

Derrick N. Burgess
Mayor



Marva Campbell-Pruitt
Village Clerk

21801 Torrence Avenue, Sauk Village, IL 60411

Phone: 708-758-3330

www.SaukVillage.org

APPLICATION FOR GENERAL BUSINESS

NON-REFUNDABLE PROCESSING FEE \$100.00 DUE AT TIME OF APPLICATION & APPLICABLE TO LICENSE FEE.

(NOTE: Application will expire 90 days from date of application; one 30-day extension granted upon written request of applicant)

TO VILLAGE OF SAUK VILAGE: THE UNDERSIGNED HEREBY MAKES APPLICATION TO ESTABLISH OR CONDUCT A GENERAL BUSINESS WITHIN THE VILLAGE OF SAUK VILLAGE.

Office use only: Name of Business: _____		
License # _____	Date Applied _____	Date Issued _____

Applicant Name _____ **Title** _____ **Phone** _____ **Mobile** _____

Type of business: Sole Owner ____ Partnership ____ LLC ____ Corporation ____ Non- Profit ____ other ____

Select the general type of business that best describes your operations (See page 9 for descriptions if you're unsure)

☐ Industrial ☐ Retail Business ☐ Hotel ☐ Fuel/Service Station ☐ Scavenger **Are you open to the public:** ☐ Yes ☐ No

Legal Business Name / Doing Business As _____

Business Location: _____

Location Phone # _____ **Fax #** _____

Store Manager _____ **Phone** _____

Corporation: Yes ____ No ____ **President** _____

Corporation: Attach copy of Articles of Incorporation & FEIN Federal Employer Identification # Certificate

Business Website & Email Address _____

FEIN # - Federal Employer Identification Number: _____ **TOTAL EMPLOYEES #** _____

Illinois Sales Tax #: _____ (attach copy of sales tax certificate)

Illinois Sales Tax Certificate must be submitted within 30 days of license issuance.

Illinois License Type Required _____ **Number** _____

Attach copies of licenses: DCFS, Food Sanitation, Cosmetology, Consumer Installment Loan, Dealer, Trucking, Recycler, 501(c) 3, & any other government required licenses.

Has State license ever been suspended or revoked? Yes ____ No ____ **State reason and date** _____

Describe business activity in detail _____

of SIGNS: Driveway(s) ____ Electric Sign ____ Non-Electric Sign ____ Awning ____ Marquee ____ Banner ____ Other ____

NOTE: PROOF OF SCAVENGER SERVICE / REFUSE PICK UP REQUIRED BEFORE LICNESE CAN BE ISSUED

HOMEWOOD DISPOSAL _____ **REPUBLIC** _____ **PROOF IS REQUIRED**

Number of Vending Machines: ____ Soda ____ Snack ____ Toy ____ Game ____ Video Gaming ____ Other

Vending Machine Owner, Address, Phone _____

VILLAGE OF SAUK VILLAGE

BUSINESS LICENSE PROCESS

Dear Applicant,

Sauk Village has adopted a new Business License Application process. This new Business License Application process now requires a multi-level review process to ensure compliance to Sauk Village codes while providing full transparency to applicants. To obtain a Business License, your business will undergo a series of inspections and reviews and must attain sign-off from specific Department. A listing of the Village Departments and a description of their responsibilities in the approval process is listed for your convenience:

Community Development—will follow your application process until the Village's responsibilities are completed. If any infractions are noted, this department will inform you and it will be your responsibility to have them corrected before Your Business license can be issued. The Community Development Department issues the Occupancy Permit following receipt of the Fire Inspection Please note: Health Inspections will not delay the issuance of a license if there has been a change in ownership or a change in tenants.

Businesses that sell food and/or beverages - A semiannual (twice per year) health inspection is required. The inspections will be ordered automatically by the Community Development Department. The then current inspection rate will be billed along with your license fees.

Business Licenses Renewal- inspections will be performed automatically, there is no need to contact us. You will be sent a renewal package at least within 30 days of your Business license's expiration date.

Zoning Administrator – Will review application ensure business complies with the Village's zoning.

Economic Development – Will review license/application ensure complies with the Village's overall Economic Development Plan and objectives.

Police Department - Will conduct a background check, and due diligence as necessary.

Fire Department - this department will perform a fire inspection of your premises. It will look for clear exit ways, exit signs, smoke and carbon monoxide detectors, emergency lights, fire extinguishers and fire alarm systems. If you're prepared for your fire inspection you may call the number listed below to schedule your inspection. \$100 for initial and annual inspections any re-inspections will be \$20 each.

Water Department—(INITIAL APPLICATIONS) —If you will be responsible for the water usage, you will need to set up an account with Water Department. If the water usage will be paid by the landlord and an account is already set-up, the account will have to be paid to date for approval by the water department. Regardless, two water account forms are attached to your business license application; both forms must be completed and turned in with your application.

SCAVENGER SERVICE—*Proof of service is required for the business location.* You may call a licensed waste hauler (numbers provided below) and have them fax the Clerk's office proof of service. Or, you may bring a copy of your scavenger service agreement or paid invoice to the Clerk's Office. **FOR RENEWALS**— A copy of your most current invoice is adequate.

Village Clerk's Office—The Village Clerk's Office will issue your business license once all inspections have been passed, all license fees paid, and all required documentation has been submitted. In the meantime, ***YOU CANNOT OPERATE YOUR BUSINESS WITHOUT A BUSINESS LICENSE***. Please feel free to contact the Village Clerk's Office with any questions during your process. Thank you and well wishes and prosperity to you on your new business venture.

Very truly yours,

Derrick Burgess, Mayor

Police Department:	708-758-1331
Water Billing:	708-758-3330
Community Development:	708-758-3330
Fire Department:	708-758-2225
Village Clerk's Office:	708-753-5121 Village Clerk Fax: 708-758-1634
Homewood Disposal:	708-798-1004 (Licensed Commercial/Industrial Waste Hauler)
Republic Services	708-754-5460 (Licensed Residential/Commercial Waste Hauler)

BUSINESS NAME _____

ADDITIONAL BUSINESS OWNER(S):

Name & Address _____ Phone # _____ Cell # _____

Name & Address _____ Phone # _____ Cell # _____

EMERGENCY CONTACTS

NAME _____

ADDRESS _____ PHONE _____

NAME _____

ADDRESS _____ PHONE _____

NAME _____

ADDRESS _____ PHONE _____

HOURS OF OPERATION: (OPEN: _____) (CLOSE: _____) # of SHIFTS: _____

ALARM COMPANY NAME: _____

ALARM COMPANY PHONE NUMBER: _____

BUILDING SPECIFICS:

Total Square Feet	
Total Dock Doors, including rail	

Total number of pumps dispensing:

# of Diesel Pumps	
# of Reg. Unleaded Fuel Pumps	
# of Mid-Grade Fuel Pumps	
# of Premium Fuel Pumps	
#E-85 Fuel Pumps or Flex Fuel	

OFFICE USE ONLY

APPROVED BY ZONING _____ DATE _____

APPROVED BY ECON DEV: _____ DATE _____

APPROVED BY POLICE: _____ FAVORABLE _____ UNFAVORABLE _____ DATE _____

APPROVED BY COMM DEV: _____ DATE _____

HEALTH INSPECTION: Required- ☐ Yes ☐ No

1st Inspection: PASS _____ FAIL _____ DATE _____

2nd Inspection: PASS _____ FAIL _____ DATE _____

APPROVED BY FIRE SAFETY _____ DATE _____

1st Inspection: PASS _____ FAIL _____ DATE _____

2nd Inspection: PASS _____ FAIL _____ DATE _____

APPROVED BY WATER _____ DATE _____

APPROVED BY VILLAGE CLERK _____ DATE _____

LICENSE # _____ DATE PAID _____ AMOUNT PAID _____ DATE ISSUED _____

DATE LICENSE MAILED OR RELEASED _____ LICENSE RELEASED TO _____

APPLICATION FOR GENERAL BUSINESS:

BUSINESS NAME _____

BUILDING OWNER/LANDLORD INFORMATION

Building Owner Name (PRINT) _____ **Home Address** _____
(INDIVIDUAL)

Building Owner Name (COMPANY) _____ **Company Address** _____

Building Owner Business Address _____

Building Owner Home Phone _____ **Business Phone** _____

Building Property Tax ID Number _____

Primary Contact Person: Name _____ **Address** _____

Phone # _____ **Cell Phone #** _____ **Fax #** _____ **E-mail** _____

CORRESPONDENCE TO BUILDING OWNER SHOULD BE MAILED TO:

Building Insurance Company / Agent _____ **Phone** _____

BUSINESS OWNER: AFFIRMATION AND CONSENT

I AGREE TO ABIDE BY ALL THE RULES, REGULATIONS AND ORDINANCES OF THE VILLAGE OF SAUK VILLAGE. I AFFIRM THAT ALL STATEMENTS MADE ARE TRUE. HAVING APPLIED FOR A BUSINESS LICENSE WITH THE VILLAGE OF SAUK VILLAGE (VILLAGE), I DO HEREBY GRANT THE VILLAGE DEPARTMENTS AND AGENTS THEREOF, PERMISSION TO PERFORM ANY/ALL CRIMINAL AND NON-CRIMINAL BACKGROUND CHECKS ON ME. I DO HEREBY KNOWINGLY GIVE MY CONSENT TO THE AUTHORITIES TO RUN MY DRIVERS LICENSE RECORD AS WELL AS AN AUTOMATED COMPUTERIZED RECORDS CHECK AND/OR FINGERPRINT VERIFICATION RECORDS CHECK IF REQUESTED, TO DETERMINE ANY PRIOR CRIMINAL HISTORY I MAY OR MAY NOT HAVE PURSUANT TO MY APPLICATION WITH THE VILLAGE. I UNDERSTAND THAT THE INFORMATION OBTAINED WILL ONLY BE UTILIZED FOR THE PURPOSE OF LICENSING AND WILL NOT BE SHARED WITH OR RELEASED PURSUANT TO ILLINOIS LAW. FAILURE TO DISCLOSE MAY RESULT IN A NEW APPLICATION FEE.

Business Owner Signature _____ **Date** _____

Business Owner's Name PRINTED: _____

Date of Birth: _____ **Place of Birth:** _____

Driver's License # _____ **State Issued:** _____

ITIN # _____

Attach readable copies of valid identification.

HAVE YOU EVER BEEN ARRESTED, CHARGED, OR CONVICTED OF ANY CRIMINAL OFFENSE?

YES _____ **NO** _____. ***IF YES, STATE WHEN, WHERE AND THE CHARGE. USE OTHER SIDE OF THIS APPLICATION IF MORE SPACE IS NEEDED FOR DETAILS.***

BUSINESS OWNERS CONTACT INFORMATION

Business Owner Home Address _____ **ST** _____ **ZIP** _____

Business Owner Home Phone _____ **Business Phone** _____

Business Owner E-mail & Website _____ **Cell Phone** _____