



BUSINESS & VENDING REGISTRATION AND NOTIFICATION FORM

Village of Lake in the Hills
600 Harvest Gate
Lake in the Hills, IL 60156
(847) 960-7400

- New Business
Renewal
Closed, Moved or Sold Business

INSTRUCTIONS: Complete both sides of this form, verify that all information is accurate, and return this form with the required \$10.00 registration fee, and all applicable vending and/or occupancy fees (see page 2).

Upon receipt of the completed form, registration fee, vending and/or occupancy fees (if applicable), and zoning approval from the Building Commissioner, a certificate will be issued to the business which must be prominently displayed on the premises.

MAILING INFORMATION for the business in Lake in the Hills located at:

Business Name:
Mailing Address:
City, State, Zip:
Date Established in Village:
IL Sales Tax #:
Hours of Operation:
Number of Employees:

Type of Business: Individual/Sole Proprietor, Corporation, LLC, Partnership, Other

Business Email:
Business Phone:

Business Website:
Business Fax:

Description of Business (26 character limit):

Type of products and/or services provided:

If this business is no longer in operation, check the box above, enter the pertinent information below, and return the form.

Forwarding Address:
Date Sold or Closed:

BUSINESS OWNER: Full Name:

Home/Corporate Address:
Home/Corporate Phone:

City, State and Zip:
Cell Phone:

Email:
Fax Number:

PROPERTY OWNER: Full Name:

Home/Corporate Address:
Home/Corporate Phone:

City, State and Zip:
Cell Phone:

Email:
Fax Number:

BUSINESS MANAGER: Full Name:

Home/Corporate Phone:
Cell Phone:

IN CASE OF EMERGENCY CONTACT: Business Owner, Business Manager, Property Owner, Other

Other Emergency Contact:
Home #:
Cell #:

Is the premises alarmed? No, Yes
If "Yes" which Alarm Co?:

How many guard dogs are on site?
Breed(s):

CHECK ONE BOX BELOW:

- I do not give the Lake in the Hills Police Department permission to enter and search the premises if found unsecured.
I authorize the Lake in the Hills Police Department to enter and search the premises in the event the Police Department finds the business unsecured during non-business hours.

Signature of Business Owner:
Date:

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Rev. 04/26/2011 Vending Fees are due May 1st. Business Registration is required by June 30th each year.

Village Use Only

Business ID #:
Zoning approval from Building Commissioner:

Business Reg #:
Amount Paid: \$
Cash / Check:
Date:

BUSINESS OPERATION

Check all that apply to this business:

- Checkboxes for Tobacco products, Motor vehicles, Public Passenger Vehicle, Food is served, and Liquor is served.

To operate, this business requires a license from the Illinois Department of Children and Family Services (DCFS).
To operate, this business requires a license from the Bureau of Alcohol, Tobacco, Fire Arms and Explosives (ATF).
Flammable and/or hazardous materials beyond a normal household amount are stored on the premises.
One or more electronic and/or mechanical amusement devices are operated on the premises.
Vending machines are operated on the premises. (If checked, complete Vending License Registration Section below.)
This is a new commercial business. (If checked, a commercial occupancy fee will be charged to all new businesses occupying a commercial unit. This one time fee of \$100 is in addition to the \$10 annual business registration fee.)

* Additional licensing and/or fees through the Village may be required for those items checked above.

VENDING REGISTRATION (Fees are due May 1st for businesses that have vending machines on the premises.)

Vendor Business Name: Phone:
Vendor Contact Person: Phone:
Vendor Address:
Type of Machine: License Number Issued:
Type of Machine: License Number Issued:
Type of Machine: License Number Issued:
Type of Machine: License Number Issued:
Type of Machine: License Number Issued:

VENDING MACHINE FEES DUE MAY 1ST

- \$50.00 each Machine Dispensing Tobacco
\$30.00 each Vending Machine
\$10.00 each Vending Machine for Not-for-Profit Business (\$10 for each machine UP TO 5)*
\$30.00 each Vending Machine for Not-for-Profit Business (\$30 for each ADDITIONAL MACHINE OVER 5)*

ONLINE BUSINESS DIRECTORY / BUSINESS INSIDER E-NEWSLETTER

- Check here if you would like to subscribe to the Lake in the Hills Business Insider emailed to subscribers quarterly.
Check here if you would like this business included on the Village's online Business Directory and check one of the boxes below that best describes your business:

Table with 4 columns of business categories: Automotive, Construction - Electrical, Landscaping, Restaurants, etc.

HOME OCCUPATIONS ZONING (To be completed by all businesses based out of a home.)

- I attest that I have read and will comply with Section 17 of the Zoning Ordinance for the Village of Lake in the Hills.

Signature of Business Owner: Date:
Signature of Property Owner: Date:
(if different from business owner.)

CERTIFICATION

I hereby certify that all of the information provided on both sides of this form is true and accurate to the best of my knowledge.

Signature of Business Owner: Date:
Rev. 04/26/2011