



BUSINESS LICENSE APPLICATION

Date: _____

Account # (LEAVE BLANK): _____

NOTE: Business license applications must be accompanied by a Certificate of Occupancy (C.O.) from the Community Development Department (847.923.4420) prior to applying for a business license. The C.O. issued must match the Business Name or DBA on the application line below.

BUSINESS Name or DBA: _____

Schaumburg Business Address: _____ ZIP: _____

Business Phone Number: _____ Description of Business: _____

Does an IL Sales Tax Apply? NO YES (If yes, list the IBT# or Account ID) _____ -- _____

Check the Type of Business: **If Partnership or Corporation, please list all Partners or Principal Officers on a separate sheet.*

Individual Partnership* Corporation* LLC

Do you sell food? NO YES Do you provide entertainment or amusement? NO YES

Check the appropriate box that applies to your Business:

New Business in Schaumburg Ownership Change

Name Change Former Business Name: _____

Address Change Former Schaumburg Address: _____

CORPORATE Name: _____ Phone No: _____

Corporate Address: _____

City/State: _____ Zip: _____ Email: _____

President or Owner Name: _____ Phone No: _____

Home Address: _____

City/State: _____ Zip: _____ Email: _____

Manager's Name: _____ Phone No: _____

Home Address: _____

City/State: _____ Zip: _____ Email: _____

Is the business currently in good standing with the State of Illinois? _____ Yes _____ No

Has the owner, manager or any officer ever been arrested or convicted of a felony or misdemeanor involving a moral judgement? _____ No _____ Yes (if yes, please explain) _____

Has the business ever had a previous license or application for a license denied, revoked or suspended by any Local Government, State government or subdivision there of? _____ No _____ Yes (if yes, please explain) _____

**** **BUSINESS LICENSES AND ANNUAL RENEWALS WILL BE SENT to the EMAIL CONTACT BELOW** ****

Print Name of Billing Contact: _____ Phone No: _____

Email: _____ Date: _____

BUSINESS LICENSE APPLICATION FEES

Check all items below that correspond to the applied business. Some businesses may require multiple licenses. Any questions on Home Based Business Licenses should be directed to Community Development (847.923.4420). A formal program to collect recyclable materials must be established and approved by the Community Development Department (847.923.3700). **All licenses expire at the end of the calendar year. A \$10.00 Schaumburg Business Association fee will be added to all business license applications.** All fees are due at time of application.

General Business License (including, but not limited to office, retail, manufacturing, and industrial)			<input type="checkbox"/>	Cleaning and Dyeing Establishment (on premise)	\$185
<input type="checkbox"/>	0 - 999 Floor Area in sq.ft.	\$95			
<input type="checkbox"/>	1,000 -4,999	\$105	Food Delivery Vehicles (Solicitor License & Background Check Required)		
<input type="checkbox"/>	5,000 - 9,999	\$120	<input type="checkbox"/>	Mobile Vending Truck - Prepared	\$115
<input type="checkbox"/>	10,000 - 14,999	\$145	<input type="checkbox"/>	Mobile Food Preparation - Cooking	\$190
<input type="checkbox"/>	15,000 - 19,999	\$170			
<input type="checkbox"/>	20,000 - 29,999	\$230	<input type="checkbox"/>	Gas Station	\$350
<input type="checkbox"/>	30,000 - 39,999	\$285			
<input type="checkbox"/>	40,000 - 49,999	\$345	Hazardous Materials		
<input type="checkbox"/>	50,000 - 74,999	\$430	<input type="checkbox"/>	0 - 99,999 sq. ft.	\$616
<input type="checkbox"/>	75,000 - 99,999	\$515	<input type="checkbox"/>	100,000 sq. ft. and over	\$821
<input type="checkbox"/>	100,000 - 249,999	\$600			
<input type="checkbox"/>	250,000 - 499,999	\$690	<input type="checkbox"/>	News Rack	\$57
<input type="checkbox"/>	500,000 and over	\$780			
			<input type="checkbox"/>	Nursing Home	\$400
Food Establishment License					
<input type="checkbox"/>	0 -4,000 Floor area in sq. ft.	\$190	Psychic/Fortune Teller (Background Check)		
<input type="checkbox"/>	4,001 - 5,000	\$285	<input type="checkbox"/>	Individual	\$184
<input type="checkbox"/>	5,001 - 6,000	\$370	<input type="checkbox"/>	Application Fee	\$65
<input type="checkbox"/>	6,001 - 7,500	\$465			
<input type="checkbox"/>	7,501 - 9,000	\$545			
<input type="checkbox"/>	9,001 - 12,000	\$630	Psychic/Fortune Telling Establishment		
<input type="checkbox"/>	12,001 - 15,000	\$750	<input type="checkbox"/>	Business	\$603
<input type="checkbox"/>	15,001 and over	\$860	<input type="checkbox"/>	Application Fee	\$125
Food and Beverage Tax Forms: 847.923.4532			(Background Check Required)		
Hotel/Motel License					
<input type="checkbox"/>	0 - 100,000 sq.ft.	\$850	<input type="checkbox"/>	Refuse Collector (per vehicle)	\$195
<input type="checkbox"/>	100,001 - 300,000	\$1,420			
<input type="checkbox"/>	300,001 and over	\$1,990	<input type="checkbox"/>	Swimming Pool	\$250
Hotel/Motel Tax Forms: 847.923.4531					
Special Licenses					
<input type="checkbox"/>	Chauffeur/Taxi	Finance Department 847.923.4546	<input type="checkbox"/>	Tobacco Retail Sales	\$120
<input type="checkbox"/>	Carnival/Special Event	Community Development 847.923.4420	<input type="checkbox"/>	Tobacco Smoking/Vaping	\$280
<input type="checkbox"/>	Contractor - Out of Town	Community Development 847.923.4420			
<input type="checkbox"/>	Entertainment - Annual	Community Development 847.923.3970	<input type="checkbox"/>		
<input type="checkbox"/>	Firearm Dealer	Police Department 847.882.3586			
<input type="checkbox"/>	Home Based Business	Community Development 847.923.4420	<input type="checkbox"/>		
<input type="checkbox"/>	Jukebox	Finance Department 847.923.4537			
<input type="checkbox"/>	Liquor	Liquor Commission 847.923.4402			
<input type="checkbox"/>	Non-Residential Rental	Finance Department 847.923.4532	<input type="checkbox"/> Schaumburg Business Association (Mandatory SBA Fee) \$10.00 TOTAL AMOUNT DUE \$_____		
<input type="checkbox"/>	Public Passenger Vehicle	Finance Department 847.923.4546			
<input type="checkbox"/>	Raffle	Finance Department 847.923.4532			
<input type="checkbox"/>	Valet	Community Development 847.923.4430			
<input type="checkbox"/>	Vending	Finance Department 847.923.4537			

**** Application fees for some license types, received on or after July 1st may be reduced to one-half of the fees listed above.**

I/We understand the issuance of this license is conditional upon compliance with all Village Ordinances, State and Federal Law, and the results of any inspections required by ordinance at this time and any further inspections while in force. I/We hereby authorize the Village of Schaumburg by its agents to make inquiries into my/our character, credit, and background, in order to approve or deny this license application. I/We have read this application and answered all questions fully and the information I/We have submitted in this application is complete and truthful to the best of my knowledge.

SIGNATURE _____ TITLE _____ DATE _____