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SMALL TOWN FEEL WITH A WORLD AT ITS TOUCH

9526 WEST IRVING PARK ROAD
SCHILLER PARK, ILLINOIS 60176-1984
TELEPHONE 847 678-2550
FAX 847 671-3564

Dear Applicant:

Attached is an application for a Business License. This application must be completed in full and submitted with a \$30 application fee. If your business license application is ultimately approved, the \$30 fee will be applied toward the total cost of the Business License. If your application is denied, the application fee will not be refunded. The amount of time needed to process an application varies by the application and depends on many factors, including the number of inspections required, so an exact time frame for completion of this process is impossible to specify.

All applications are first reviewed for compliance with zoning requirements. If a hearing is necessary you will receive specific instructions. To assure that your proposed business meets all code requirements, the application will be forwarded to the Fire Department and the Building Division. Access to the property may be necessary to allow for proper inspections. To determine if there are any outstanding fees owed to the Village, the application will also be reviewed by the Finance Department.

If all the above noted approvals are received, the completed application is then forwarded to the Administration Department for final review and processing. If everything is in order you will be mailed an invoice requesting final payment of the balance owing on your business license. This review includes calculating the total license fee, including any fees for vending machines and/or tobacco sales. Stickers for these will be included with your license when you receive it. Once your final payment is received an official Business License Certificate will be prepared and the official certificate will be mailed to you.

A business is not allowed to operate prior to receipt of the Business License Certificate. Once received the Business License Certificate must be prominently posted in your business. If you are planning any modifications to the building, including new signage, please check with the Building Division prior to the commencement of any work or the ordering or installation of new signage.

We are glad that you have chosen Schiller Park as the home for your business and wish you many years of success.

Sincerely,

The Village of Schiller Park



Application for Business Regulation Certificate

Name of Business Business Phone

Address Suite# Square Ft.

Schiller Park, Illinois 60176

Fax Number

Billing Address

City State Zip

Type of Business (In Detail)

Date of Incorporation: State of Incorporation Tax ID Number

Check one: Sole Owner Co-Partnership Corporation

Corporate Name: Number of Employees:

Check one: Food Non-Food Number of Vehicles: Seating Capacity:

Table with 6 columns: Satellite Locations, Street Address, Food Served?, Square Ft., Street Address, Food Served?. Rows 1-4.

Owner, President or Local Branch Manager:

Full Name Home Phone

Home Address City State Zip

* For additional names of owners, please attach an additional sheet

I understand that the issuance of this certificate is conditioned upon compliance with Village Ordinances and the results of any inspection of the above premises at this time or any subsequent inspection while this certificate is in force.

I understand that I may not open for business until I have received my Business License.

It shall be the duty of any person conducting a business in the Village of Schiller Park to conspicuously display the Certificate at the Schiller Park business location at all times. If a vending machine company does not pay for listed machines on your premises, you are responsible for payment.

The Village must be notified of any change of ownership, additional owners or partners, or change of address.

Owners Signature: Date:



Application for Business Regulation Certificate

Complete all that apply:

- Do you sell tobacco ? Yes No If yes, is it from a vending machine ? Yes No If yes, how many ? _____
- How many food and/or beverage vending machines ? _____ How Many Juke Boxes ? _____
- How many coin operated amusement machines ? _____ Elevators? _____ How Many Billiard / Pool Tables? _____
- Motel Rooms ? _____ Catering Trucks ? _____ Scavengers? Recycler ? Gas Pumps ? _____

In case of Emergency: Name _____ Address _____ City _____ St. _____ Zip _____ Phone _____

Landlord _____

Contact 1 _____

Contact 2 _____

Schedule of Fees

Size in Square Feet

<u>Food Establishments</u>		<u>All Other Businesses</u>	
1 through 2,500	113.00	1 through 4,999	60.00
2,501 through 5,000	171.00	5,000 through 9,999	70.00
5,001 through 7,500	225.00	10,000 through 49,999	155.00
7,501 through 10,000	286.00	50,000 through 99,999	310.00
10,001 through 12,500	339.00	100,000 through 199,999	390.00
12,501 through 15,000	393.00	200,000 through 299,999	546.00
15,001 through 17,500	452.00	300,000 through 399,999	819.00
17,501 through 20,000	510.00	400,000 square feet and over	1,024.00
Over 20,000 square feet	564.00		
Scavenger Services	350.00	Tobacco Sales	75.00
Hotels	10.00 (per room)	Vending Machines	30.00 each
Parking Lots	100.00 (for 1-50 cars)	Recyclers	150.00
	200.00 (for over 50 cars)	Catering Trucks	150.00
Self Service Gas Stations	50.00 (per pump)	Elevators (Includes two inspections)	120.00 each
		Elevator re-inspection	50.00 each

"FLOOR AREA" is the sum total of the gross horizontal areas of all of the several floors of a building and its accessory buildings measured in square feet from the exterior faces of the exterior walls or from the center line of party walls separating two buildings or establishments on each of the respective floors, and shall include the basement floor, cellar floor, motor vehicle parking space when such space is used in conjunction with a drive in food establishment and retail and wholesale establishments devoted to the sale, service or repair of motor vehicles, all outside area when such area is used in conjunction with filling stations, floor space used for mechanical equipment, whether open or enclosed, including such equipment as may be located on the roof, penthouse, attic space, balconies, mezzanines, porches, and verandahs and floor area devoted to and occupied by accessory uses.

"FOOD ESTABLISHMENTS" is a building or premises or a portion thereof, the principal use of which is for the sale or dispensing or distribution or serving food, foodstuff or drink for consumption on or off the premises or in or out of the building.

"OWNER" is any individual, firm, association, partnership, corporation, trust, or any other legal entity having sufficient proprietary interest in any establishment to maintain and manage its operation.

"PERSON" is any individual, firm, association, partnership, corporation, trust, or any other legal entity.