

# COMMERCIAL/RETAIL BUSINESS LICENSE APPLICATION

Calendar year beginning January 1, 2017 and ending on December 31, 2017

*Please complete 2 page document in its entirety and return it to the Village Clerk's Office. Upon processing, license will be mailed to local address for posting. License must be visible at all times. Fees are not prorated. License is for calendar year above and expires on December 31<sup>st</sup>. Failure to comply with Village Ordinance may result in termination of your license and further action by the Village, including daily citations. Please contact the Village Clerk's Office should you have any questions. New Business or New Owner may be subject to additional inspection fees. Contact the Building Department for further information.*

New Business  Annual Renewal  New Owner  Address Change  Business Name Change

Address/Name Change: What is previous Matteson address or Name \_\_\_\_\_, Matteson, IL

Business Name (as it will appear on license): \_\_\_\_\_

Business Address (as it will appear on license): \_\_\_\_\_

**"List the business address above as it appears on the reporting document to the IL Dept. of Revenue"**

Business Telephone #: \_\_\_\_\_ Fax # \_\_\_\_\_

Is Business owned by an Individual  Partnership  Corporation  LLC

Corporation Name \_\_\_\_\_ Phone \_\_\_\_\_

Corporation Address \_\_\_\_\_

Individual Owner Name: \_\_\_\_\_

Name of person/department completing application \_\_\_\_\_ phone \_\_\_\_\_

Type of Business: \_\_\_\_\_ Hours & Days of Operation: \_\_\_\_\_

Is this a Temporary or Seasonal Business? No  Yes  What months will Business operate? \_\_\_\_\_

Square Footage of Building: \_\_\_\_\_ Number of Jobs: \_\_\_\_\_/Illinois Retailers Occupational Tax/Sales Tax # \_\_\_\_\_

Do you have an Alarm System? No  Yes  Type: Fire  Burglar  Do you have a hold-up/panic button?

Name of Alarm System Company \_\_\_\_\_ phone \_\_\_\_\_

Key Holders (Order to Call)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Type/Print Applicant Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\*\*\*\*\*FOR OFFICE USE ONLY\*\*\*\*\*

Approved: \_\_\_\_\_ /Denied: \_\_\_\_\_ By Zoning: \_\_\_\_\_ Date: \_\_\_\_\_

Building \_\_\_\_\_ Fire \_\_\_\_\_ Police \_\_\_\_\_ Finance \_\_\_\_\_ Econ. Development \_\_\_\_\_

## Commercial/Retail Annual Business License Fees:

Gasoline Filling Station (food inspection & tobacco fees below).....	\$250.00	\$ _____
Motor Vehicle Repair Shop.....	\$250.00	\$ _____
Taxicab.....	\$200.00	\$ _____
Scavenger (not under contract with any inhabitant of any building in the Village)....	\$150.00	\$ _____
Scavenger (under contract with any inhabitant of any building in the Village).....	\$1000.00	\$ _____
Massage Establishment \$500.00 (separate application required-contact the Clerk’s Office)		
Adult Use \$500.00 (separate application required-contact the Clerk’s Office)		
Second Hand Dealer based upon square footage (separate application required-contact the Clerk’s Office)		

Vending Machines: *an annual permit is required for machines located in any building within the Village. Person/s responsible for machine must contact the Clerk’s Office for permit/license application.*

### ANNUAL FEES BASED ON SQUARE FOOTAGE

*In the event there is no specific fee listed above for the type of business, the annual fee shall be based upon the total area utilized for business operations or the area under the control of the business, excluding loading docks and parking areas as follows:*

0 to 2,500 square feet.....	\$150.00	\$ _____
2,501 to 5,000 square feet.....	\$175.00	\$ _____
5001 to 10000 square feet.....	\$200.00	\$ _____
10,001 to 20,000 square feet.....	\$250.00	\$ _____
20,001+ square feet.....	\$300.00	\$ _____

### ANNUAL FOOD HANDLER/INSPECTION FEES

*In addition to the business license fee, food establishments must pay an inspection fee annually as follows:*

Retail Food Store.....	\$125.00	\$ _____
Food Service (Restaurant) .....	\$225.00	\$ _____

### ANNUAL TOBACCO FEE

*In addition to the annual business license fee and inspection fee, establishments that sell tobacco products are required to pay an annual tobacco fee as follows:*

Tobacco .....	\$125.00	\$ _____
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***TOTAL DUE*** **\$** \_\_\_\_\_

\*\*\*\*\*FOR OFFICE USE ONLY\*\*\*\*\*

Cash \_\_\_\_\_ Check/MO # \_\_\_\_\_ Last 4 Digits of Credit Card \_\_\_\_\_ exp. Date: \_\_\_\_\_