



May 1st thru April 30th 20__

ECONOMIC DEVELOPMENT DEPARTMENT

1937 N Municipal Way Round Lake Beach IL 60073 ♦ TEL: (847) 546 - 2351 ♦ EMAIL: businesslicensing@roundlakebeachil.gov

BUSINESS CERTIFICATE APPLICATION

INSTRUCTIONS: Please review and submit this application with the appropriate fees for each business establishment, as listed below. Please complete the information required by the Fire and Police Departments, which will be maintained in strict confidence and will be used only in the event of emergency. **Any applications received after April 30th will be charged a \$50.00 late fee.** If this is a new business, or if any changes have been made to the building since the last Business Certification, **dimensioned drawings (8½" x 11")** of each floor of each business establishment including location of doors, windows and light switches, must be submitted with this application.

Business Address: _____ Business Name: _____
Local Street number/street name
Type of Establishment: General ____ Food ____ Industrial ____ Retail/Wholesale ____ Service ____
E-Mail Address: _____ Business Telephone # _____ - _____ Floor Area (sq ft): _____

Mailing Address (*all correspondence will be mail to*)

Business Owner Contact: _____
Name *E-Mail Address*

Street Address *State* *Zip Code* *Telephone*

Keyholder Contacts: _____
Name *Telephone*

Name *Telephone*

Property Management Firm: _____
Name *E-Mail Address*

If Leasing _____
Telephone

Property Owner(s): _____ Property Owner Contact: _____
Company Name *Name*

Street Address *State* *Zip Code* *E-Mail Address*

Telephone

No. of juke boxes, vending or game machines: **\$25.00/machine** _____
No. of nozzles (for filling stations): **\$25.00/nozzle** _____
No. of taxicabs (if applicable): **\$50.00/taxicab** _____

AMOUNT OF FEES: The required fee for each certificate shall be collected upon application. In the event a commercial establishment moves its place of operation from one location in the Village to another location in the Village, a new certificate shall be issued. The definitions for each category are on the back of this application. The annual fees for business certificates, which does not include applicable permits, shall be as follows.

	<u>0 - 2,500 Sq Ft</u>	<u>OVER 2,500 Sq Ft</u>
GENERAL BUSINESS	\$100.00	\$200.00
RETAIL/WHOLESALE ESTABLISHMENTS	\$150.00	\$250.00
SERVICE ESTABLISHMENTS	\$150.00	\$250.00
FOOD ESTABLISHMENTS:	\$150.00	\$250.00
INDUSTRIAL ESTABLISHMENTS:	\$200.00	\$300.00

I, the undersigned, hereby certify and swear or affirm that:

- I understand that the issuance of this certificate is conditioned upon compliance with Village Ordinances and the results of inspection(s) of the above premises at this time or any subsequent inspection while this certificate is in force; and*
- I will maintain the business certificate at the above location at all times.*

Signature of Applicant: _____ Date: _____

DEFINITIONS

Food Establishment: A building or premises the principal use of which is for sale or dispensing or distribution or serving of food, foodstuff or drink for consumption on or off premises or in or out of the building.

Industrial Establishment: A building or premises the principal use of which is for manufacturing, processing, fabrication and storage or scientific research and development.

Retail and Wholesale Establishment: A building or premises the principal use of which is for the sale or distribution of any commodity for a price or fee by a seller to a consumer or by one business to another business.

Service Establishment: A building or premises the principal use of which is for the rendering of personal or material services for a price or fee whether or not a commodity is worked upon or exchanged.

The total floor area applicable for the determination of the yearly certification shall include the sum of all the floor areas in use, reserved for or retained for the use including, but not limited to, principal and accessory floor areas, cellars and basements, storage or detached accessory buildings, even though any such floor area may be temporarily vacant or not in use.

PRORATING CERTIFICATE FEE: Except where otherwise provided in the Village Code to the contrary, the applicant for a certificate for a new place of business or to engage in a new occupation or activity, is required to pay the proportionate part of the full annual certificate fee specified in this Code, but not less than fifty dollars (\$50).