



# Village of Westchester

10300 ROOSEVELT ROAD, WESTCHESTER, IL 60154

(708)345-0020 FAX (708)345-2873

WWW.WESTCHESTER-IL.ORG

**Village President**

**Village Clerk**  
JENNIFER HALL

**Trustees**  
TRACY JENNINGS  
CATHY KURATKO  
TRACY MARKEY  
ROBERT MORALES  
EVELYN SLAVIC  
NICK STEKER -  
**Acting Village  
President**

**Village Manager**  
PAUL NOSEK

**Village Attorney**  
MATTHEW WELCH

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 your doors to the public. For example, filing cabinets, desks, and furniture must be in their place. If there is any type of food service or 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,

Village of Westchester



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## APPLICATION FOR NEW BUSINESS

TYPE OF BUSINESS: \_\_\_\_\_

NAME OF BUSINESS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

BUSINESS PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

BUSINESS OWNER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

FEDERAL ID (FEIN): \_\_\_\_\_ Verified: \_\_\_\_\_

STATE TAX ID: \_\_\_\_\_ Verified: \_\_\_\_\_

PROPERTY MANAGER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

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 Name: \_\_\_\_\_ Signature: \_\_\_\_\_



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## Preliminary Zoning Application

Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

Address of Business: \_\_\_\_\_

Type of Business: \_\_\_\_\_

Approved

Not Approved

Signed: \_\_\_\_\_

Jim Novosel, Community Development Director

*Official Use Only Below Line*

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Electric Dept: \_\_\_\_\_ Date: \_\_\_\_\_

Plumbing Dept: \_\_\_\_\_ Date: \_\_\_\_\_

Fire Dept: \_\_\_\_\_ Date: \_\_\_\_\_

Health Dept: \_\_\_\_\_ Date: \_\_\_\_\_

Zoning: \_\_\_\_\_ Date: \_\_\_\_\_

Fee: \_\_\_\_\_ Date: \_\_\_\_\_ License #: \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Daniel Babich  
CHIEF OF POLICE



# Westchester Police Department

10300 ROOSEVELT RD, WESTCHESTER, IL 60154  
DEPT. PHONE (708)-345-0087

## ALARM USER PERMIT DIVISION 2 SECTION 11 APPLICATION:

APPLICATION FOR AN ALARM USER PERMIT IS REQUIRED TO BE COMPLETED BY THE ALARM USER APPLYING FOR SAID PERMIT. THIS APPLICATION IS TO BE FORWARDED TO THE CHIEF OF POLICE FOR REVIEW AND ISSUANCE OF SAID PERMIT. YOU ARE THEREFORE REQUESTED TO COMPLETE THE FOLLOWING FORM AND SUBMIT FOR REVIEW.

NAME AT RESIDENCE/OR BUSINESS \_\_\_\_\_ TELEPHONE NUMBER AT RESIDENCE/OR BUSINESS \_\_\_\_\_

WESTCHESTER, IL 60154

ADDRESS OF RESIDENCE/OR BUSINESS WHERE ALARM SYSTEM WILL BE INSTALLED \_\_\_\_\_

TYPE OF ALARM SYSTEM (CIRCLE) : LOCAL DIRECT CONNECT CENTRAL SYSTEM

NAME AND ADDRESS OF ALARM COMPANY RESPONSIBLE FOR INSTALLATION AND MAINTENANCE FO ALARM:

ALARM COMPANY NAME \_\_\_\_\_ CITY/STATE \_\_\_\_\_ TELEPHONE \_\_\_\_\_

THE ALARM USER SHALL SUPPLY THE POLICE DEPARTMENT WITH THE NAME AND TELEPHONE NUMBER OF THREE (3) PEOPLE, EMPLOYEES, OR AGENTS, REPRESENTING THE OWNER/OR BUSINESS THAT ARE CAPABLE OF RESPONDING TO SAID BUSINESS AND OPENING THE PREMISES FOR INSPECTION, AND TO PROVIDE THE RE-SECURING OF SAID ALARM UPON ACTIVATION, ONE OF THE THREE (3) NAMES PROVIDED MUST BE THE OWNER/MANAGER OF THE BUSINESS. THE SECOND AND THIRD NAMES MAY BE THE CHOICE OF THE BUSINESS/OWNER OR MANAGER.

RESIDENTIAL ALARM SUBSCRIBERS NEED ONLY SUPPLY ONE (1) ADDITIONAL NAME.

NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_ TELEPHONE \_\_\_\_\_

NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_ TELEPHONE \_\_\_\_\_

NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_ TELEPHONE \_\_\_\_\_

PLEASE FORWARD THIS COMPLETED APPLICATION TO THE CHIEF OF POLICE

APPROVED BY CHIEF OF POLICE(DESIGNEE) \_\_\_\_\_ DATE \_\_\_\_\_ PERMIT NUMBER \_\_\_\_\_



# 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](mailto: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](mailto: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](mailto:newsletter@westchester-il.org).**