

CITY OF O'FALLON, ILLINOIS
ORDINANCE NO. 4367

ORDINANCE AMENDING TITLE XI
CHAPTER 110, SECTION 110.01 – 110.99
BUSINESS REGISTRATION

WHEREAS, The City of O'Fallon is a home rule unit and may exercise any power and perform any function pertaining to the governing affairs including, but not limiting to, the power to regulate for the protection of its citizens regarding the public health, safety, morals, welfare and license; and

WHEREAS, The City of O'Fallon also has the authority to police the manner of operation of businesses by requiring the submission of an application for Business Registration.

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF O'FALLON, ST. CLAIR COUNTY, ILLINOIS AS FOLLOWS:

Section 110.01 Definitions.

For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

BUSINESS. Any for-profit business operated by a sole proprietor, partnership, corporation or organization within the city.

CITY. The City of O'Fallon, St. Clair County, Illinois.

OWNERS. Any sole proprietor, partners, corporation or organization

Section 110.02 Registration Required

All businesses domiciled in the city or conducting business from a location within the city must register said business with the city. Registration applies to a particular location. Businesses moving location within the city must register at the new location.

Section 110.03 Fee

The one-time registration fee is \$50 and shall be submitted with the fee collected for the Commercial Occupancy Permit & Annual Commercial Occupancy Permit. Businesses moving or adding locations within the city will be subject to the one-time registration fee at each subsequent location. This fee is non-refundable and is used solely for the administration of this chapter.

Section 110.04 Duration

(A) Domiciled businesses must be registered and possess a valid Commercial Occupancy Permit before operating in city limits.

(B) Registration is effectively indefinitely unless the business ceases its operations within the city or moves to a different location within the city.

(C) It is the obligation of each business to register their business under these conditions and failure to receive a notification is not a defense for operating without a registration.

Section 110.05 Registration Not assignable; Unlawful Use.

No registration granted under the provisions of this chapter shall be assigned or transferred. Each registration is only valid for the owner and business named in the registration.

Section 110.06 Application

(A) Each registration application shall be made to the Community Development Department in writing on a form provided by the Community Development Department, or as otherwise allowed by the Community Development.

(B) Each application will contain the following information:

- (1) Registration fee;
- (2) Type of business;
- (3) Business address and telephone number;

- (4) Date business started;
- (5) Name, mailing address and contact telephone number of each owner, partner or corporate officer;
- (6) Corporate address and contact name and telephone number (if any);
- (7) An after hour (emergency) contact name and telephone number;
- (8) The number of the certificate of license as required under the Retailer's Occupation Tax Act (35 ILCS 120), the Service Occupation Tax Act (35 ILCS 115) and/or the Use Tax Act (35 ILCS 105), if applicable;
- (9) Federal income tax number;
- (10) The numbers of any federal, state or county licenses or certificates held;
- (11) Approximate number of full- time and part-time employees;
- (12) Type and location of any toxic, flammable or hazardous materials stored or used at said location.

(C) Every application for a food-related business shall provide evidence of the required health certificates issued by the County Health Department.

(D) Significant changes to information submitted are to be reported as soon as possible and shall be done at no charge to the registrant.

Section 110.07 – Suspension: Revocation and Appeal

(A) The Mayor is hereby authorized to suspend or revoke a business registration thereby causing the cessation of a business when:

- (1) The business operation constitutes a clear and present danger to the public safety, health or general welfare; and/or
- (2) The registration application information is fraudulent, false or deceptive.

(B) If a registration is suspended or revoked, the business will be notified immediately either in person by an officer of the city or by phone. A follow-up written notice will be sent by certified mail. Both notifications will include the reason or reasons that caused the action. A suspension or revocation shall remain in place until rescinded by the Mayor or by a successful appeal to the City Council.

(C) An appeal of the suspension must be requested by the registrant and is allowed at either:

(1) The next regular scheduled City Council meeting; or

(2) A special meeting if the special meeting meets city ordinances and the business has been given at least three days' notice or has waived the three-day requirement.

(D) The City Attorney shall present the complaint and represent the city. The registrant is allowed counsel and has the right to submit evidence and cross-examine witnesses. A simple majority vote of the City Council is required to rescind the suspension or revocation. In case of a tie, the Mayor will cast the deciding vote.

(E) The city will keep an electronic record of the hearing. If either party requires a transcript, that party shall pay the cost of the transcription.

(F) Revocation of a business registration shall not preclude prosecution or imposition of other penalties for the violation of any other ordinance of the city.

Section 110.99 – Penalty

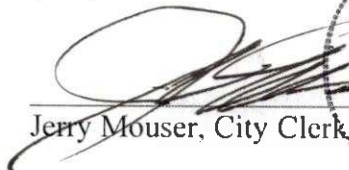
Any business in violation of this chapter shall be fined not less than \$25, and not more than \$750, for each offense.

Upon its passage and approval, this Ordinance shall be in full force and effect ten (10) days after its publication in pamphlet form as required by law.

Passed by the City Council this 20th day of July 2026.

ATTEST:

(seal)


Jerry Mouser, City Clerk



Approved by the Mayor this 20th day
of July 2026.


Eric Van Hook, Mayor

ROLL CALL:	Rosenberg	Muyleart	Lotz	Stoffel	Fohne	Carney	Roach	SUB TOTALS
Aye	X	X	X	X	X	X	X	7
Nay								0
Absent								0

ROLL CALL:	Newcomb	Hudson	Blackburn	Vorce	Campbell	Parchman	Ford	SUB TOTALS	SUM OF TOTALS
Aye		X		X	X	X	X	5	12
Nay								0	0
Absent	X		X					2	2