

VILLAGE OF BUFFALO GROVE

ZONING DISTRICT: _____ INTERNAL USE ONLY TYPE OF USE: _____ APPROVED: _____



Fifty Raupp Blvd, Buffalo Grove, IL 60089 | (847) 459-2500 | www.vbg.org | clerk@vbg.org

Business Registration & License Application

This form must be completed by the business owner for all new businesses or upon any change to an existing business. It must be submitted and approved prior to review of any permit applications or plan review. A preliminary zoning review will be conducted to determine if the type of business is allowed in the proposed location. Upon zoning approval, an email will be sent to the first primary contact listed below with information on how to schedule the required inspections.

Note: The business is not approved to occupy the space and/or begin business operations without a valid Certificate of Occupancy and Business License.

**** APPLICATIONS SUBMITTED WITHOUT A WRITTEN BUSINESS NARRATIVE ARE INCOMPLETE AND WILL BE RETURNED ****

Application Date: _____ Anticipated Opening Date: _____

Reason for Application

- New Business
 Change of Ownership
 Name Change Only
 Additional Location
 Relocation
 Expansion of Space
 Reduction of Space
 Other: _____

Business Entity Information

Legal Business Name (The exact "legal name" as it appears in the official business formation documentation.)

"Doing Business As" Name (The exact "Doing Business As" (DBA) name as it appears in the official business formation documentation.)

Type of Business:
 Sole Proprietor*
 Partnership*
 LLC
 Corporation
 Other _____

*Sole Proprietors or General Partnerships conducting business in Illinois under an assumed name (a name other than your own) are required to file for an Assumed Name Certificate with the local county clerk's office

State of IL File # (required for all Corporations & LLCs - assigned by Illinois Secretary of State)
Federal EIN (required for all business entity types except Sole Proprietorships - assigned by the Internal Revenue Service)
IDOR Account # (required for all business entity types that conduct business in the state of IL or with IL customers - assigned by the Illinois Department of Revenue)

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Business Location

Business Address (Include extended address if applicable (ex. 100-102 Main St) and suite number.)

Buffalo Grove, IL 60089

Business Phone ()	Business Email Address	Business website
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Days & Hours of Operation	Total Square Footage used by the business	Number of Employees
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Type of Business (must also include a written narrative of all proposed business operations within the proposed space – see Form and Submittal Information)

- Service, Retail, Wholesale, Warehouse, or Office
 Industrial, Industrial with Food Processing, or Research & Development
 Food Establishment or Food Accessory* (*must also complete food & beverage tax forms)
 Hotel / Motel

Billing / Mailing Address

Attention

Address	Suite/Apt. #	City	State	ZIP Code
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Phone ()	Email Address
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Primary Business Contact Information

Contact #1	First Name	Last Name	Title / Position
	Business Phone ()	Cell Phone ()	Email Address
Contact #2	First Name	Last Name	Title / Position
	Business Phone ()	Cell Phone ()	Email Address

Business Owner and Officer Information (If more than two, please list all additional owners and officers on a separate sheet of paper.)

- **Sole Proprietors** are required to provide information about the **Individual** who owns the business.
- **General Partnerships, Limited Partnerships and Limited Liability Partnerships** are required to provide information about all the **Partners** of the organization.
- **Limited Liability Companies** are required to provide information about the organization's **Members**, and any other **shareholder(s)** with a beneficial interest.
- **Corporations** are required to provide information about the organization's **President, Secretary**, and any other **shareholder(s)** with a beneficial interest.
- **Not for Profit Corporations** are required to provide information about the organization's **President and Secretary**.

Title: Sole Proprietor Partner President Managing Member Other:

Ownership %	First Name	Last Name		
Current Residential Address		Suite/Apt. #	City	State ZIP Code
Business Phone ()	Cell Phone ()	Email Address		

Title: Sole Proprietor Partner President Managing Member Other:

Ownership %	First Name	Last Name		
Current Residential Address		Suite/Apt. #	City	State ZIP Code
Business Phone ()	Cell Phone ()	Email Address		

Emergency Contact Information

Contact #1	First Name	Last Name		Title / Position
	Business Phone ()	Cell Phone ()	Email Address	
Contact #2	First Name	Last Name		Title / Position
	Business Phone ()	Cell Phone ()	Email Address	

Property Owner / Management Company

This property is (choose one) owned / leased / subleased by the applicant. If leased or subleased, provide lessor information:

Property Owner / Management Company				
Address	Suite/Apt. #	City	State	ZIP Code
Phone ()	Email Address			

Form and submittal information

- The following **must** be submitted with this form:
- \$150 Certificate of Occupancy Fee
 - Business License fee (or copy of State License if exempt from local license by state statute) – see fee schedule
 - **A written narrative describing the company and its operation within the proposed location.** If this is a change to an existing business, include a description of the change. This narrative should include information on all intended uses within the business. For any uses within the Industrial District, please include the statement, "No retail activity will take place at this location," or if retail is part of the business plan, please include a drawing showing the location of the retail operation and the square footage of the building this retail portion will occupy. This narrative should be signed and dated by the owner of the business.
 - A listing of all special equipment, chemicals, or compressed gases that are used at this location, listing the maximum amounts that are stored, and the Material Safety Data (MSD) sheets for all chemicals.

Check here if you DO NOT want business and contact information shared with the Buffalo Grove business newsletter or Chamber of Commerce.

I hereby certify I am the owner or a duly authorized agent of the business making this application, empowered to bind said business to all terms & conditions of the license. I understand issuance of the license & the license's continuation is conditioned upon compliance with all applicable codes, ordinances & laws. I agree to pay all fees associated with the license & to submit the premises to inspection in accordance with all codes & ordinances. I understand that any changes to the information provided may require a new application. I understand failure to comply with all applicable ordinances & laws may result in revocation of the license & the privilege to conduct business in the Village of Buffalo Grove.

SIGNATURE _____ DATE _____

PRINTED NAME: _____ TITLE: _____

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General Business Information and License Process

We are pleased you are considering Buffalo Grove as the location for your business and are here to help you along the way. To ease your planning process and to ensure compliance with all local ordinances, please review the following information.

Application Process

Note: A new business or change in size or location of an existing business is not approved to occupy the space and/or begin business operations without a valid Buffalo Grove Certificate of Occupancy and Business License.

1. Submit the Business Registration and License Application for zoning review and business registration. The planning department will review the provided information to ensure that the type of business you'd like to open is permitted in the desired location.
2. The primary business contact will receive an email once the zoning review is complete. If approved, the process may continue.
3. Submit building permits for any remodeling work, if applicable. Cosmetic work, such as flooring and painting does not require permits. Anything involving structural, electrical, plumbing, or mechanical does. This includes racking in warehouses as well as all exterior signs, both temporary and permanent. Contact the Building Department with any questions at permits@vbg.org or (847) 459-2530.
4. Schedule occupancy inspections. This will be done simultaneously with final permit inspections for remodeling work, if applicable. Any violations found must be corrected and reinspections scheduled within 30 days.
5. Only after all inspections have been approved and all required fees have been paid will the certificate of occupancy and business license be issued.

Business License

Buffalo Grove's municipal code contains language that prohibits the operation of a business within the Village without a local business license unless exempt by State statute. The exempt business will still need to submit the business registration form for zoning compliance and Certificate of Occupancy. Exempt businesses that have a component that does not fall within the definition of that business within the state statute will be required to hold a valid Buffalo Grove business license. (For example, a veterinarian who also does grooming, or an optometrist who also sells glasses at retail.) For a full list of businesses regulated and licensed by the Illinois Department of Financial and Professional Regulation (IDFPR), visit www.idfpr.com/PROFS/ProfList.asp.

Annual Business License Fees

The annual business license fee* is based on the size and use:

<u>Service/Retail/Wholesale/Office</u>	<u>Food Establishment / Food Accessory</u>	<u>Industrial / Research & Development</u>	<u>Hotel/Motel</u>
Up to 5,000 SF \$90.00	Up to 5,000 SF \$100.00	Up to 100,000 SF \$200.00	Up to 150,000 SF \$750.00
Up to 10,000 SF \$150.00	Up to 10,000 SF \$150.00	Up to 150,000 SF \$250.00	More than 150,000 SF \$1,000.00
Up to 20,000 SF \$200.00	Up to 20,000 SF \$200.00	Up to 200,000 SF \$300.00	
Up to 50,000 SF \$300.00	More than 20,000 SF \$250.00	Up to 250,000 SF \$350.00	
Up to 75,000 SF \$350.00		Up to 300,000 SF \$400.00	
Up to 100,000 SF \$400.00		Up to 350,000 SF \$450.00	
More than 100,000 SF \$450.00		Up to 400,000 SF \$500.00	
		Up to 450,000 SF \$550.00	
		Up to 500,000 SF \$600.00	
		More than 500,000 SF \$700.00	

* All fees are prorated at 1/2 the above rate if the initial business license is issued after July 1st

All business licenses expire on December 31st each year. Renewal notices are sent out as a courtesy during the fourth quarter of each year. It is the responsibility of each business owner to ensure that the business license is renewed each year. There is an additional late fee of 50% for renewals received after January 15th.

IMPORTANT: Licenses are not transferrable. They are issued to the applicant based on the information provided at time of application. Any changes, including ownership, size, and location require a new application and updated occupancy and business license.

Other License Requirements

Some businesses may be required to hold more than one license. Supplemental licenses include Tobacco Dealers, Liquor, Video Gaming, Pawnbroker and Resale Dealers, Massage Establishments, and Food and Beverage Vending Machines.

Taxes

Tax rates and filing information can be found at mytax.illinois.gov. Additional taxes and fees must be filed directly with the Village, which include Prepared Food and Beverage Tax, Local Motor Fuel Tax, and Hotel/Motel Tax. Contact the Finance Department at bgfinance@vbg.org or 847-459-2500 for more information.

Alarm System User Permit

An Alarm System User Permit is required for all alarm systems that are operational and connected to a service that notifies Police and/or Fire Department upon activation. All Alarm System User Permits expire December 31st of each year and must be renewed annually. Contact the Finance Department at bgfinance@vbg.org or 847-459-2500 for more information.

The Business Registration and License Application can be submitted in one of the following ways:

IN PERSON:	EMAIL:	DROPPED OFF IN DROP BOX:	MAIL:
Village Hall 50 Raupp Blvd, Buffalo Grove, IL (Check is the preferred payment method. A link to pay with credit card can be emailed once application is processed.)	Send the application and all supporting documents to clerk@vbg.org . (A link to pay with credit card will be emailed once application is processed.)	24-hour drop box in the parking lot at Village Hall Please place all documents in an envelope labeled "Attention: Deputy Village Clerk" (checks only – no cash or credit card)	Village of Buffalo Grove Attn: Deputy Village Clerk 50 Raupp Blvd Buffalo Grove, IL 60089 (Checks only – no cash or credit card)

Questions?

Licensing: Please see the Village website at www.vbg.org/newbusiness. Any questions can be directed to the Deputy Village Clerk at clerk@vbg.org or (847) 459-5533.

Permits: Please see the Village website at www.vbg.org/permits. Any questions can be directed to the Building Department at permits@vbg.org or (847) 459-2530.

Taxes and Alarms: Please see the Village website at www.vbg.org. Any questions can be directed to the Finance Department at bgfinance@vbg.org or (847) 459-2500.