



CITY OF PROSPECT HEIGHTS
8 N. Elmhurst Road
Prospect Heights, Illinois 60070
Telephone 847-398-6070 Ext 251
Fax 847-392-4244

BUSINESS LICENSE APPLICATION

Type or print clearly. Complete both sides of application. Incomplete applications will be returned.

BUSINESS NAME

d/b/a

Business Address

Business Telephone

Business Fax

E-mail Address

IF SOLE OWNER:

Owner's Name

Residence Address

Residence Telephone

Cell Phone

IF PARTNERSHIP, LIST ALL PARTNERS. IF CORPORATION, LIST PRESIDENT AND CHIEF FINANCIAL OFFICER:

Name Title

Residence Address

Residence Telephone

Cell Phone

Name Title

Residence Address

Residence Telephone

Cell Phone

NAME, ADDRESS AND TELEPHONE NUMBER OF ON-PREMISE GENERAL MANAGER

Name Title

Residence Address

Residence Telephone

Cell Phone

TYPE OF BUSINESS

STATE SALES TAX NUMBER (If applicable)

GROSS FLOOR AREA OF BUSINESS square feet

TOTAL NUMBER OF EMPLOYEES: Full-time Part-time

I do hereby certify that the information contained in this application and addendums (if applicable) has been furnished by me and is true and correct. I understand that any untrue, inconsistent or misleading information shall be cause for the refusal to grant or the revocation of any license granted pursuant to this application. I further certify that by applying in writing for a license to operate in the City of Prospect Heights, I have read and understood my obligations under appropriate city ordinances respective to the license(s) for which I am applying. I further certify that if any of the foregoing information changes during the course of the license year, I will notify the City, in writing, within seven (7) days of such change.

Date Signature Title

LIST TWO PEOPLE OTHER THAN THOSE LISTED ON THE PRECEDING PAGE TO CONTACT IN CASE OF AN EMERGENCY IN THE EVENT THAT THE CITY IS UNABLE TO CONTACT THE OWNER:

Name _____ Telephone Number _____
 Name _____ Telephone Number _____

1. Have any of the owners or other persons listed in this application ever been convicted of a felony? c Yes c No

2. Has the applicant ever had any license issuances or renewal refused or revoked by any state, other municipality, governing body or licensing authority?
 If Yes, please state the reasons for such action on a separate sheet and attach it to this application. c Yes c No

3. Will tobacco products be sold at your establishment?
 If Yes, a TOBACCO DEALER LICENSE is REQUIRED – see Page 4 #26. c Yes c No

4. Does your business sell prepared food and/or beverages directly to the general public?
 If Yes, a FOOD DEALER LICENSE is REQUIRED – see Page 3 #6 c Yes c No

5. Will any coin-slot devices or vending machines (electronic games, juke box, tobacco, candy, food, soda, gumball, toy vending) be located on your premises?
 If Yes, a LICENSE is REQUIRED FOR EACH MACHINE - see Pages 3 & 4 and list all machines. c Yes c No

6. Do you have any storage of flammables, paint, oil, etc.?
 If Yes, a PAINT/OIL DEALER/FLAMMABLES LICENSE is REQUIRED – see Page 4 #20. c Yes c No

7. Expected date of occupancy (New business only): _____

8. Indicate the hours of operation: _____

**CITY OF PROSPECT HEIGHTS
 2015-16 BUSINESS LICENSE
 FOR OFFICE USE ONLY**

Date Paid	Business License #	Coin Op Device License #	Food Handler License #	Total Fee Paid

 City Clerk

 Mayor

**CITY OF PROSPECT HEIGHTS
BUSINESS LICENSE FEES**

Business Name

CATEGORY	SECTION	LICENSE FEES	QUANTITY	FEES DUE
1 Barber Shop/Salon/Nails	2-7A-2	\$132.00 (no public washroom) \$181.50 (with public washroom)		\$ _____
2 Bowling Alley	2-4-7B	\$33.00 per alley	x _____	\$ _____
3 Billiard and Pool Table	2-4-6	\$15.00 first table \$10.00 each additional table	x _____	\$ _____
4 Coin-Op Machine Owner	2-5-4	\$495.00		\$ _____
5 Coin-op Proprietor	2-5-6	\$66.00 per machine	x _____	\$ _____
List all amusement machine(s) and the Name, Address and Telephone Number of the Business where the machine(s) are located.				
6 Dry Cleaners	2-7B-3	\$66.00		\$ _____
7 Food Dealer	3-1A-3B	\$132.00		\$ _____
8 Food Establishments	3-1A-3A	1-2 employees \$132.00 3-4 employees \$198.00 5-7 employees \$297.00 8-10 employees \$495.00 11 or more \$660.00		\$ _____
9 Food Processing	3-1A-3G	\$132.00		\$ _____
10 Food Refrigeration Plants	3-1A-3F	\$132.00		\$ _____
11 Food Service Vehicles	3-1A-3D	\$132.00		\$ _____
12 Food Vending Machines	3-1A-3H	\$88.00 per machine	x _____	\$ _____
List all food vending machine(s) and the Name, Address and Telephone Number of the Business where the machine(s) are located. For example: 4 - Soda Machines @ PH Warehouse, 99999 Main St, Prospect Heights, 847-555-1234.				
13 Frozen Dessert Establishments	3-1A-3E	\$132.00		\$ _____
14 Gumball or Toy Vending Machines	3-1A-3K	\$.01 - \$.49 \$22.00 per machine \$0.50+ \$38.50 per machine	x _____ x _____	\$ _____ \$ _____
List all gumball/toy vending machine(s) and the Name, Address and Telephone Number of the Business where the machine(s) are located. For example: 4 - \$.25 gumball machines & 2 - \$.50 stickers @ PH Warehouse, 99999 Main St, Prospect Heights, 847-555-1234.				

15	Ice Machine	3-1A-3H	\$132.00 per machine	x _____	\$ _____
List all ice machine(s) and the Name, Address and Telephone Number of the Business where the machine(s) are located.					
16	Juke Box	2-4-9	\$55.00 per machine	x _____	\$ _____
List all juke box(s) and the Name, Address and Telephone Number of the Business where the machine(s) are located.					
17	Kennels	9-1-20	1 – 10 animals \$ 66.00 11-25 animals \$132.00 26 or more \$198.00		\$ _____
18	Laundromat	2-7C-2B	\$66.00 (no public washroom) \$115.50 (with public washroom)		\$ _____
19	Laundry	2-7C-1B	\$66.00 (no public washroom) \$115.50 (with public washroom)		\$ _____
20	Milk Dealer	3-1A-3C	\$132.00		\$ _____
21	Paint/Oil Dealer/Flammables	2-6C-2	\$66.00 (up to 2,000 sq ft) \$44.00 ea additional 1,000 sq ft		\$ _____
22	Pet shops	9-1-20	\$66.00		\$ _____
23	Scavenger Service	3-9-9C	\$2,559.00		\$ _____
24	Self-serve Walk-In Cooler	3-1A-3J	\$132.00		\$ _____
25	Service Station	2-11-3	\$66.00 base fee + \$66.00 per pedestal	x _____	\$ _____
26	Swimming Pool	3-10-6	\$99.00	x _____	\$ _____
27	Tobacco Dealer	2-6(D)3	\$165.00		\$ _____

*Please make check payable to
City of Prospect Heights*

TOTAL FEES \$ _____

Use the space below to list any additional amusement devices, vending & gumball/toy machines, ice machines and juke boxes. List the Name, Address and Telephone Number of the Business where the machines are located.

Please contact Karen Schultheis at 847-398-6070 x251 if you have any questions. Any incomplete applications will be returned and may delay the processing of your Business License.

**Mail completed application forms to:
Karen Schultheis, Deputy Clerk
City of Prospect Heights, 8 N. Elmhurst Road, Prospect Heights, IL 60070**