



VILLAGE OF GLENCOE

FORMS & APPLICATIONS

675 Village Court, Glencoe, Illinois 60022
p: (847) 835-4111 | info@villageofglencoe.org | Follow Us: @VGlencoe

Last Updated: February 17, 2017

www.villageofglencoe.org

Business License Application

This is a fillable PDF form. You may complete the form electronically and e-mail a saved copy to info@villageofglencoe.org or print and mail, fax or deliver the form to the department listed at the end of this form.

Section A: Contact Information

Business Name: _____ DBA: _____

Business Address: _____ Business Phone: _____

Mailing Address (If different from Business): _____

City: _____ State: _____ Zip: _____

Business E-mail: _____ Business Fax: _____

Business Manager: _____ Number of Employees: _____

Business Owner: _____ Cell Phone: _____

Federal Employer Identification Number (FEIN): _____ Type of Business: _____

Section B: Type of Business & License Fee Calculation

Type of business: Sole Owner Partnership Corporation

Use the Fee Worksheet on the reverse of this form to calculate your fee. **TOTAL FEE ENCLOSED** \$ _____
Please enclose Fee Worksheet with application.

Section C: Acknowledgement and Signature

The renewal of a Business License is predicated on compliance with the type and use of business zoning authorized at time of initial occupancy. Signature of the business owner on this form serves as certification that your business is compliant with the permitted uses in the Business District for which it was established.

Business Owner Signature: _____ Date: _____

Please e-mail, mail, fax or deliver this form with any supporting material to:

Village Manager's Office
Village of Glencoe
675 Village Court
Glencoe, Illinois 60022
Phone: (847) 835-4114 | Fax: (847) 835-1785 | E-mail: info@villageofglencoe.org

Business License Fee Worksheet

The following types of businesses are required to obtain a Village of Glencoe Business License. Indicate all that apply to your business and return this application with the appropriate fees. Make checks payable to the Village of Glencoe.

Please check all categories that apply:

Category	Fee	Subtotal
<input type="checkbox"/> Advertising	\$30	_____
<input type="checkbox"/> Bakery	\$45	_____
<input type="checkbox"/> Barber/Beauty Salon	\$30	_____
<input type="checkbox"/> Dry Cleaners	\$60	_____
<input type="checkbox"/> Dry Cleaning Outlet	\$25	_____
<input type="checkbox"/> Florist	\$40	_____
<input type="checkbox"/> General Business or Retail	\$30	_____
<input type="checkbox"/> Grocery Store	\$60	_____
<input type="checkbox"/> Ice Cream Shop	\$45	_____
<input type="checkbox"/> Milk Dealer	\$40	_____
<input type="checkbox"/> Restaurant (sit down)	\$90	_____
<input type="checkbox"/> Restaurant (carry out)	\$80	_____
<input type="checkbox"/> Scavenger <i>(\$5 x number of vehicles)</i>	\$250	_____
<input type="checkbox"/> Service Station	\$125	_____
<input type="checkbox"/> Tobacco/Cigar	\$25	_____
<input type="checkbox"/> Coin Operated Video Games and Vending Machines <i>(\$25 per machine not to exceed \$250 per business)</i>	\$25	_____

TOTAL FEE ENCLOSED \$ _____

FOR OFFICE USE ONLY - <i>Renewal</i>	
License #: _____	Check #: _____
Date Paid: _____	Date Issued: _____

FOR OFFICE USE ONLY - <i>New Business</i>	
Zoning: _____	Date: _____
Fire: _____	Date: _____
Licensing: _____	Date: _____