



## BUSINESS LICENSE APPLICATION

ANSWER ALL QUESTIONS, SIGN THE APPLICATION ON THE LAST PAGE AND RETURN THE APPLICATION WITH A \$50.00 CHECK MADE PAYABLE TO "VILLAGE OF LONG GROVE" OR PAY ONLINE AT [LONGGROVEIL.GOV](http://LONGGROVEIL.GOV).

Type Of Applicant:    ☐ sole proprietorship       ☐ club       ☐ partnership       ☐ corporation

Partnership:    Provide information for each partner or person entitled to share in profits, as well as information regarding the Partnership when applicable.

Corporation:    Provide information for each officer and for each stockholder owning or entitled to 5% or more of the total issued stock, as well as information regarding the Corporation when applicable. If a foreign corporation, provide documentation of authorization to conduct business in Illinois.

Club:            Provide information for each director and member entitled to vote 5% or more of the total membership, as well as information regarding the Club when applicable.

### BUSINESS

Business Name \_\_\_\_\_

Business Address \_\_\_\_\_

Business Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Business E-mail Address \_\_\_\_\_

Website \_\_\_\_\_

Illinois Sales Tax Number \_\_\_\_ - \_\_\_\_ (an 8 digit number)

Description of Business \_\_\_\_\_

\_\_\_\_\_

Square Feet of Business: First Floor \_\_\_\_\_ Second Floor \_\_\_\_\_ Total Footage \_\_\_\_\_

For Businesses in Historic District

- a. Are residential living quarters located in the building?       ☐ Yes       ☐ No
- b. If yes, list size of each living quarters \_\_\_\_\_

Any changes in premises since previous license or any changes planned:       ☐ Yes       ☐ No  
(Permits are required for any changes, including signs, etc.)

Name Of Waste Hauler: \_\_\_\_\_

**Fire Alarm System Required For All Businesses\* Prior to Occupancy**

**\* Per Village ordinance number 2013-O-15, fire alarm and detection systems required.**

Does your business, occupation or activity:	Yes	No
♦ Sell cigarettes, tobacco or tobacco products?	<input type="checkbox"/>	<input type="checkbox"/>
♦ Sell alcoholic beverages?	<input type="checkbox"/>	<input type="checkbox"/>
♦ Operate vending machines?	<input type="checkbox"/>	<input type="checkbox"/>
♦ Offer food services?	<input type="checkbox"/>	<input type="checkbox"/>
♦ Sell or offer prepared food for consumption on or off premises?	<input type="checkbox"/>	<input type="checkbox"/>
♦ Sell or offer food or food products intended for off premise preparation?	<input type="checkbox"/>	<input type="checkbox"/>
♦ Sell live animals or plants?	<input type="checkbox"/>	<input type="checkbox"/>

Any "YES" responses above necessitate completion of the Supplemental Business License Application.

If you have any vending machines, please provide the name of the vending company.

**THE SALES TAX RATE FOR THE VILLAGE IS 8%**  
**(Sunset Grove Sales Tax is 9%)**

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#### **BUSINESS OWNER**

NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_  
PHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_

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#### **PROPERTY OWNER**

NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_  
PHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_

The undersigned applicant does hereby state on oath that he or she knows the property and business to be in compliance with all of the ordinances of the Village of Long Grove and that he or she will continue to comply with the said ordinances as well as keep the property and business in compliance during the period of any license issued or during any time such business is open for business. It is further understood that the applicant is aware of the various historic landmark regulations, sanitary regulations, sign regulations, lighting regulations, and other such regulations and will comply with these regulations for their property and business. The applicant further understands that they are to make every effort to maintain their business and surrounding property in a clean and litter free state.

The applicant further agrees that the Primary Business Contact is an agent for the applicant for the purposes of receiving all notices and communications under the Village Licensing requirements. The applicant also agrees and understands that the Village shall not be limited or estopped to serve citations or process upon such persons and in such manner as permitted by law.

The applicant and the applicants' officers, principals, and agents understand and agree to all applicable provisions of the Village of Long Grove Licensing requirements, including the requirement that the applicant shall agree to permit authorized Village officials to make any necessary inspections to determine whether the applicant-licensee has complied with all regulatory requirements.

The applicant further states that the applicant has complied with all applicable federal and state laws and local ordinances applying to the business, occupation or activity sought to be licensed.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Signature(s) of Applicant(s)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

*Provide additional signature sheets if needed.*

**Failure to complete all aspects of this application will void license request and require that no business be conducted until license approval has been given.**

Village Approval: \_\_\_\_\_  
(Initials)

