



Information For New Businesses

1. Please contact the Champaign County Clerk at 1776 E. Washington, Urbana, 384-3720 to register your business name.
2. Please contact the Illinois Department of Revenue for sales tax information. Call their office in Springfield at 785-6518 or 782-8517.
3. Contact the City of Champaign Planning Department, 102 N. Neil, Champaign, 403-8800, for zoning information. Also contact this department for a sign permit if you plan to put up a sign to advertise your business.
4. Contact the City of Champaign Building Safety Division, 307 S. Randolph, Champaign, 403-6100, for a building permit/inspection and/or tent permit if applicable.
5. If you plan to install, or there is an existing alarm system, please contact the City of Champaign Alarm Program at (888) 408-9026, or online at https://www.cityalarmpermit.com/FAMS/Citizen/City/Champaign/ATB_Login.aspx.
6. If your business includes the preparation and/or sale of food or drink please contact the Champaign-Urbana Public Health District Environmental Health, 201 W. Kenyon Road, Champaign, 373-7900. Public Health now also issues the City of Champaign Food Service Establishment license. Liquor licenses are handled by the Mayor's Office at 403-8720.
7. The City of Champaign requires licenses for certain types of businesses, listed below. Please contact the Finance Dept at 403-8940 for additional information.

Alarm Systems	Ambulance Services	Book Solicitors
Commercial Haulers	Junk Yards	Magazine Solicitors
Itinerant Merchants	Peddlers	Going Out of Business Sales
Raffles	Taxi Drivers (Urbana)	Relocators
Charitable Solicitors	Places of Amusement	Commercial Solicitors
Carnivals	Masseur or Masseuse	Massage Establishments
Taxi Businesses (Urbana)		
Pawn Shops/Secondhand Goods Dealers		
Food Service Establishments (Public Health District)		