

# MANAGING LANDSCAPE LICENSES

**Landscaping Professionals are required to apply for a Landscape License in order to conduct business in Lake Forest. This guide will help you create an account, update Business information, apply for a license, pay for a license and print a license.**

## 1. Set Up and Access a Business Account

*If you already have a Business Account, go to Step 2.*

First time applicants to the online portal should set up an online business account by going to [www.bsaonline.com/?uid=2669](http://www.bsaonline.com/?uid=2669) and select **Sign In** on the bottom left column. Next, select **Click Here to Create an Account**. After the account is created, contact the Community Development Department at 847-234-2600 ext.2, to obtain a unique Business PIN to complete the account set up.

To link a Business, click on **License Application and Business Management** from the left column and enter the Business PIN in the prompt under the **Business Search** section.

**SERVICES**

- Public Records Search
  - All Record Search
  - Building Department Search
  - Business Licensing Search
  - Miscellaneous Receivables Search
  - Utility Billing Search
- Online Payments
  - Building Department Payments
  - Business Licensing Payments
  - Miscellaneous Receivables Payments
  - Utility Billing Payments
- Building Department
  - Apply for a Permit
  - Apply for a Planning, Zoning or Engineering Process
  - Building Department Search
  - Schedule an Inspection

**Manage Businesses**  
Select a business to start a License Application, edit business account.

**My Linked Businesses**  
Businesses which you have linked to your account with their unique PIN

| CITY OF LAKE FOREST (TEST)  |
|---|
| 220 E DEERPATH -- (Business Address) <ul style="list-style-type: none"><li>View Business Licenses...</li><li>Apply for a new Business License...</li><li>Edit Business Info</li></ul> |

**Business Search**  
Search for your business using the unique PIN given to you.

Business PIN:

\*\*Disclaimer: BS&A Software provides BS&A Online as a way for municipalities to display information online as expressed or inferred. Please contact your local municipality if you believe there are errors in the data.

## 2. Verify the Business Information

There are options to **View Business Licenses**, **Apply for a New Business License** or **Edit Business Information**. Prior to applying for the annual license, please review, verify and update the **Business Information** by clicking on **Edit Business Information** and **Submit Changes**.



*Be advised, the City of Lake Forest must approve any Change Request Details you submitted in **STEP 2** prior to your ability to apply for a new license. The City will review updates within 2 business days. A BS&A email notification from the City is sent once changes are approved.*

**ONLINE SERVICES**

- Internet Services
- Online Payments
- Building Department
- Employee Self Service
- Financials
- Business Licensing
  - License Application & Business Management
  - View My Activity
  - Citizens' Requests
  - Work Order
  - View Work Order Schedule

**Edit Business**  
Make any necessary changes to your Business Information

**Business Information**  
Business ID: 227  
Business Name: Surplus Supplies

**Business Address** Required Fields

Prefix:  St #: 4,215.00 Unit/Apt:   
Dir:  St Name: MT OLIVET  
Suffix:  City: KALAMAZOO  
State: Michigan Zip: 49004

**Billing Address**

For more information, please contact: Community Development Department  
800 N. Field Drive, Lake Forest, IL 60045  
847-234-2600 ext. 2

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### 3. Apply for a New Business License

Once the **Business Information** is updated, select **Apply for a New Business License**, under the **Manage Businesses** screen.

Complete each tab:

1. Verify your **Business Information**.
2. Select **Landscape License** in **License Type Section**.
3. Select **Next** on the **Estimate Fees** tab (fee for the Landscape License will appear - \$100 prior to June 1 and \$125 after June 1).
4. **Attach Documents** including:
  - Current Certificates of Insurance for Auto, General Liability, Workers Compensation (if applicable)
  - List of Business Vehicles
  - Photograph of one Business Vehicle displaying logo and phone number
5. **Submit Application**.

The City will review all submitted materials within 5 business days. You will receive an email once the City processes and accepts the application request. The license fee will be payable at that time.

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- Link Account
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- License Application & Business Management**
- View My Activity

**Apply for a License**  
Submit a Business License application online.

**Verify Business Information** | License Type Selection | Estimate Fees | Attach Documents | Submit Application

**Step 1: Verify Business Information**

Please confirm that the below information is correct. Click [here](#) to edit or add information.

**Business Information**

|                   |                            |                  |   |
|-------------------|----------------------------|------------------|---|
| Business Name     | CITY OF LAKE FOREST (TEST) | Business ID      | 404                                     |
| Business Category | No Data to Display         | Business Address | 220 E DEERRATH<br>LAKE FOREST, IL 60045 |
| Business Type     | LANDSCAPE LICENSE          |                  |   |

**Billing Information**

|              |                    |                 |  |
|--------------|--------------------|-----------------|--|
| Contact Name | MIKE STRONG        | Billing Address | 220 E. DEERRATH<br>LAKE FOREST, IL 60045 |
|              | No Data to Display |                 |  |

[Next](#)

### 4. Complete Payment

Once the application is accepted, an email is sent to the Business that the license is ready for payment. The license is issued **AFTER** the payment is made. Payments can be made via cash, check or credit card with the Community Development Department, 800 N. Field Drive, Lake Forest, IL 60045 or online. To access the **Business License** invoice online, select **Business License Payments** under the **Online Payments** heading on the left column. Search for the invoice by **Name of Business or License Number**. Follow the prompts to make the payment.

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**Business Licensing Online Payment Service**  
City of Lake Forest, Lake County

**Step 1: Search**  
Use the search criteria below to begin searching for your record.

**Getting Started...**

Click on the **Business Licensing Online Payment Service**. This service allows you to search for a specific record within the **Business Licensing** database to

**Search by License Number**  
Enter the **License Number** for the record you are attempting to search on.

License Number:  [Search](#)

**Search by Name**  
Search name only to the preferred . For a more refined search try including the first name (i.e. Last Name, First Name).

Name:  [Search](#)

**Search by Address**  
Enter the address of the record you are attempting to search on. Examples include: 123 Main Street, or for an address range enter 100-200 Main

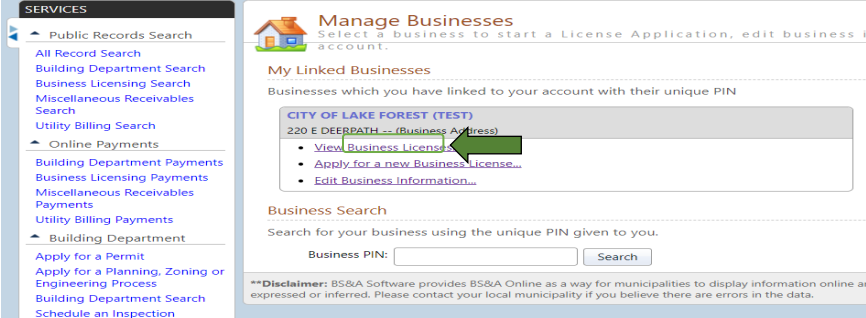
Address:  [Search](#)

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# MANAGING LANDSCAPE LICENSES

## 5. View and Print the License

Once the payment is made, the **Landscape License** will be available in the online portal within 1 business day. Please print the License by navigating to **License Application & Business Management** and select **View Business Licenses**. Select the current license year under the License Information section and then select **Print License**.



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**CITY OF LAKE FOREST (TEST)**  
220 E DEERBATH... (Business Address)

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**Business Search**

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### License

L333-0397

License Information

|           |                   |                  |            |
|-----------|-------------------|------------------|------------|
| License # | L333-0397         | Application Date | 01/07/2020 |
| Type      | LANDSCAPE LICENSE | Issue Date       | 01/13/2020 |
| Status    | Issued            | Expiration Date  | 12/31/2020 |
| Total Due | 0.00              | Next License #   | N/A        |

| Description           | Original Billed Amount | Payments/Adjustments | Amount Due |
|-----------------------|------------------------|----------------------|------------|
| LANDSCAPE LICENSE FEE | \$100.00               | \$100.00             | \$0.00     |

Business Information

|           |  |         |  |
|-----------|--|---------|--|
| Business  | 29<br>NELS J. JOHNSON TREE EXPERTS, INC.<br>912 PITNER AVE<br>EVANSTON, IL 60202 | Billing | JOHN JOHNSON<br>912 PITNER AVE<br>EVANSTON, IL 60202 |
| Total Due | \$0.00   |         |  |

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