

VILLAGE OF MATTESON
BUSINESS / TOBACCO LICENSE APPLICATION
JANUARY 1, 2012 - DECEMBER 31, 2012

BUSINESS LICENSE FEE: \$150.00/YEAR

Please read both pages of this application thoroughly and complete it in full. Annual renewal & appropriate fee must be submitted to the Village Clerk's office before close of business December 30, 2011 in order to avoid late charge. Upon processing, the license will be mailed to the local address as soon as possible.

Date of Application: _____

(mark all that apply)

New Business _____ Annual Renewal _____ Address Change within Matteson _____ New Owner _____

Business Name (as it will appear on license):

Local Business Address:

Local Business Telephone Number:

Fax:

Is this a Home Business? Yes ___ No ___ / Is it OK to share your contact info. with public? Yes ___ No ___ N/A ___

If address change, what was previous Matteson Address: _____

CORPORATION INFORMATION (Please provide name of Owner/Officers on Page Two of this application)

Corporate Name:

Corporate Address:

Corporate Phone (include area code):

Fax:

(NOTE: The original license will be mailed to the local address for posting.)

Type of Business: _____ Hours of Operation: _____

Days of Operation? _____ / Is your Business temporary or seasonal? Yes ___ No ___

If yes, please indicate the time period that you will be operating. _____

Square Footage of the Building or Space _____ Number of Jobs _____

Illinois Retailer's Occupational Tax No. (Sales Tax No.) _____

Type of Alarm System: Fire _____ Burglar _____ None _____ Hold-up _____

Key Holders (Order to Call):

Name: _____ Phone _____

Name: _____ Phone _____

Name: _____ Phone _____

Applicant Signature _____ Title _____

Type/Print Applicant Name _____

FOR OFFICE USE ONLY

Zoning _____ Building _____ Fire _____ Police _____ Finance _____

Date Paid _____ Cash _____ Check # _____ Credit Card Last 4 Digits _____

exp date:

Provide name of the Owner of the Business and title of Officers (If applicable) below:

Name of Officers: _____ /Owner

PARTNERSHIP INFORMATION (If applicable)

Partner Name: _____
Partner Address: _____
Partner Phone: _____

FOOD HANDLER FEE:

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

- Retail Food Store (includes gas stations that sell food) - \$125.00
- Food Service Establishment (Restaurant) - \$225.00

TOBACCO FEE:

In addition to the business license fee, an annual tobacco license fee is required for all businesses that sell tobacco products.

Tobacco License fee - \$125.00

Please make check or money order payable to Village of Matteson. You may pay in person with credit card, cash, money order or check. Credit cards are not acceptable by phone or mail.

BUSINESS LICENSE FEE	\$ <u>150.00</u>
TOBACCO LICENSE FEE(S) - \$125	\$ _____
FOOD HANDLER INSPECTION FEE – \$125 or \$225	\$ _____

LATE FEE :

Add applicable late charge if submitting annual renewal after due date of Dec. 30, 2011

ON OR AFTER JANUARY 1 TOTAL LATE CHARGE- \$50	\$ _____
ON OR AFTER FEBRUARY 1 TOTAL LATE CHARGE - \$100.00	\$ _____

TOTAL DUE \$ _____

Upon approval of your application, the original license will be mailed to the local address. The License must be displayed in a conspicuous place at the local establishment at all times.