up exactly as if you are opening the doors to the public. For example, filing cabinets, desks and furniture must be in their place.

If there is any type of food for sale, you must also have a Health Inspection

Health Sanitarian 224-456-7045

Please remember that there is an additional license application and procedure for liquor or tobacco.

Thank you,

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APPLICATION FOR NEW BUSINESS

Type of Business _____

Name of Business _____

Address _____ City _____ State _____ Zip _____

Business Phone _____ E-mail _____

Business Owner _____

Address _____ City _____ State _____ Zip _____

Phone _____ E-mail _____

Federal Employer ID Number (FEIN) _____ Verified _____

State Tax Number _____ Verified _____

Property Manager* _____

*NOTE refers to an individual at the management company where rent is paid, if applicable.

Address _____ City _____ State _____ Zip _____

Phone _____ E-mail _____

The fee noted herein is received and a license will be signed upon final inspections and approval by the appropriate Village Personnel. Violation of any law of the State of Illinois, the United States of America, or any ordinance of the Village of Westchester in force and effect during all or part of the period covered by any license issued pursuant to this application in the conduct of said business will result in a revocation of the license issued hereunder.

Date _____ Print _____ Signature: _____

Official Use Only Below Line

Electric Dept: _____ Date _____

Plumbing Dept: _____ Date _____

Fire Dept: _____ Date _____

Health Dept: _____ Date _____

Zoning: _____ Date _____

Fee _____ Date: _____ License# _____



Village of Westchester Newsletter Advertisement Information

The Village has begun its own newsletter which is **delivered to over 7200 households** on the first Monday of each month. In addition to household deliveries, it is also distributed at the Westchester Public Library and local businesses. The most current newsletter is displayed on the Village homepage with the previous months issues accessible online. We would like to offer you the opportunity to be a part of this unique community production.

Due to the limited amount of space for advertisements, ad space is sold on a “first come, first serve” basis. Ad size is determined by availability per newsletter issue. To secure advertising space, please contact us at newsletter@westchester-il.org. All interested parties will receive a confirmation email with deadline, pricing, payment, and submittal requirements. All ads must be submitted to newsletter@westchester-il.org by the 15th of each month. Calendar submissions are also accepted until the 15th of each month.

Newsletter Submittal Requirements

Advertisements

- Must be “camera ready” and submitted as TIF or JPEG files.
- Pdf and Publisher files can also be converted into the above picture formats.
- All image files submitted should have a 300dpi resolution to ensure the highest printing quality possible for your advertisement.

Photos

- Must be submitted as TIF or JPEG files and should have a 300 dpi resolution to ensure the highest printing quality possible.

Articles

- Must be submitted in a Word doc (not docx)

Newsletter Advertising Rates

ADVERTISEMENT SIZE	DIMENSIONS	MONTHLY RATE (price per month)	THREE MONTH PRE-PAID 5% DISCOUNT	SIX MONTH PRE-PAID 10% DISCOUNT
1/8 PAGE ADVERTISEMENT	5.125" W X 3.25" T	\$60.00	\$57.00 (price per month)	\$54.00 (price per month)
1/4 PAGE ADVERTISEMENT	5.125" W X 6.50" T	\$110.00	\$104.50 (price per month)	\$99.00 (price per month)
HALF PAGE ADVERTISEMENT	10.25" W X 6.50 T	\$200.00	\$190.00 (price per month)	\$180.00 (price per month)
BACK HALF PAGE COLOR		\$300.00	N/A	N/A
FULL PAGE ADVERTISEMENT	10.25" W 13.00" T	\$300.00	\$275.00 (price per month)	\$270.00 (price per month)
BACK FULL PAGE COLOR		\$500.00	N/A	N/A

Please Note: Prices are subject to change upon Staff recommendation or Board Approval

**If you have any questions regarding the newsletter please contact
(708) 345-0020 or newsletter@westchester-il.org.**