



Village of Wilmette, IL

LOCAL BUSINESS LICENSE APPLICATION

For office use only: 1200 Wilmette Ave.
Wilmette, IL 60091
CID _____ EMAIL: ar@wilmette.com
Account ID _____ FAX: 847-853-7652
Bill# _____ PHONE: 847-251-2700

Business Information

Legal Business Name: _____
Business Address: _____
Street Number, Street Name Suite/Unit
Mailing Address(if different): _____ City, State, Zip: _____
D/B/A: _____
Doing Business As or D/B/A is the business name as it would appear on ads, signs, or your storefront
On-site Contact: _____ Average number of employees per daytime shift: _____
Business Phone: _____ IL Business Tax Number: _____ - _____
Email Address: _____ Total Gross Square Footage: _____
Website: _____
Facebook: _____

Description of Business (including principal business activity and general description of goods and services provided):

Business Owner Information

Business Owner: _____ ☐ Proprietorship ☐ Corporation ☐ LLC ☐ Other _____
Business Owner Address: _____ City, State, Zip: _____
Business Owner Phone: _____ Email Address: _____

Property Owner Information

Property Owner: _____
Property Owner Address: _____ City, State, Zip: _____
Property Owner Phone: _____ Email Address: _____

Home Occupations

The Village of Wilmette allows residents to operate a business out of their place of residence with several restrictions that can be found in Section 20-13.4.J of the Zoning Ordinance. To access the Zoning Ordinance, please visit www.wilmette.com.

The Village of Wilmette is willing to add your business name, address and phone number to the Business section of the Village's website. If you would like this information to be displayed on the Village's website please check the following box: ☐

In addition to a business license all new businesses, except for home occupations, require an occupancy inspection prior to occupying their space and opening the business. Any signage located in the window or on the exterior of the business requires a sign permit.

I have read the application and answered all questions completely and to the best of my knowledge.

Print Name

Signature

Date

Business License Fees

General business license fees are based on the amount of square feet a business occupies. Specialty licenses may be required and are based on a single, uniform fee by type of service. The food handler license category is determined by the Village Sanitarian. Other licenses such as a 24 hour business license and outdoor restaurant seating license require further review by either the Site Plan Review Committee or Village Board.

Fee Schedule (Effective January 1, 2021)

General Business License		Specialty Licenses	
Area of less than 3,000 interior sq ft	\$80.00	Food handler license, Category 1	\$435.00
Area of 3,001 to 10,000 interior sq ft	\$160.00	Food handler license, Category 2	\$305.00
Area over 10,000 interior sq ft	\$235.00	Food handler license, Category 3	\$175.00
School	No fee	24 Hour business license	\$50.00
Home Occupation	No fee	Gasoline service station license	\$50.00
Not-for-Profit	No fee	Outdoor restaurant seating	
		On private property	\$25.00
		On public property	\$50.00

License Fee

General Business License _____	\$	_____
Specialty License _____	\$	_____
Specialty License _____	\$	_____
Specialty License _____	\$	_____
Specialty License _____	\$	_____
Specialty License _____	\$	_____

Total Due