



# Renew a Business License on CSS

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*EnerGov – Business Management 2020.1*

## OVERVIEW

Renewing a Business License on CSS allows for the online user to update information for the business, upload any required documents, and generate the invoice to pay if it is due.

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# Contents

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Access the business license to renew it online .....4

## ACCESS THE BUSINESS LICENSE TO RENEW IT ONLINE

CSS users can access the license they need to renew by logging into CSS and finding the business license that is available for renewal. The renewable license can be found in a few ways.

- On your Dashboard, scroll down to where your licenses are, and find the one that needs to be renewed. You can easily click on the Renew button and be taken to the renewal process.

**My Licenses**

Expires in **1**  
KGL LLC  
No. RETL-000044-2020  
Type Retail - Bakery  
**Renew**

Expires in **364**  
KGL LLC  
No. REST-000039-2020  
Type Restaurant - Catering

Expires in **364**  
Reynholm Industries  
No. REST-000022-2020  
Type Restaurant - Coffee...

Expires in **364**  
KL Business LLC  
No. REST-000038-2020  
Type Restaurant - Full Ser...

Draft **0**

[View My Licenses](#)

- Another way is to click on My Work on the menu bar, and then within My Work, click on My Licenses. From the list of licenses, you can view which needs to be renewed.

Dashboard Home Apply **My Work** Search Today's Inspections Map Fee Estimator Pay Invoices Calendar

**My Work**

MY INVOICES MY EXISTING INSPECTIONS REQUEST INSPECTIONS **MY LICENSES**

Search for License Number, Company, Type, DBA or Address Exact Phrase  **Search** **Filters** **Export**

Sort Company

License Number	DBA	Address	Status	License Type	Company	Applied Date	Period Start Date	Expiration Date	Renew
REST-000039-2020	Daley Sweets	2943 95th St Naperville, IL 60564	Renewed	Restaurant - Catering	KGL LLC	09/28/2020	09/28/2020	09/28/2021	
RETL-000044-2020	Daley Sweets	2943 95th St Naperville, IL 60564	Issued	Retail - Bakery	KGL LLC	09/30/2019	09/30/2019	09/30/2020	<b>Renew</b>
REST-000038-2020	Never Enough Thyme	2911 95th St Naperville, IL 60564	Renewed	Restaurant - Full Service	KL Business LLC	09/28/2020	09/28/2020	09/28/2021	

After clicking the Renew button, you will be taken to the step process to renew the license.

1. The first step is the License Details. Any fields with an asterisk are required and must be filled in, and then click Next.
2. On the More Info step, additional license application information may be required or need to be updated.

Renew License - Retail - Bakery \*REQUIRED

Progress: 1 (Type) **2 (More Info)** 3 (Attachments) 4 (Review and Submit)

**MORE INFO**

Please add/update the requested information below and answer all questions regarding this license application.  
Note: Fields with an asterisk(\*) are required.

\*Full-time Employees   
Full-time Employees is required.

\*State ID Number   
State ID Number is required.

[Back](#) [Next](#)

3. On the Attachments step, any required documents that need to be uploaded with your application will be indicated with the “Required” label. Click the plus button to open the File Search popup to find the document to upload from your computer. Click next when it has been uploaded.

Progress: 1 (Type) ✓, 2 (More info) ✓, 3 (Attachments) 1, 4 (Review and Submit) 4

**Attachments**

Please upload all applicable files for review.

**REQUIRED** Add Attachment

Supported: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, .xlsx, text, dwg, zip, exe, rtf, dxf, dwfx

Back Next

- The final step is Review and Submit. At this point you can click the Submit button at the top of the screen or scroll down and look over the application and then submit your renewal at the bottom of the screen.

Submit

**Locations**

Location	1935 95th St, Naperville, IL 60564
Parcel Number	7807

**Basic Info**

Company Name	LDL/KGL Inc.
Company Type	Limited Liability Partnership
Business Description	Bakery and Coffee Shop
DBA	Uptown Sweet Shop
Location	Commercial
TIN	45-1238762
License Type	Retail - Bakery
Description	Bakery and on premise coffee drinks
Industry Classification(s)	722515 - Confectionery snack shops, made on premises with carryout services 722515 - Coffee shops, on premise brewing
Applied Date	09/30/2020

**Contacts**

Applicant	Logan Daley 100 Harborview, Naperville, IL, 60540
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5. If the fees are not due upon submission and the municipality needs to review the application, you will not be able to print the license until after it is issued.