

Illinois Department of Public Health

CHECKLIST FOR COMPLETING

COMMERCIAL STRUCTURAL PEST CONTROL BUSINESS LICENSE APPLICATION

1. Complete all spaces pertaining to the business (i.e., company name, address, etc.).
2. List mailing address if different from business location.
3. List business telephone including area code; list county.
4. List Federal Employer Identification Number (none needed if owner is the only employee).
5. Mark type of ownership. If a corporation, limited liability company, limited partnership, limited liability limited partnership, limited liability partnership, list registered agent's name and address. List exact name of Illinois corporation, etc., on file with the Illinois Secretary of State and provide a copy of that certification. (Out-of-state corporations must register with the Illinois Secretary of State before completing this application).
6. List company officers. If a sole proprietorship, list owner. If a partnership, list partners. If an LLC, list members; etc.
7. Name Illinois certified technicians, including certification I.D. numbers and their signatures.
8. Attach and identify a photograph of the manager(s) and/or owner(s) to the application. Note size restrictions.
9. Mark types of pest control activities performed.
10. Answer all questions regarding former business licenses held or applied for.
11. Answer questions relating to this business or any other business in which you held an interest. Use additional sheet if necessary.
12. List any answering services used by your business.
13. Attach a copy of the Department certificate of insurance form issued by an insurance company authorized to do business in the State of Illinois (or by a risk retention or purchasing group formed pursuant to 15 U.S.C. Sec. 3901, et seq.). The certificate must comply with Section 9 of the Structural Pest Control Act and Sections 830.250 and 830.260 of the Structural Pest Control Code. Certificate form may be obtained from the Structural Pest Control webpage at:
<http://www.idph.state.il.us/envhealth/structuralpest.htm>.
14. Answer questions regarding pesticide storage and attach copy of Illinois Environmental Protection Agency notification, etc., if appropriate.
15. Sign the application.
16. Attach **\$250** check payable to the Illinois Department of Public Health.

17. Mail to – **Illinois Department of Public Health
Division of Environmental Health
Pest Control Program
525 W. Jefferson Street
Springfield, IL 62761**