



**BUSINESS REGISTRATION**

**\$25.00**

**(Plus Any Additional License Fees on Pages 4-5)**

City Clerk  
Administration 209 N.  
York St.  
Elmhurst, IL 60126

<b>FOR OFFICE USE ONLY:</b>
Date: _____
Sticker(s) Issued:
_____
_____
_____

**SECTION I.**

CHAPTER 31 OF THE CITY OF ELMHURST MUNICIPAL CODE **REQUIRES** THE REGISTRATION AND/OR LICENSING OF **ALL** BUSINESSES OPERATING WITHIN THE CITY OF ELMHURST. PLEASE COMPLETE OR UPDATE THE FOLLOWING

INFORMATION: CORPORATE NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

TRADE NAME/LOCAL NAME OF BUSINESS: \_\_\_\_\_

LOCAL ADDRESS OF BUSINESS: \_\_\_\_\_

MAILING ADDRESS (If Different From Above): \_\_\_\_\_

State ID #: \_\_\_\_\_ Federal ID #: \_\_\_\_\_ Sales Tax No.: \_\_\_\_\_

**SECTION II.**

**THE FOLLOWING INFORMATION ON OWNERS/PARTNERS OR OFFICERS IS REQUIRED:**

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_ PHONE #: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

EMAIL: \_\_\_\_\_

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_ PHONE #: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

EMAIL: \_\_\_\_\_

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_ PHONE #: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**SECTION III.**

PLEASE CHECK ONE OF THE FOLLOWING: Sole Proprietor:[ ] Partnership:[ ] Corporation:[ ] Church:[ ]  
Governmental Agency:[ ] Other:[ ] \_\_\_\_\_

TYPE OF BUSINESS: Retail:[ ] Restaurant:[ ] Service:[ ] Office:[ ] Manufacturer:[ ] Other:[ ]  
Describe below:  
\_\_\_\_\_

**SECTION IV.**

**APPLICANT MUST ALSO COMPLETE THIS SECTION AND NOTIFY THE CLERK'S OFFICE OF ANY CHANGES IN WRITING:**

Owner of Building: \_\_\_\_\_ Business Phone #: \_\_\_\_\_

Owner's Address: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Name of Manager of Building: \_\_\_\_\_ Business Phone #: \_\_\_\_\_

Manager's Address: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

**SECTION V.**

**IN CASE OF EMERGENCY AFTER CLOSING NOTIFY ONE OF THE FOLLOWING:**

First: \_\_\_\_\_ Phone #: \_\_\_\_\_

Second: \_\_\_\_\_ Phone #: \_\_\_\_\_

**SECTION VI.**

**IS BUSINESS ALARMED? [ ] YES [ ] NO If yes, please see enclosed alarm permit form.**

**SECTION VII.**

**Finance Department**

Effective January 1, 2003 the City of Elmhurst will collect a 1% Food & Beverage Tax, collectable on the retail sale of food and beverage which includes all food, alcoholic and non-alcoholic beverages which are prepared for immediate consumption and which may be consumed either on and/or off the premise. Retail sales of packaged alcoholic liquor at any packed liquor establishment are also included. Please contact the Finance Collections Office for more details at (630) 530-3117.

I, the undersigned, have read and completed this business registration renewal application.

The foregoing is true and correct to the best of my knowledge.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date \_\_\_\_\_

**BUSINESS LICENSE ADDITIONAL FEES**

PLEASE REVIEW THE FOLLOWING LIST AND COMPLETE EACH SECTION THAT APPLIES TO YOUR BUSINESS.

**AMBULANCE SERVICE LICENSE**

\_\_ License Requested for Advanced Life support Ambulances @ \$50.00/year for each ambulance  
\_\_ License Requested for Ambulances other than Life Support @ \$30.00/year for each ambulance

**TOTAL DUE AMBULANCE SERVICE \$ \_\_\_\_\_**

An Original Certificate of Insurance must accompany your application. (See Ordinance for Insurance Requirements)

**AMUSEMENT DEVICE LICENSE**

**Recreation Facility** - Maximum number of Billiards/Pool Tables allowed is (1) per every 500 square feet of floor area. Maximum number of Coin-in-Slot, Mechanical and/or Electronic Amusement Device, including Jukeboxes is (1) per every 1,000 square feet of floor area.

**Licensed Liquor Establishment** - Maximum number of Billiards/Pool Tables allowed is (1) per every 500 square feet of floor area. Maximum number of Coin-in-Slot, Mechanical and/or Electronic Amusement Device, including Jukeboxes is (1) per every 500 square feet of floor area, NOT TO EXCEED THE CAP OF 5 TOTAL Coin-In-Slot, Mechanical and/or Electronic Devices

Total Square Footage of establishment \_\_\_\_\_ sq. ft.

\_\_ License is requested for Billiards/Pool Tables @ \$150.00/device.  
\_\_ License is requested for Coin-in-Slot, Mechanical and/or Electronic Amusement Device, Including Jukeboxes @ \$150.00/device.

**TOTAL DUE AMUSEMENT LICENSE \$ \_\_\_\_\_**

**DRY CLEANING ESTABLISHMENT**

\_\_ License is requested for Dry Cleaning Establishment @ \$100/year.  
\_\_ License is requested for \_\_\_\_\_ dry cleaning machine(s) at \$25.00 per machine per year.  
Is this a drop off service only? YES \_\_\_\_\_ NO \_\_\_\_\_ If YES, only pay \$100.00 Dry Cleaning Establishment Fee

**TOTAL DUE FOR DRY CLEANING ESTABLISHMENT \$ \_\_\_\_\_**

**FOOD ESTABLISHMENTS**

\_\_ License is requested for Food Establishment that is not a Liquor License Holder @ \$25.00/year  
\_\_ License is requested for Food Establishment that has a City of Elmhurst Liquor License; no fee is required.

**TOTAL DUE FOOD ESTABLISHMENT \$ \_\_\_\_\_**

**LUMBER YARDS AND LUMBER STOREHOUSES**

License fee for Lumber Yards and Lumber Storehouses @ \$100.00/year.

**TOTAL DUE LUMBER YARD \$ \_\_\_\_\_**

**THEATER LICENSE**

\_\_\_ License is requested for a Theater (motion picture, dramatic or Cabaret) @ \$100.00/year.

**TOTAL DUE THEATER \$** \_\_\_\_\_

**TOBACCO LICENSE** - "Tobacco products" means any substance containing tobacco leaf, including, but not limited to, cigarettes, cigars, pipe tobacco, snuff, chewing tobacco or dipping tobacco.

\_\_\_ License requested for Tobacco dealer @ \$50.00/year.

**TOTAL DUE TOBACCO LICENSE \$** \_\_\_\_\_

**AUTOMOBILE REPAIR ESTABLISHMENT, EXPRESS AUTOMOBILE SERVICE CENTERS AND AUTOMOBILE SERVICE STATIONS**

**PLEASE ALSO REFER TO THE FLAMMABLE/ HAZARDOUS MATERIAL SECTION**

- \_\_\_ License is requested for Automobile Repair Establishments @ \$50.00/year.
- \_\_\_ License is requested for Express Automobile Service Centers @\$30.00/year.
- \_\_\_ License is requested for Automobile Service Stations @ \$50.00/year.

**TOTAL DUE AUTOMOBILE ESTABLISHMENT, EXPRESS AUTO, SERVICE STATION(S) \$** \_\_\_\_\_

**FLAMMABLE AND HAZARDOUS MATERIALS HANDLERS**-No license shall be required for the storage of less than 1000 gallons of heating oil where the same is used for heating purposes.

Are flammable liquids or hazardous chemicals used, sold or stored in the operation of the business? [ ]Yes [ ]No If YES, please furnish the following information:

Type of Liquid/Hazardous Waste \_\_\_\_\_ Number of Dispensing Pumps \_\_\_\_\_

Number of Storage Tanks \_\_\_\_\_ Capacity of Each. **See below fee schedule for charges.**

- \_\_\_ License is requested for \_\_\_\_\_ Underground Heating Oil Storage Tank Only @ \$50.00/year.
- \_\_\_ License is requested for \_\_\_\_\_ Underground Tanks 5,000 square feet or less @ \$50.00/year.
- \_\_\_ License is requested for \_\_\_\_\_ Underground Tanks 5,001 through 20,000 square feet @ \$100.00/year.
- \_\_\_ License is requested for \_\_\_\_\_ Underground Tanks over 20,000 square feet @ \$250.00/year.

**TOTAL DUE FLAMMABLE/HAZARDOUS MATERIALS \$** \_\_\_\_\_

**SCAVENGER LICENSE**

1. Residential scavenger's license which shall permit the collection of garbage, rubbish, brush, any other refuse, or recyclable materials from single-, two-, three- and four-family residence dwellings ("residential locations"). There shall be no more than one such license in force in the city at any time.
2. Commercial scavenger's license which shall permit the collection of garbage, rubbish, brush, any other refuse, or recyclable materials from all but residential locations. The number of such licenses shall be unlimited.

\_\_\_ License requested for Commercial Scavenger @\$500.00/year.

**TOTAL DUE SCAVENGERS \$** \_\_\_\_\_

Original Certificate of Insurance must accompany application.  
Surety Bond in the amount of \$10,000 must accompany application. (See Ordinance for Insurance Requirements)

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I swear (or affirm) that I will not violate any of the ordinances of the City of Elmhurst or the laws of the State of Illinois and the United States of America, in the conduct of the place of business described herein and that the statements contained in this application are true and correct to the best of my knowledge and belief.

Signature\_\_\_\_\_Title\_\_\_\_\_Date\_\_\_\_\_

**PLEASE ENCLOSE A CHECK FOR THE TOTAL AMOUNT DUE FOR ALL LICENSES REQUIRED FOR YOUR ESTABLISHMENT. UPON RECEIPT OF YOUR SIGNED APPLICATION AND APPROPRIATE FEE, WE WILL ISSUE YOUR BUSINESS LICENSE(S) AND DECAL. PLEASE MAKE CHECK PAYABLE TO THE CITY OF ELMHURST.**