

# 2023 COMMERCIAL/RETAIL BUSINESS LICENSE APPLICATION

Calendar year beginning January 1, 2023 and ending December 31, 2023

Please complete this 2-page document in its entirety and return it to the Village Clerk's Office. A valid license must always be visible. **Fees are not prorated.** All business licenses expire on December 31<sup>st</sup>. Failure to comply with Village Ordinance may result in termination of your license, additional fees and further action by the Village, including daily citations. Please contact the Village Clerk's Office should you have any questions.

New Business  Annual Renewal  New Owner  Address Change  Business Name Change

Business Name (as it will appear on license): \_\_\_\_\_

Business Address (as it will appear on license): \_\_\_\_\_

Address/Name Change: What is previous Matteson address or Name \_\_\_\_\_, Matteson, IL

**"List the business address above as it appears on the reporting document to the IL Dept. of Revenue"**

Business Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Email: \_\_\_\_\_

Is Business owned by an  Individual  Partnership  Corporation  LLC

Corporation Name \_\_\_\_\_ Phone \_\_\_\_\_

Corporation Address \_\_\_\_\_

Individual Owner Name: \_\_\_\_\_

Name of person/department completing application \_\_\_\_\_ phone \_\_\_\_\_

Type of Business: \_\_\_\_\_ Hours & Days of Operation: \_\_\_\_\_

Is this a Temporary or Seasonal Business?  No  Yes What months will Business operate? \_\_\_\_\_

Square Footage of Building: \_\_\_\_\_ Number of Jobs: \_\_\_\_\_/Illinois Retailers Occupational Tax/Sales Tax # \_\_\_\_\_

Federal Employer Tax (FEIN) # \_\_\_\_\_/

Do you have an Alarm System? No  Yes  Type: Fire  Burglar  Do you have a hold-up/panic button?

Name of Alarm System Company \_\_\_\_\_ phone \_\_\_\_\_

**\*\*Please attach the following: Proof of Annual Fire Alarm Certification \*Proof of Fire Alarm Monitoring \*Proof of Annual Fire Sprinkler Certification \*Proof of Annual Fire Sprinkler Pump \*Proof of Annual Commercial Hood Inspection and Cleaning (Restaurants)\*\***

Key Holders (Order to Call)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Type/Print Applicant Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\*\*\*\*\*FOR OFFICE USE ONLY\*\*\*\*\*

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ By Zoning: \_\_\_\_\_ Date: \_\_\_\_\_

Bldg. \_\_\_\_\_ FD \_\_\_\_\_ PD \_\_\_\_\_ Finance \_\_\_\_\_ Econ. Dev \_\_\_\_\_ Water \_\_\_\_\_

## Commercial/Retail Annual Business License Fees:

Gasoline Filling Station (food inspection & tobacco fees below) .....	\$250.00	\$ _____
Motor Vehicle Repair Shop.....	\$250.00	\$ _____
Taxicab.....	\$200.00	\$ _____
Scavenger (not under contract with any inhabitant of any building in the Village)....	\$150.00	\$ _____
Scavenger (under contract with any inhabitant of any building in the Village).....	\$1000.00	\$ _____
Massage Establishment \$500.00 (separate application required-contact the Clerk’s Office)		
Adult Use \$500.00 (separate application required-contact the Clerk’s Office)		
Second Hand Dealer based upon square footage (separate application required-contact the Clerk’s Office)		

**Vending Machines:** *an annual permit is required for machines located in any building within the Village. Person/s responsible for machine must contact the Clerk’s Office for a permit/license application.*

### ANNUAL FEES BASED ON SQUARE FOOTAGE

*In the event there is no specific fee listed above for the type of business, the annual fee shall be based upon the total area utilized for business operations or the area under the control of the business, excluding loading docks and parking areas as follows:*

0 to 2,500 square feet.....	\$150.00	\$ _____
2,501 to 5,000 square feet.....	\$175.00	\$ _____
5001 to 10000 square feet.....	\$200.00	\$ _____
10,001 to 20,000 square feet.....	\$250.00	\$ _____
20,001+ square feet.....	\$300.00	\$ _____

### ANNUAL FOOD HANDLER/INSPECTION FEES

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

Retail Food Store.....	\$125.00	\$ _____
Food Service (Restaurant) .....	\$225.00	\$ _____

### ANNUAL TOBACCO FEE

*In addition to the annual business license fee and inspection fee, establishments that sell tobacco products are required to pay an annual tobacco fee as follows:*

Tobacco .....	\$125.00	\$ _____
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**TOTAL DUE** **\$** \_\_\_\_\_

\*\*\*\*\*FOR OFFICE USE ONLY\*\*\*\*\*

Cash \_\_\_\_\_ Check/MO # \_\_\_\_\_ Last 4 Digits of Credit Card \_\_\_\_\_ exp. Date: \_\_\_\_\_