

**VILLAGE OF MATTESON
BUSINESS / TOBACCO LICENSE APPLICATION
JANUARY 1, 2010 - DECEMBER 31, 2010**

BUSINESS LICENSE FEE: \$150.00/YEAR

*Please read both pages of this application thoroughly and **complete it in full**. Return it to the Village Clerk's office before December 31. Upon processing, the license will be mailed to the local address as soon as possible. You must include the appropriate fees for your business license (also food handler inspection fees and tobacco licensing, if applicable), in order for your license(s) to be issued. (*Note: Fees for tobacco licensing and food handler inspections are listed on page two of this application.)*

If proper information is not provided, the issuance of your license(s) will be delayed.

Date of Application: _____

(mark all that apply)

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

Business Name: _____

Local Business Address: _____

Local Business Telephone Number: _____

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

Corporate Name: _____

Corporate Address: _____

Corporate Phone *(include area code)*: _____

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

Type of Business*: _____ ***Food Handlers see Page 2**

Business Hours of Operation: _____

Is your Business temporary or seasonal? Yes _____ No _____ If yes, please indicate the time period that you will be operating. _____

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 _____

Signature _____ **Title** _____

Type/Print Name _____

FOR OFFICE USE ONLY

Zoning _____ **Building** _____ **Police** _____ **Fire** _____ **Finance** _____

Date Paid _____ Cash _____ Check # _____ Date License Issued _____

(Provide name and title of Officers below)

Name of Officers: _____

PARTNERSHIP INFORMATION (If applicable)

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

FOOD HANDLER:

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

| | |
|-----------------------------------|--------------|
| Retail Food Store | \$100 |
| Food Service Establishment | \$200 |

TOBACCO LICENSING:

Fee of \$125.00 for each point of sale from which tobacco products are made available for sale or distribution to consumers.

***NOTE: If a licensee operates more than one tobacco vending machine at the same premises, the licensee shall pay the annual license fee of \$125.00 for the first tobacco vending machine license and \$25.00 for each additional tobacco vending machine license.*

LIST EACH POINT OF SALE INDIVIDUALLY. (i.e. Building, Stand, Store or Vending Machine). **NOTE:** Point of Sale does not include separate service counters or cash registers within a store or other place of business.

| FEES | |
|---|--------------------------|
| TOBACCO LICENSE FEE(S) | \$ _____ (If applicable) |
| <i>(Please indicate Building, Stand, Store, or Vending Machine-include serial number)</i> | |
| _____ | \$ _____ |
| LATE FEE | |
| (If renewing add \$50.00 January 1st add \$100 February 1st) | \$ _____ |
| FOOD HANDLER INSPECTION FEE – (\$100 or \$200) | \$ _____ (If applicable) |
| BUSINESS LICENSE FEE | \$ 150.00 |
| TOTAL DUE | \$ _____ |

Upon approval of your application, the original license will be mailed to the local address for posting. The tobacco product license emblem (if applicable) will be included within the business license.