



VILLAGE OF BURNHAM

14450 S. Manistee Avenue

Burnham, Illinois 60633

Phone: 708-862-9150 • Fax: 708-862-9155

Email: villageofburnham@burnham-il.gov

Robert E. Polk – Mayor

Lus E. Chavez – Village Clerk

Dear New Business Owner:

When applying for a New Business license in the Village of Burnham we require the following:

- New Business Proposal to be submitted-proposal will be required to be presented to the Board of Trustees at the next Board Meeting (2nd and 4th Tuesday of the Month) July and August are in the summer session and no meetings are held
- New Business Application to be completed and notarized
- Required documents to be submitted with the New Business Application from the checklist on page 3 of the application

New Business cannot operate until it has been approved by The Village of Burnham President and Board of Trustees.



VILLAGE OF BURNHAM

14450 Manistee Avenue

Burnham, Illinois 60633

villageofburnham@burnham-il.gov

Website: burnham-il.gov

Phone: 708-862-9150 Fax: 708-862-9155

Robert E. Polk- Mayor Lus E. Chavez-Clerk

License No. _____

Date Issued: _____

Expiration: _____

Fees: _____

Date of application: _____

New-Business License Application

APPLICANT: _____ PHONE: _____

BUSINESS NAME: _____

EIN NUMBER: _____ BUSINESS PHONE: _____

BUSINESS ADDRESS: _____

CITY / STATE/ZIP: _____

EMAIL ADDRESS: _____ ALTERNATE PHONE: _____

TYPE OF BUSINESS: _____

OWNER INFORMATION:

Name: _____ Phone: _____

Address: _____ CITY / STATE/ZIP: _____

**** Notify the Clerk's Office of any Business Changes ****

If applicable: Business DBA _____

Has assumed name been filed with Cook County Clerk? ☐ No ☐ Yes Date File: _____

(Submit copy of certified Certificate issued by Cook County Clerk's Office)

☐ **Sole Owner**

Type of Business: _____

Retailers' Occupation Tax Registration No. _____

☐ **Partnership** Number of Partners: _____ Date of Formation _____

☐ **Illinois Corporation** Date of Incorporation _____

☐ **Limited Liability Corporation** Date of Incorporation _____

☐ **Foreign Corporation** State of Corporation _____ Business Qualified Date _____

Are there any other businesses you now or previously have owned/operated in Burnham, IL? _____

If yes, list : _____ Type: _____

Do you own or lease business property? ☐ No ☐ Yes- Include a copy of the current lease.

Building ☐ Own ☐ Lease Square Foot Area: _____

Land ☐ Own ☐ Lease Square Foot Area: _____

***Computation of square footage shall be included the entire floor area
and any adjacent areas used as an integral part of the necessary operation of the business***

Name of Owner: _____

Address of Owner: _____ Phone: _____

City / State / Zip: _____

Do you store hazardous materials on your business site? ☐ No ☐ Yes-What type of material _____

Name of Dumpster Company _____ Phone: _____

Name of Grease Bin Company _____ Phone: _____

Emergency Contact: _____ Phone: _____

Do you have an alarm system? _____ Alarm Company _____

Number of Vehicles owned and operated by the business: _____ Cars / _____ Trucks
Year / Make/Model State & License No.

Has the applicant had a license in this or another State revoked or suspended? ☐ No ☐ Yes

If Yes, state the reason for suspension or revocation, the city and state, and the business activity or occupation of the applicant. Explain in detail: _____

Are you indebted or obligated in any manner to the Village of Burnham? ☐ No ☐ Yes

Vendor Stamps: Sell Cigarettes ☐ No ☐ Yes

BUSINESS LICENSE APPLICATION – REQUIRED DOCUMENTS-Year _____

License No. _____ Name: _____ Annual Fee \$ _____ Inspection Fee(s) \$ _____

**** Business Licenses are not transferable ****

**** Business Licenses are not renewable-must reapply each year ****

☐ **Sole Owner: v-Needed**

- _____ Current State ID or Driver's License of Owner
- _____ EIN issued from Internal Department of Revenue
- _____ Cook County Clerk Registration or Illinois Business Authorization
- _____ State of Illinois-Certificate of Good Standing
- _____ Current Lease
- _____ ServSafe Certificates (if applicable)
- _____ Current Liability Insurance

☐ **Partnership: v-Needed**

- _____ General Partnership Agreement
- _____ Current State ID or Driver's License of partner(s)
- _____ EIN issued from Internal Department of Revenue
- _____ Cook County Clerk Registration or Illinois Business Authorization
- _____ State of Illinois-Certificate of Good Standing
- _____ Current Lease
- _____ ServSafe Certificates (if applicable)
- _____ Current Liability Insurance

☐ **Illinois Corporation: v-Needed**

- _____ Current State ID or Driver's License of member(s)
- _____ EIN issued from Internal Department of Revenue
- _____ Cook County Clerk Registration or Illinois Business Authorization
- _____ State of Illinois- Articles of Incorporation
- _____ State of Illinois-Certificate of Good Standing
- _____ Operating Agreement
- _____ Current Lease
- _____ ServSafe Certificates (if applicable)
- _____ Current Liability Insurance

☐ **Limited Liability Corporation: v-Needed**

- _____ Current State ID or Driver's License of member(s)
- _____ EIN issued from Internal Department of Revenue
- _____ Cook County Clerk Registration or Illinois Business Authorization
- _____ State of Illinois- Articles of Incorporation
- _____ State of Illinois-Certificate of Good Standing
- _____ Operating Agreement
- _____ Current Lease
- _____ ServSafe Certificates (if applicable)
- _____ Current Liability Insurance

☐ **Foreign Corporation: v-Needed**

- _____ Current State ID or Driver's License of member(s)
- _____ EIN issued from Internal Department of Revenue
- _____ Cook County Clerk Registration or Illinois Business Authorization
- _____ State's- Articles of Incorporation
- _____ State of Illinois-Certificate of Good Standing
- _____ Operating Agreement
- _____ ServSafe Certificates (if applicable)
- _____ Current Lease
- _____ Current Liability Insurance

AFFIDAVIT

I, (We), the undersigned Applicant, swear (or affirm) that the statements and information contained in the foregoing Business License Application are true and correct, are made upon my (our) personal knowledge, and are made for the purpose of inducing the Village of Burnham to issue the herein applied for Business License.

Signature Required: ☐ Sole Owner

Signature

Date _____

Print Name

Signatures Required: ☐ Partnership

Signature

Date

Print Name / Title

Signature

Date _____

Print Name / Title

**** All applications must be notarized ****

STATE OF _____)
COUNTY _____) ss.

I, the undersigned, a Notary Public in and for said County, in the State aforesaid, CERTIFY THAT _____ personally known to me to be the person(s) whose name(s) _____ subscribed to the foregoing instrument, appeared before me this day in person. Subscribed and sworn to before me this _____ day of _____, 20__.

(Notary Seal)

Notary Public

My Commission Expires:

AFFIDAVIT

I, (We), the undersigned Applicant, swear (or affirm) that the statements and information contained in the foregoing Business License Application are true and correct, are made upon my (our) personal knowledge, and are made for the purpose of inducing the Village of Burnham to issue the herein applied for Business License.

Signatures Required: ☐ **Illinois Corporation Name** _____

Corporate Seal

Signature

Print Name / Title

Date

Signature

Print Name / Title

Date

Signatures Required: ☐ **Limited Liability Corporation** _____

Signature

Date

Print Name / Title

Signature

Date

Print Name / Title

Signature Required: ☐ **Foreign Corporation**

Signature

Date

Print Name

STATE OF _____)
) SS.
COUNTY _____)

I, the undersigned, a Notary Public in and for said County, in the State aforesaid, CERTIFY THAT
_____ personally known to me to be the person(s)
whose name(s) _____
subscribed to the foregoing instrument, appeared before me this day in person.
Subscribed and sworn to before me this _____ day of _____, 20__.

(Notary Seal)

Notary Public

My Commission Expires:
