

## THINGS YOU SHOULD DO IF OPENING A BUSINESS IN THE CITY OF DECATUR

- Contact Building Inspections Department concerning a Certificate of Occupancy for your business location. This process includes a check with the Zoning Department to make sure the location is properly zoned. You can call **217-424-2787** or go to: <https://decaturil.viewpointcloud.com/categories/1071/record-types/6507>
- Register your business name (assumed name) with the County Clerk: **217-424-1305**
- Register your business with the State of Illinois for a state tax ID: **800-732-8866**
- Contact the City of Decatur to determine if you are required to have a license to operate the business - LICENSING DEPARTMENT 217-424-2709, CITY CLERK (Liquor License) 217-424-2708
- Contact the Macon County Health Department **if** your business involves food/drink and/or health concerns (tattoos, etc.) – **217-423-6988**
- Contact the City Auditor for tax payments **if** your business is a hotel/motel or involves the sale of food & beverage or motor fuel - **217-424-2854**