



147 South Michigan Avenue ♦ Bradley, Illinois 60915
Phone: 815.936.5100 ♦ Fax: 815.933.9496 ♦ www.bradleyil.org

Dear New Business Owner:

The Bradley Village Board of Trustees has adopted ordinances regulating business and licensing. There is a \$50.00 initial fee for each Business Registration. This fee may be waived for those businesses/organizations that operate at a not-for-profit status if they provide a copy of their not-for-profit status with their completed application forms. In addition, there is a \$50 Administrative Review fee due for application and inspections of all business locations.

Any business that does not complete a business application form will be subject to the non-compliance fines as outlined in Section 18-2 of the Bradley Code of Ordinances.

The Business Registration packet contains the following forms that must be returned with payment prior to a review of your application:

1. **Business Registration Application:** provide local business information; business owner information whether Sole Proprietor, Corporation or LLC; and building owner information as well as emergency contact information.
2. **License Fees Form** to indicate each type of license required for your business, the quantity of each and your mailing information.
3. **Business Review Application** to conduct zoning review and inspections by the Department of Building Standards in regard to your specific use of a business location.

Submit your application with fees by mail to: Attention Business Registration 111 N. Michigan Avenue Bradley Il, 60915. **You may also pay in person at the Community Development Office at 111 N. Michigan Avenue Bradley Il, 60915** Monday through Friday from 8:00 a.m. until 4:30 p.m. Checks payments should be payable to Village of Bradley.

Allow ten to fourteen business days for processing once your completed application packet has been received in our office. The licensing year is June 1 through May 31. Renewal notices will be sent each year by the Village of Bradley.

Please do not hesitate to call me at 815-936-5124 or email kabaron@bradleyil.org anytime you have any questions.

Mayor
Michael M. Watson

Clerk
Julie Tambling

Board of Trustees
Ryan LeBran
Darren Westphal
Brian Billingsley
Brian Tieri
Grant VandenHout
Gene Jordan

**Village of Bradley
Procedure for New Business Registrations**

- 1. Complete Business Application Form**
- 2. Be sure to include State Sales Tax number if applicable**
- 3. Complete License Fees Form**
- 4. Complete Business Review Application**
- 5. Submit \$50 Administrative Review fee**
- 6. Submit \$50 Business License fee (prorated to quarter year)**
- 7. Make checks payable to Village of Bradley**
- 8. Submit copies of County, State or Federal licenses required for your business**

All the above items must be received before a review of the application can begin.

A certificate for a Business Registration will be issued after all applicable departments have approved the application. Applicants should allow fourteen business days for the review process.

Please note the following when completing the Application:

- **For an individual owner the Owner information should include first and last name, last four digits of Social Security Number or Federal ID number and home address. (Only last four digits of SSN needed.)**
- **For corporate ownership the Owner information should include the Corporate Name, Federal ID number and the corporate home office address.**
- **The Manager information should be the Manager's personal information.**
- **The Building Owner information is the owner of the property not the owner of the business, if there is a difference.**
- **Emergency Names should have names and phone or cell numbers of key holders that Police or Fire Department members can contact after hours if there are any problems.**

Complete ALL fields (N/A and none are also acceptable responses)

Village of Bradley Business Registration Application

Business Category

Parcel Number

Business Name

Doing Business As (DBA/Bus Addtl)

Start Date

Local/Physical Address - local location where business will operate

Local Care Of

Local/Physical Address

City

State

Zip

Local Phone

Local Fax

Mailing/Billing Address - location where invoices and renewal notices should be sent

Billing Care Of

Billing Address

City

State

Zip

Billing Phone

Billing Fax

Contact Information

Contact 1 Name

Email

Office Phone

Mobile Phone

Contact 2 Name

Email

Office Phone

Mobile Phone

Business Website

FEIN

Hours of Operation

Alarm Company

Alarm Type(s)

Alarm Contact (Name/Phone)

Bradley Registration, License & Permit Fees

Please indicate type & quantity of each license and/or sticker needed for the license period of June 1 through May 31

<u>TYPE</u>	<u>QUANTITY</u>	<u>AMOUNT PER</u>	<u>TOTAL COST</u>
Business Registration	_____	50.00	_____
Administrative Review	_____	50.00	_____
Motor Vehicle Repair (Includes ANY type of repairs on vehicles)	_____	50.00	_____
Cigarette/Tobacco (CIRCLE ONE: Over the counter <u>OR</u> Machine sales)	_____	100.00	_____
Vending Machine Stickers:			
Amusement: SKILL (eg. Pinball Machines, Pool Tables, Cranes, etc.)	_____	50.00	_____
Product/Service (eg. Pop/snack machines, jukeboxes, coin op rides, etc.)	_____	35.00	_____
Video Gaming Terminal (maximum of six)	_____	250.00	_____
Amusement License (Includes theatricals, public shows, sport exhibitions, etc.)	_____	200.00	_____
Other _____	_____	_____	_____
TOTALS	_____		\$ _____

Mail Renewal Notices to:

Business Name _____ Attn: _____

Mailing Address _____

City _____ State _____ Zip _____ Phone _____ (ext. _____)

Corporate Contact Email: _____

Local Contact Email: _____

Website: _____ Facebook Y/N _____

Mail Certificates and/or stickers to:

Business Name _____ Attn: _____

Mailing Address _____

City _____ State _____ Zip _____ Phone _____ (ext. _____)

Please Do Not Write Below This Line

Bradley Community Development Department

Notice to Business Applicant

Please carefully read the following and sign on the line provided on the bottom of the page. Please note if this page is not signed by the business applicant, your zoning review will be delayed until we receive it. Contact our office if you have any questions.

- ✓ **Building or proposed space to be occupied may be inspected by the Village of Bradley Building Standards office for any code updates necessary for the specific use listed on this application. In some cases, architectural plans are needed due to, but not limited to:**
 - 1. Age of building**
 - 2. Occupant load changes**
 - 3. Use changes**
 - 4. Any structural or mechanical changes that include life safety items**
- ✓ **Property owner is to notify Building Standards office to set appointment for the required inspections.**
- ✓ **Property owner is responsible for obtaining a building permit if required. An Occupancy Certificate will not be issued until all final inspections are completed and approved by this office.**
- ✓ **If a Special Use permit is needed for the proposed business use, the business owner/tenant is required to apply to the Bradley Building Department.**

I, the undersigned, have carefully read and understand the above information.

Signature _____ Date _____

Printed Name _____

BUSINESS REVIEW APPLICATION

Your Name _____

Your Address _____

City _____ **State** _____ **Zip** _____

Phone _____ **Fax** _____ **Cell** _____

Email _____ **Website** _____

Proposed New Business Address _____

Property Owner _____ **Phone** _____

Mailing Address _____

Number of Employees _____

Proposed New Business Use _____

Proposed Outdoor Use at New Address (include any outdoor use: storage, parking, etc.)

Inventory on Site _____

Hazardous Materials on Site _____

Adjacent Property Uses _____

Last Property Use _____

Printed Name _____

Signature _____ **Date** _____