

**CHAPTER 31  
LICENSES AND PERMITS**

- 31.01 LICENSES OR PERMITS REQUIRED.** No person shall engage in any trade, profession, business or privilege in the village for which a license or permit is required by any provision of this code without first obtaining such license or permit from the village in the manner provided in this chapter, unless otherwise specifically provided.
- 31.02 APPLICATION.** Unless otherwise provided, application for a license or permit shall be made in writing to the Clerk, upon forms provided by the village and applicant shall state the location of the proposed activity and such other facts as may be required for or be applicable to the granting of such a license or permit.
- 31.03 PAYMENT OF FEE.** The fees required for any license or permit shall be paid at the office of the Clerk before the granting of the license or permit. No fee paid shall be refunded unless the license or permit is denied. Where over half the license year has expired the license fee for the remainder of the license year shall be one-half of the annual license fee.
- 31.04 BOND AND INSURANCE.** All required bonds shall be executed by two sureties, or a surety company, and be subject to the approval of the Village Attorney. Where policies of insurance are required, such policies shall be approved as to substance and form by the Village Attorney. Satisfactory evidence of coverage by bond or insurance shall be filed with the village before the license or permit is issued.
- 31.05 APPROVAL OR DENIAL OF LICENSES.**
- (a) Where the approval of any village officer or state officer is required prior to the issuance of any license or permit, such approval must be presented to the village before any license or permit is issued.
  - (b) No license or permit shall be approved by any village officer or issued by the village if it appears that the conduct of the activity for which a license or permit is sought will be contrary to the health, safety or welfare of the public or any regulation, law or ordinance applicable to such activity.
- 31.06 CERTIFICATES.** Licenses or permit certificates shall show the name of the licensee or permittee, the date of issue, the activity licensed and the term of the license or permit, and shall be signed in the name of the village by the Village President, and be impressed with the Village Seal. The Clerk shall keep a record of all licenses and permits issued.
- 31.07 LICENSE AND PERMIT TERM.**
- (a) Unless otherwise provided, the term of the license year shall end on May 1 of each year.
  - (b) Where the issuance of licenses for a period of less than one year is permitted, the effective date of such license shall commence with the date of issuance.
  - (c) Permits shall be issued for the term set forth in the permit.

- 31.08 EXHIBITION OF CERTIFICATE.** Every licensee or permittee shall carry his license or permit certificate upon his person at all times when engaged in the activity for which the license or permit was granted, except that where such activity is conducted at a fixed place or establishment, the license or permit certificate shall be exhibited at all times in some conspicuous place in his place of business. The licensee or permittee shall exhibit the license certificate when applying for a renewal and upon demand of any police officer or person representing the issuing authority.
- 31.09 TRANSFER.** Unless otherwise provided, no license or permit shall be transferable or assignable.
- 31.10 RENEWAL.** Unless otherwise provided, license or permit renewals shall be issued in the same manner and be subject to the same conditions as original licenses or permits.
- 31.11 REVOCATION.** Any license or permit may be suspended or revoked by the Village President or Board of Trustees for any of the following causes:
1. Fraud, misrepresentation or incorrect statement contained in the application or made in carrying on the licensed or permitted activity.
  2. Conviction of any crime or misdemeanor.
  3. Conducting such activity in such manner as to constitute a breach of the peace, or a menace to the health, safety or welfare of the public, or a disturbance of the peace or comfort of residents of the village, upon recommendation of the appropriate village official.
  4. Expiration or cancellation of any required bond or insurance.
  5. Actions unauthorized or beyond the scope of the license or permit granted.
  6. Violation of any regulation or provision of this code applicable to the activity for which the license or permit has been granted, or any regulation or law of the state so applicable.
  7. Failure to continuously comply with all conditions required as precedent to the approval of the license or permit.
- 31.12 HEARING.** Any person aggrieved by the action of any village official in denying or revoking a license or permit shall have the right to a hearing before the Board of Trustees on any such action, provided a written request therefor is filed with the Clerk within 10 days after receipt of the notice of such suspension or revocation. The Board of Trustees after a hearing may confirm such suspension or revocation or reinstate any such license or permit.
- 31.13 INSPECTIONS.** Village officials may enter upon the premises where any licensed or permitted activity is being conducted for the purpose of inspection at any reasonable time.