

Business Registration Form

All businesses occupying commercial property are required to register with the City after receiving their Certificate of Occupancy and within 30 days of opening. After the initial registration, businesses are required to renew their registration annually. Businesses will be invoiced for annual renewal. The annual renewal deadline is December 31. Complete ALL sections of this form and return it to the address above with a \$35 check made payable to the City of Highland Park for the annual registration fee. After July 1, the fee is prorated to \$17.50. Fees are waived for Non-Profit Organizations.

PLEASE PRINT

Business Name: _____ D/B/A: _____

Business Address (include suite#): _____ Highland Park, IL 60035

Ground Floor Above/Below Ground Floor Other: _____ Business Location Phone: _____

Business E-Mail: _____ Website: _____

Mailing Address (if different): _____

Mailing Phone: _____ Illinois Business Tax Identification Code: _____

Description of Business: _____

Does this business offer massage services? Yes No Does this business sell products containing CBD oil? Yes No

Number of Employees (including independent contractors) Full-Time: _____ Part-Time: _____

Days and Hours of Operation: _____

Type (check one): Corporation LLC PC Individual Partnership Non-Profit Other: _____

Owner: _____ Phone & Email: _____

On-Site Manager: _____ Phone & Email: _____

Emergency Contacts for Police, Fire, or Other:

1. Contact: _____ email: _____ Cell: _____

2. Contact: _____ email: _____ Cell: _____

Alarm Systems (check one): Yes No Type(s) check all that apply: Fire Theft

Property Owner or Management Co.: _____ Phone: _____

Management Co.: _____ Phone: _____

Lease Expiration Date: _____ Square Footage: _____ Expected Date of Opening: _____

Please include business information on/in: City's Website: Yes No City Newsletters: Yes No

Please Read and Sign Below. I certify that the above information is correct:

Print Name: _____ Position/Title: _____

Signature: _____ Date: _____