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New 2024 Business Registration Renewal Process

The 2024 business registration and license renewals are underway. Thank you for your patience and feedback regarding the new licensing platform. Once we work out the kinks, the new licensing platform will streamline the business licensing and registration process. Going forward, you will be able to complete your annual business registration and license renewals online and view and pay invoices after invoices have been generated.

The City will **not** be sending renewal forms and invoices as it has in the past. For 2024, you must go online and complete the renewal process for your business registration and applicable license(s).

If you have not created your online account yet, please go to www.cityhpil.com/permitsplanslicenses and complete the account registration for your business **using the same email address with which you registered your business in previous years.** [Here is the link to a User Guide](#) with detailed instructions for registering your business.

If you do not remember the email address you used to register your businesses, please DO NOT create a new business or a new business registration/license. Contact the City via email at cmolicense@cityhpil.com or by phone at 847.926.1000 for assistance.

If you do not see any information related to your business during the registration process, it's possible you entered a different email address

than the one we have on file. **Please DO NOT create a new business or a new business registration/license. Contact the City via email at cmolicense@cityhpil.com or by phone at 847.926.1000 for assistance.**

Once you have created your online account, City staff will be notified to review the information for accuracy. After that, an invoice for payment will be generated, and you will receive an email indicating that you have an invoice ready for payment. Once payment has been received, you will receive a notification that your account registration is complete, and you will be able to view your registration and print applicable license(s) online.

For your license(s) and registration to remain in effect without interruption, you must complete your account registration and payment process **by Friday, December 29, 2023, at 5:00 PM**. Otherwise, you may incur a late fee(s) and delay your 2024 license(s).

Thank you for your cooperation in this effort. If you have questions regarding the renewal process, please email the City Manager's Office at cmolicense@cityhpil.com or by phone at 847.926.1000.

Shop Local and Park Longer This Holiday Season!



Please inform your customers that they will be able to shop local and park longer this holiday season! The City of Highland Park encourages residents and visitors to shop and dine locally this holiday season with extended parking hours from **Saturday, November 18, 2023, through Friday, January 5, 2024**.

Parking restrictions will be suspended at all municipal parking lots. There will be no time limit enforced at these public lots. Disabled parking, fire hydrant zones, loading zones, and on-street customer-only parking will remain in effect. Permit parking will remain in effect during these parking holidays. Employee parking restrictions will be strictly enforced.

Please note: EV charging areas will be enforced to give multiple

individuals the opportunity to use the service.

A list of available on and off-street parking lots and garages can be found at www.cityhpil.com/parking. A complete list of Highland Park retail and restaurant locations can also be found at [Enjoy Highland Park](#).

For more information, please contact the City Manager's Office at 847.926.1000.

Home Sweet Home for the Holidays



The Downtown Highland Park Alliance is pleased to announce its Home Sweet Home for the Holidays series of events: December 2, 9 & 16 from 2-4 PM. The public is invited to come out to celebrate the season throughout downtown Highland Park and get their holiday shopping done, while enjoying street entertainers, carolers, specials and treats!

December 2, 2-4 PM: Celebrate The Festival of Lights and enjoy klezmer music, sufganiyot (jelly donuts), a visit from Hanukkah Harriet and kids crafts in Port Clinton Square.

December 9, 2-4 PM: Downtown Highland Park will transform into a Candyland-themed wonderland with Lady Lollipop, Lord Licorice, the gingerbread man, holiday carolers, and a Candyland-themed scavenger hunt!

December 16, 2-4 PM: Hot Cocoa Crawl throughout participating downtown Highland Park businesses and Gingerbread House making located and sponsored by Renaissance Place, with carolers and elves.

Visit enjoyhighlandpark for more information!

Facade Grants Available to Eligible Small Businesses

The City of Highland Park's Small Business Facade Improvement Program (SBFIP) provides assistance and incentive to commercial property owners and local businesses within commercial business districts to improve the appearance and functionality of their property and place of business. The SBFIP is available for small business operators and commercial



property owners citywide. Eligible owners of commercial/retail buildings and small business owners operating within a commercial/retail building may apply for a City grant that may reimburse up to 50% of the approved eligible improvement(s) to a maximum of \$5,000 per project. A small business is defined as having a net worth of less than two million dollars, and as showing less than an average of two hundred thousand dollars in profit per year for two years after taxes. The following are a few examples of eligible expenses:

- Installing new awnings/signage
- Replacing, repainting, or restoring exterior doors
- Repairing or upgrading exterior lighting
- Painting building exterior

Small Business Facade Improvement Grant Program

Illinois EPA : Electric Vehicle Rebate Program Funding



Illinois EPA Electric Vehicle Rebate Program Funding

[The Illinois Environmental Protection Agency](#) (Illinois EPA) is announcing that the next funding round for Illinois' Electric Vehicle (EV) Rebate Program will open Wednesday, November 1, 2023, and run through Wednesday, January 31, 2024. Individuals who purchase a new or used all-electric vehicle from an Illinois licensed dealer, meet all other eligibility requirements, and apply during the rebate cycle will be eligible for a rebate as long as funds are available. Questions about the EV Rebate Program may be submitted to EPA.EV@Illinois.gov.

Small Business Development Center: No-Cost Business Counseling



[Small Business Development Centers](#) (SBDC) are located throughout the state and provide information, confidential business guidance, training, and other free resources for start-ups and existing small businesses. If you need help with a business plan, marketing, financial bookkeeping, finding grants, starting and growing a business, click [HERE](#). To find a Center near you, click [HERE](#). Please note that many SBDCs do provide Spanish assistance. If you need help finding an SBDC that provides Spanish assistance, please contact Diana Alfaro at diana.alfaro@illinois.gov.

Community Navigator Business Support Program

[Community Navigators](#) is a support program to assist small businesses, particularly minority, women, rural, and veteran-owned businesses. They provide outreach to raise awareness on federal and state programs, and provide 1:1 technical assistance, etc. For more information, please click [HERE](#).

Hello Alice Small Business Grant Program



Discover small business grants for every stage of your small business adventure. Grant opportunities are recommended based on your unique profile

and delivered to your inbox weekly. The search for free money doesn't get any easier! In partnership with the Global Entrepreneurship Network (GEN) and with funding from Etsy and Progressive, [Hello Alice](#) is a free online platform that helps businesses launch and grow through every step of their entrepreneurial journey. The Small Business Growth Fund provides small business owners with knowledge, funding, networking opportunities, and peer-to-peer connections with more than one million small business owners.

[Learn about Hello Alice funding opportunities.](#)

SCORE Mentoring at the Highland Park Public Library & Free Webinars

SCORE offers in-person or virtual sessions using phone, email, or video

All sessions are free and confidential. SCORE mentors are successful business professionals, some retired, some working, from all industries and experiences.



SCORE recently added a new [YouTube channel](#) where all previously recorded webinars can be accessed.

To schedule an in-person or virtual session, visit score.org/northchicago and register to “Find a Mentor”. You will be asked to provide the nature of your business interest. Please include whether you prefer in-person or virtual mentoring (phone, email, video) and note the **Highland Park Public Library** even if you prefer a virtual session.

Upcoming November Webinars:

- **November 30: How to Create a Marketing Plan for Your Small Business**

[Click here for more information](#)

Contacting the Office of Business Development

This newsletter is produced by the City of Highland Park's Office of Business Development. The City encourages business owners and managers to share information regarding upcoming events, promotions or news for possible inclusion in the City's marketing modalities, including [The Weekender](#), [Enjoy Highland Park](#), and [social media](#). Please send these items to the City via email to: businessdevelopment@cityhpil.com. The City reserves the right to edit and/or filter submissions.

For general business inquiries and assistance, contact Business Development Manager Carolyn Hersch at chersch@cityhpil.com or 847.926.1027.

Additional Resources

[Available Commercial Space](#)

[Business Directory](#)

[City of Highland Park Business Development Strategic Plan](#)

[Chamber Of Commerce](#)

[College of Lake County Small Business Development Center](#)

[Hello Alice](#)

[SCORE](#)

[SCORE YouTube Channel](#)

[U.S. Small Business Administration](#)

[Job Center of Lake County - Business Services](#)

[Illinois Department of Commerce & Economic Opportunity:](#)

- [Small Business Development Centers of Illinois](#)
- [Community Navigator Business Support Program](#)
- [Grant Opportunities](#)

[Visit Lake County](#)

[Women-in-Business Resources](#)

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