



FOR OFFICE USE ONLY

Date Paid: _____
Fee: _____
License #: _____

APPLICATION FOR BUSINESS REGISTRATION LICENSE

Section 1: Business Information

Business Name: _____
DBA (if different from above): _____
Business Address: _____ Gilberts, IL 60136
Mailing Address (if different from above): _____
Type of Business (what will be conducted onsite): _____

Business Phone: _____ Business Fax: _____
Email Address: _____ Website: _____
Hours of Operation: _____ Days of Operation: _____
IL Business Tax Number (IBT): _____ - _____ Number of Onsite Employees: _____
Is this a new application or a renewal? New Application Business License Renewal
Are you a home-based business? Yes No

Section 2: Owner Information

Primary Owner Name: _____
Address: _____ State: _____ Zip Code: _____
Phone Number: _____ Email Address: _____
The identity of each shareholder owning ten percent (10%) or more of the common stock of the corporation must also be disclosed (Required by Village Code, Ord. 04-05, 2-3-2004):

Section 3: Emergency Information – Local personnel to be notified in case of an emergency

Contact Name #1: _____ Phone Number: _____
Contact Name #2: _____ Phone Number: _____

Section 4: Alarm Information (if your business is alarmed)

Agency Monitoring Alarm

Agency Performing on Premise Maintenance

Name: _____

Name: _____

Address: _____

Address: _____

City, State, Zip: _____

City, State, Zip: _____

Phone: _____

Phone: _____

Description and Location of Alarm: _____

- Completed business license application and license fee of \$25.00 are required before a business license is issued. If the registration fee is not paid within one month after the due date, the fee becomes \$50.00, and if not paid within four months after the due date, the fee becomes \$75.00.
- Each business not otherwise exempted by State law shall obtain an annual license from the Village within sixty (60) days of commencing business in the Village. Business licenses expire on May 31 of each year and must be renewed prior to their expiration (Ord. 04-05, 2-3-2004; amd. 2010 Code).
- Business licenses are not transferrable without the express written consent of the Village (2006 Code § 8.5).
- No retail business may be open between the hours of 2 a.m. and 5 a.m. on any day of the year (2006 Code § 8.9).
- The Village may add your business information to our Business Directory located on the Village of Gilberts website. If you do not want your business' information added, please let us know.

I have read this application and answered all questions fully and the information I have submitted in this application is complete and truthful to the best of my knowledge.

Signature of Owner or Manager

Print Name and Title

Date