



# VILLAGE OF GLENCOE

## FORMS & APPLICATIONS

675 Village Court, Glencoe, Illinois 60022  
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[www.villageofglencoe.org](http://www.villageofglencoe.org)

### Business License Application (New and Renewal)

This is a fillable PDF form. You may complete the form electronically and e-mail a saved copy to [info@villageofglencoe.org](mailto: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: \_\_\_\_\_

Preferred Method of Communication:  Electronic  Hard Copy/Mailed

#### 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](mailto: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>(\$200 base fee plus \$5 x number of vehicles)</i>	\$200 + _____	_____
<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	_____
<b>TOTAL FEE ENCLOSED</b>		\$ _____

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: _____