

# **Curtis McCall Jr, Mayor/ Richard Duncan, Village Clerk**

Debbie Duncan, Deputy Clerk

**VILLAGE OF CAHOKIA**

**103 Main Street**

**Cahokia, IL 62206**

**Office: 618-337-9510**

**Fax: 618-337-9529**

## **Business License Requirements:**

### **All applications must be filled out completely and accurately**

(Failure to do so can delay your application process, or deny your request for a license)

All business applications must have a \$2,000,000.00 Liability Insurance Policies

Must also have \$10,000.00 Surety Bond

All Business "located in Cahokia must obtain an occupancy permit.

Copy of Lease or Rental Agreement

Register business with the County Clerk office. (If applicable)

Copy of State issued Drivers License.

Electricians must take the electrical test in the Code Enforcement Office <b>-Electrical Only (OR)</b>
--

Show proof of block test from St. Louis (if taken) <b>-Electrical Only</b>
--

***All parties interested in doing business with the Village of Cahokia must meet with the mayor prior to approval.***

***All Applicants must attend the Village Board Meeting-and be approved by the Village Board of Trustees.***

<b>All application fees must be submitted by a Check, Cashier's Check, Cash or Money order</b>
--

<b>And made Payable to the ( Village of Cahokia)</b>
--

When a business name is different from the owner(s) full legal name(s) The Illinois Assumed Name act requires sole proprietorships to register with their local county clerk's office.

In every county where the business is located, a certificate setting forth the name of the business, the full legal name(s) and address (es) of those owning, conducting or transacting the business and the location(s) of the business must be filed with the county clerk's office. There are three steps: (1) complete an application; (2) submit legal notice; (3) publish the legal notice.

ST. CLAIR COUNTY CLERKS OFFICE

For more information contact 618-277-6600 ext.2377