



# Apply for a Business License on CSS

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*EnerGov – Business Management 2020.1*

## OVERVIEW

Applying for a Business License on CSS allows for the online user to input the information for the business and License, upload any required documents and additional information, and submit the application for the municipality to review.

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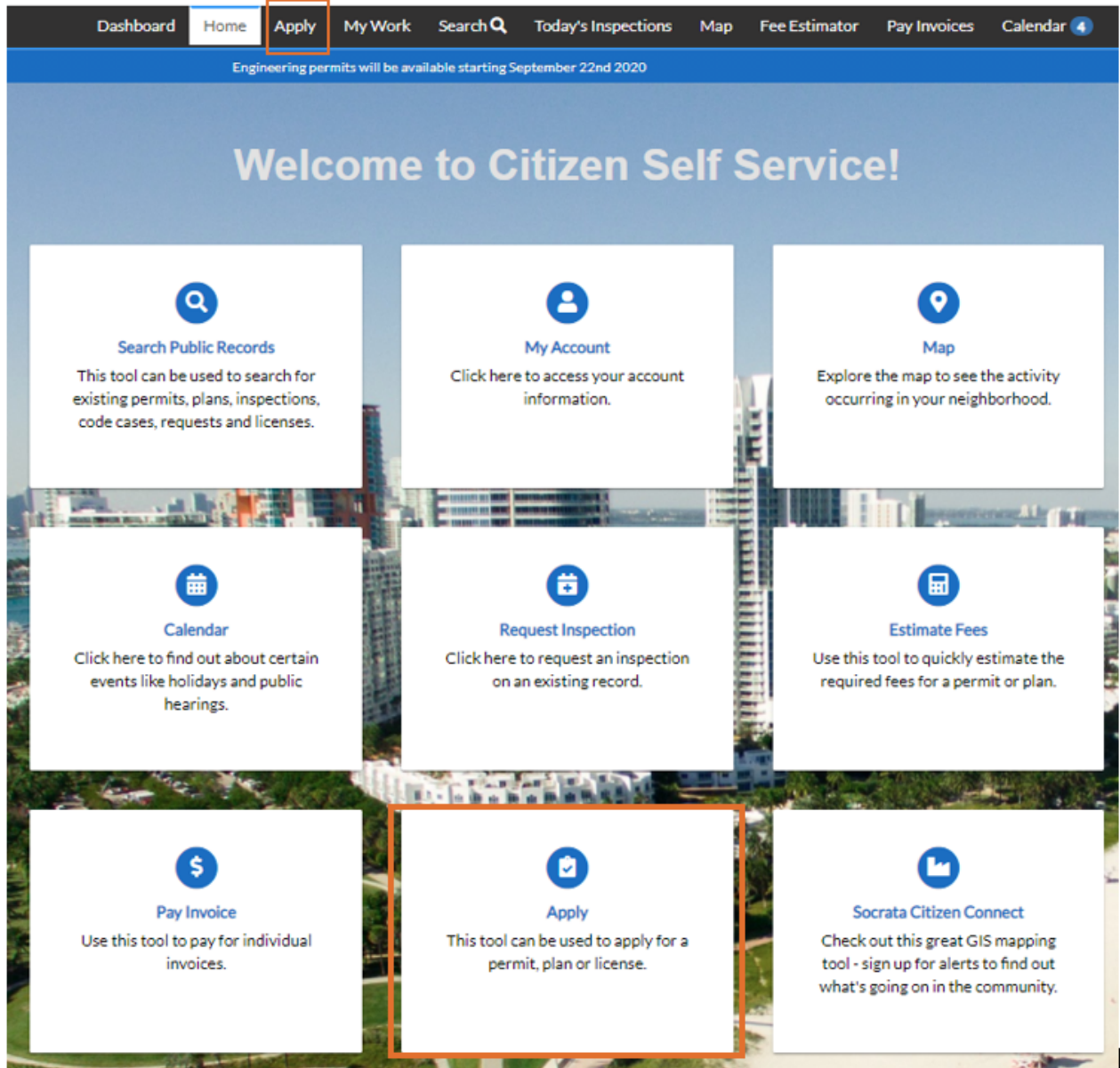
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## SEARCH FOR THE LICENSE TYPE

CSS users can search for the license they would like to apply for by clicking Apply on the main Menu bar or the Apply box if it is displayed for the municipality in one of the Home boxes.



Clicking Apply, takes you to the Application Assistant where you are presented with several options to find the application you need.

- Type in key words in the field under the heading of Application Assistant to search for application types. Example: I would type in Restaurant to choose from the suggestions in the drop down.
- Click **My History** to choose from application types that the logged in user has applied for before.

- Click **Licenses** to choose from application types for licenses. Clicking Show Categories will display the different license categories so you can narrow down the licenses in view.

The screenshot displays the 'Application Assistant' interface. At the top, a navigation bar includes 'Dashboard', 'Home', 'Apply', 'My Work', 'Search', 'Today's Inspections', 'Map', 'Fee Estimator', 'Pay Invoices', and 'Calendar'. Below this, a search bar is labeled 'Search for application names and keywords'. A row of filters includes 'All', 'Trending', 'My History', 'LICENSES' (highlighted), 'PERMITS', and 'PLANS'. On the left, a 'Hide Categories' sidebar lists: 'All' (44), 'Business Registration' (7), 'Contractor' (7), 'Environmental Health' (4), 'Home Business' (2), 'Liquor' (4), 'Marijuana' (3), 'Restaurant' (3), 'Retail' (7), and 'Service' (7). The main content area shows four license cards, each with an 'Apply' button:


- Business Registration - Environmental Health**  
Category Name: Business Registration | Description: Business Registration License - Environmental Health
- Business Registration - Financial**  
Category Name: Business Registration | Description: Business Registration License - Financial
- Business Registration - Home Business**  
Category Name: Business Registration | Description: Business Registration License - Home Business
- Business Registration - Liquor**  
Category Name: Business Registration | Description: Business Registration License - Liquor

- If the logged in user already has other businesses, the first screen you will come to will show your businesses. You can select one of the cards if you are applying for a license for one of the established businesses.

**Apply for License - Retail - Bakery**
REQUIRED

Select or create the business for this application

**KL/LD Inc.**



**DBA: Biscuit Q**

Limited Liability Company


Status: In Review

2007 95th Naperville IL 605...

Bakery products, dry (e.g., bi...

Select

**LDL Inc.**



**DBA: Daley Donuts**


Limited Liability Limited Part...

Status: Active

2060 95th Naperville IL 605...

Select

**KL Wine Inc.**



**DBA: Rise and Wine**

Limited Liability Company


Status: Active

2060 95th Naperville IL 605...

Beverage (e.g., coffee, juice, s...

Select

**KGL LLC**



**DBA: Daley Sweets**


Limited Liability Company

Status: Active

2943 95th Naperville IL 605...

Select

**KL Business LLC**



**DBA: Never Enough Thyme**

Limited Liability Company

Status: Active

2911 95th Naperville IL 605...

Bars (i.e., drinking places), alc...

Select

Select Company Type ▼

Create New  
Business During  
Application

+

- If the license is for a new business, use the Create New Business During Application card and click the dropdown to select the Company Type. Click the Plus button within the card after selecting it.

Select Company Type ▼

**Select Company Type**

Corporation

General Partnership

Limited Liability Company

Limited Liability Limited Partnership

Limited Liability Partnership

Limited Partnership

Non-Profit

Professional Corporation

Professional Limited Liability Company

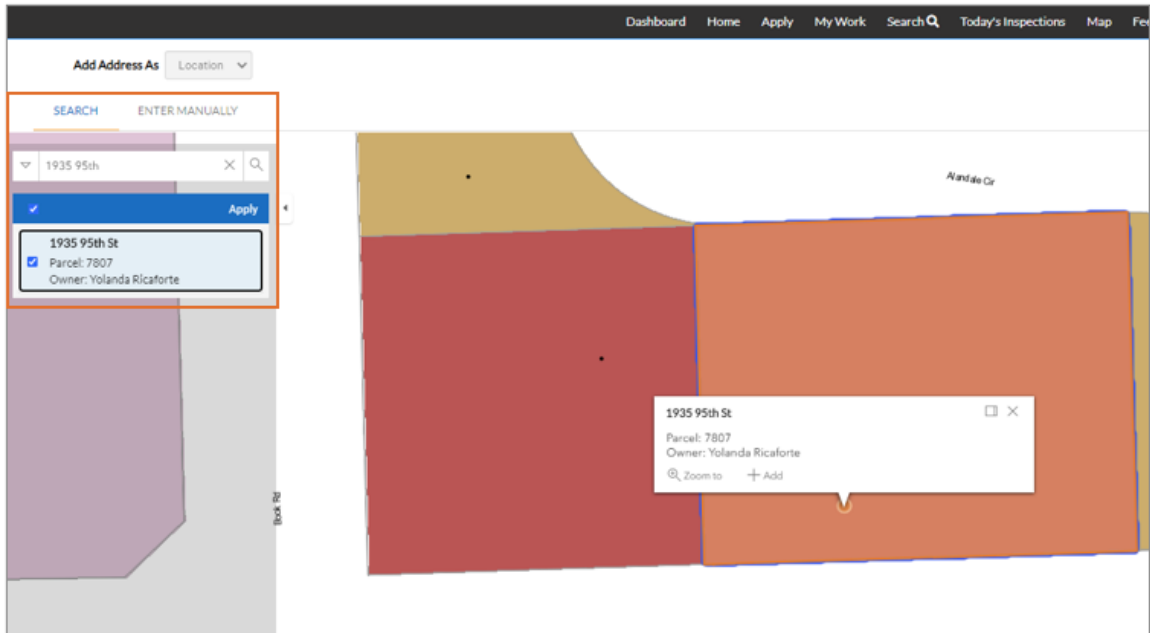
Sole Proprietorship

## STEP THROUGH THE APPLICATION PROCESS

### Location

1. If an Address is required, click the Add Location card Plus button. You will be directed to the Map screen. Here you may search for an address, manually enter an address, or use the Tools to draw to apply.

In the example below, the address was searched using the Search field, and then selected from the results. Once selected using the check box, click the Apply button.



## Type

2. Enter all information for the Business and License. Required fields will be indicated with an asterisk(\*) or will be outlined in red.
3. If Industry Classification is required, click Select Industry Classification. Search by Code Number or Name or select the Category and search. Click in the checkbox for the industry. More than one can be selected, but one must be indicated as the Main classification. Once added, click Next in the bottom right-hand corner.

✓
2
3
4
5
6
7

Locations
Type
Contacts
More Info
Attachments
Signature
Review and Submit

**BUSINESS DETAILS**

Please enter all applicable business and license details.  
Note: Fields with an asterisk(\*) are required.

\* **Company Type**

\* **Company Name**

**Business Description**

**DBA**

\* **Location**

**TIN**

**Tax ID**

\* **Industry Classification(s)**

Search  Category

Select	Code Number	Name	Category
<input type="checkbox"/>	722515	Ice cream parlors	72: Accommodation and Food Services
<input type="checkbox"/>	722515	Cookie shops, on premise baking and carryout service	72: Accommodation and Food Services
<input type="checkbox"/>	722515	Soft drink beverage bars, nonalcoholic, fixed location	72: Accommodation and Food Services
<input type="checkbox"/>	722515	Doughnut shops, on premise baking and carryout service	72: Accommodation and Food Services
<input type="checkbox"/>	722515	Pretzel shops, on premise baking and carryout service	72: Accommodation and Food Services
<input type="checkbox"/>	722515	Bagel shops, on premise baking and carryout service	72: Accommodation and Food Services
<input type="checkbox"/>	722515	Frozen custard stands, fixed location	72: Accommodation and Food Services
<input type="checkbox"/>	722515	Coffee shops, on premise brewing	72: Accommodation and Food Services
<input type="checkbox"/>	722515	Confectionery snack shops, made on premises with carryout services	72: Accommodation and Food Services
<input type="checkbox"/>	722515	Beverage (e.g., coffee, juice, soft drink) bars, nonalcoholic, fixed location	72: Accommodation and Food Services

Results per page  1 - 10 of 134 << < 1 2 3 4 5 > >>



## Contacts

4. If the logged-on user does not default as the Applicant on the contact card, click the Plus button on the Add Contact card.
5. Choose the contact type from the dropdown field. In the search box, type the Name, Email, or Company name and click the magnifying glass to search the Global Contacts in EnerGov for an existing contact.
6. If the person, email, or company is an existing contact, click Add to add the contact to the application. If the contact does not exist in Global Contacts, click Enter Manually, and fill in the required fields.
7. Click the star next to the contacts name if they will be used often by the applicant so they can be added to the My Favorites list of contacts.

**Add Contact**

Add Contact As

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Search

Sort

<input type="checkbox"/>	Favorite	First Name	Last Name	Address	Company	Email	Action
<input checked="" type="checkbox"/>		Logan	Daley	100 Harborview Naperville IL 60540			<input type="button" value="Add"/>

## More Info

8. The More Info fields reflect the additional information that is needed by the municipality. Any required fields are indicated by an asterisk(\*) and must be filled in to move on with the application.
9. These fields cannot be edited once the application is submitted.

Locations    Type    Contacts    **More Info**    Attachments    Signature    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.

**License Info** [Next Section](#) | [Top](#) | [Main Menu](#)

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

Zoning

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

\*State ID Number   
 State ID Number is required.

**Attachments**

10. Click on the Add Attachments card to open Windows Explorer to search for the appropriate documents.
11. Certain applications types may have required documents that must be attached to proceed.

Locations    Type    Contacts    More Info    **Attachments**    Signature    Review and Submit

**Attachments**

Please upload all applicable files for review.

**State License**

**Add Attachment**

+

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

REQUIRED

State License

**Add Attachment**

+

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

Back
Create Template
Save Draft
Next

Signature (if configured by the municipality)

12. Read the statement before typing your name in the required field.

13. Either toggle Enable Type Signature and type your name in the signature field or use your mouse to Draw Signature in the box. Click Next when complete.

The screenshot shows a progress bar at the top with seven steps: Locations, Type, Contacts, More Info, Attachments, Signature (current step, marked with a blue circle and the number 6), and Review and Submit (marked with a grey circle and the number 7). Below the progress bar, the section is titled "SIGNATURE". A disclaimer states: "By signing below, I certify that all information contained herein is true and correct. I understand that submittal of this application does not entitle the applicant to engage in the business applied for until such application is approved and the business license is issued. I also understand that my business must be operated in compliance with all applicable state, federal, and local laws, ordinances and regulations." Below this, a text input field contains "Kathy LaPaglia" with a note: "\* Please type your name as consent to electronically sign this application." To the left, there is a toggle for "Enable Type Signature" which is turned on, and a text input field containing "Kathy LaPaglia". Below these is a large signature box containing the text "Kathy LaPaglia" and "September, 30 2020" above a horizontal line. A handwritten signature "Kathy LaPaglia" is written in blue ink over the line. At the bottom of the form, there are four buttons: "Back", "Create Template", "Save Draft", and "Next".

Review and Submit

14. The Review and Submit screen will show all information entered, attachments uploaded, estimated fees, and additional information fields that were populated.

15. If any changes need to be made before submission, click the Back button in the bottom left corner to go back to the necessary step.

16. Click Save Draft at the bottom right of the screen if the information is incomplete and needs to be finished later. The Draft will be listed on the Dashboard so it can be resumed.

17. Click Submit if everything is complete on the application.

✓  
Locations

✓  
Type

✓  
Contacts

✓  
More Info

✓  
Attachments

✓  
Signature

7  
Review and Submit

Submit

**Locations**

<b>Location</b>	1935 95th St, Naperville, IL 60564
<b>Parcel Number</b>	7807

**Basic Info**

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

**Contacts**

<b>Applicant</b>	Logan Daley 100 Harborview , Naperville, IL , 60540
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**Attachments**

<b>Attachment</b>	State License .docx
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Back
Create Template

Save Draft
Submit

Success Screen (if configured by the municipality)

18. Once the application has been submitted, a Success screen may appear. If any fees have been automatically invoiced, you can add them to the Shopping Cart.
19. You may click the Continue to License button.
20. If the license requires municipality review, you are taken to the license and a message indicates the success of submission.

✓ Your license application was submitted successfully.

License Number: RETL-000045-2020

### Uptown Sweet Shop

• License cannot be printed at this time. License has not been issued.

License Details | Tab Elements | Main Menu

#### License Details

<b>License Type:</b>	Retail - Bakery	<b>District:</b>	Blank	<b>Applied Date:</b>	09/30/2020
<b>Account Number:</b>		<b>Issued By:</b>	Administrator, System	<b>Period Start Date:</b>	
<b>Status:</b>	Submitted - Online	<b>Expiration Date:</b>			
<b>Description:</b>	Bakery and on premise coffee drinks				

- Business
- Locations
- Fees
- Inspections
- Attachments
- Contacts
- Classifications
- More Info

Business | Next Tab | License Details | Main Menu

#### Business

<b>Company Name:</b>	LDL/KGL Inc.	<b>DBA:</b>	Uptown Sweet Shop	<b>Open Date:</b>	
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