

The following checklist is designed to help prospective business owners create a new business plan or improve an existing business plan in preparation for a meeting with Alderman Hopkins and his staff.

Please return your completed business checklist or business plan to Ward02@cityofchicago.org.

**BUSINESS CONCEPT**

**Business Name:**

**Business Address:**

* What is the nature of your business? What products or services will you be selling?
* What is the name of the company that you plan to operate the business under? Does the company have a website?
* How many employees do you plan to hire?
* When do you plan to open?
* What are your expected hours for weekends? What are your expected hours for weekdays?
* Who is your landlord?
* Who is your attorney, if applicable?
* How many seats do you expect your business to have? (Or, what volume of customers is your business expected to hold?)
* If applicable, do you own any other businesses? If so, what are the names of those businesses?

**PERMITTING AND LICENSING**

* What licenses do you plan to apply for aside from a business license – food license, liquor license, etc?
* What hardships exist that you need to need to overcome – such as a zoning change, building renovations, lifting of a liquor moratorium – before the business can open?
* What sort of signage is planned for the location? Any other public right of way or grant of privilege applications that you anticipate (sidewalk cafe, awnings, decorative light fixtures, etc)?

**LOGISTICS**

* How do you plan to handle deliveries, and where will deliveries be made?
* What is the plan for parking?
* Will you be applying for a loading, standing, or valet zone? If so, for what hours?
* What security plan or measures do you intend to have in place – staffed security, cameras, alarms, etc?