

Business License & Registration Application

Village of Shorewood
One Towne Center Boulevard
Shorewood, IL 60404
815.553.2310 | businesses@shorewoodil.gov



License # _____

Submission Checklist – The following must be submitted along with the completed application:

- ☐ Copy of Driver's License or State I.D. for all business owners
- ☐ Copy of IRS Employer Identification Number confirmation or assignment letter
- ☐ Copy of Articles of Incorporation, Articles of Organization, or LLC
- ☐ Copy of State Certifications/Licenses – i.e. IDFPR, DCFS, ATF (if applicable)
- ☐ Commercial Permit Application: Remodeling, Occupancy or Tenant Build-Out Form. Please include all submittals listed on that application checklist.
- ☐ Sign Permit Application for all signs including wall signs, monument signs and panels, window signs, grand opening signs, and temporary signs
- ☐ Will County Health Department Plan Review and Approval Certificate (if applicable)
- ☐ Tobacco License Application (with \$250 non-refundable fee) or Massage Establishment Application (with \$100 non-refundable fee) if applicable
- ☐ Liquor License Application (submitted with Village Clerk)

Business Entity Information

Legal Name of Business:

DBA "Doing Business As":

Business Address:

Business Phone Number:

Business Email:

Occupancy Inspections: The Building Department will contact you to schedule a time and date to have inspectors visit the property to evaluate safety and code compliance.

Contact Person:

Contact Email:

Contact Phone:

Fire Safety: Fire plan review and inspections are the responsibility of the Troy Fire District. Contact Fire Marshal, Craig Solick directly, at 815-651-2103 or csolick@troyfd.com to coordinate. 72-hour notice is requested for inspections.

Utility Billing: If the new occupant will be responsible for paying the water and sewer bills, a new account must be set up. Visit shorewoodil.gov to sign up.

Liquor License: If a liquor license is being requested, please contact the Village Clerk's office at 815-725-2151. Liquor licenses must be secured separately before business licenses can be issued.

Business Information	
Description of Business:	
Square Feet Building/Tenant Space:	☐ Entire Building ☐ Unit/Suite within Building
Business Operations:	☐ Independent ☐ Franchise ☐ Corporately-Owned ☐ Regional Chain
Use of Space (check all that apply):	☐ Office ☐ Retail ☐ Storage ☐ Manufacturing ☐ Dining

Application Information
Type of Application: ☐ New Business ☐ New Owner ☐ Name Change ☐ New Location
Business Hours: ▪ Monday: ▪ Tuesday: ▪ Wednesday: ▪ Thursday: ▪ Friday: ▪ Saturday: ▪ Sunday:

Notes
Business License fees are assessed based on business classification as per Section 3-1-6 of the Municipal Code .
License regulations are available at vil.shorewood.il.us , under Title 3 of the Municipal Code .
Sign regulations can be found in Title 10, Chapter 10 of the Municipal Code.
Applicants will be contacted when the review/license is complete. Payment is due at pick-up.
Business Licenses are valid through December 31 st . They must be renewed annually.
Applications are processed in the order that they are received. Please allow up to 30 days for processing.
Business licenses will not be issued until all other licenses have been approved.
Business licenses will not be issued until all inspections are passed and commercial occupancy has been issued.

Emergency Response – Police/Fire/Wescom (911)	
☐ Check if you have a Knox Box	
☐ Check if you have an Alarm System	
Emergency Contacts – Please list in order of calling preference for emergencies outside of business hours:	
Contact #1 Name:	Cell Phone: Email:
Contact #2 Name:	Cell Phone: Email:
Contact #3 Name:	Cell Phone: Email:

Business Owner Information:
Name:
Mailing Address:
City, State, Zip:
Business Phone:
Cell Phone:
Email:
Additional Owners:
Name:
Mailing Address:
City, State, Zip:
Business Phone:
Cell Phone:
Email:
<i>Additional Owners? ☐ Check here and attach contact info to application</i>
Annual Business License Contact for Renewals:
Name:
Email:
Phone:
Marketing Contact
Name:
Email:
Phone:
☐ Check if you would like your business listed in our Village directory
☐ Check if you would like information on sponsoring events in Shorewood or providing promotional materials
☐ Check if you would like Village Officials to tour your facility

Application Certification	
I (We) hereby certify that the requirements of the State of Illinois, County of Will, and Village of Shorewood have been met and will be maintained throughout the duration of the license (if issued), and that the statements herein are correct and true to the best of my (our) ability. I (We) hereby give permission for my (our) background(s) to be checked by the Shorewood Police Department.	
Business Owner Signature:	Date:
Business Owner Signature:	Date: