



# General Business License Application

**1% Municipal Food & Beverage Tax and any outstanding fees owed to the Village must be paid first in order to retain your license.**

New Business Application

Change of Address

Change of Business Name

Change of Ownership

## **Business Information**

### **1. Provide a Copy of the Lease Agreement if RENTING the space.**

2. Business name (DBA): \_\_\_\_\_
3. Federal Employment Identification Number (FEIN): \_\_\_\_\_
4. State of Illinois Taxpayer I.D. Number: \_\_\_\_\_
5. Address - physical location: \_\_\_\_\_, Suite # \_\_\_\_\_, Gurnee, IL
6. Business Phone: \_\_\_\_\_ 7. Business Website (URL): \_\_\_\_\_
8. Gross Floor Area Occupied by the Business: \_\_\_\_\_ square feet

### **Fee Schedule Information**

**Gross Floor Area** is the total of the horizontal interior floor areas of the business space measured in square feet between the exterior walls or from the center line of party walls separating two businesses or buildings. Calculate your GFA and enter it above on Line #8.

**If your GFA is:**  
0-9,999 square feet  
10,000 – 19,999 square feet  
20,000 square feet and over

**The license fee is:**  
\$150.00  
\$300.00  
\$600.00

**License fee is reduced by 50% the first year if business' start date occurs after July 1<sup>st</sup>.**  
**\*No fee is required for non-profit organizations.**

9. This space will be: ☐ owned ☐ leased by the business
10. Starting Business Date in Gurnee: \_\_\_\_\_
11. Date of Closing (if temporary for more than 30 days): \_\_\_\_\_
12. Employees (including long-term contractual) here in Gurnee: \_\_\_\_\_ # full time \_\_\_\_\_ # part time
13. How many employees will be onsite at any one time? (maximum #) \_\_\_\_\_

## **Billing Party Information – Where License Renewals and other Official Notices Will Be Sent**

14. Owner Name: \_\_\_\_\_
15. Owner Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_
16. Manager Name: \_\_\_\_\_
17. Manager Phone: \_\_\_\_\_ 18. Email: \_\_\_\_\_
19. Does your business have an alarm installed? Yes No
20. Alarm Company Name: \_\_\_\_\_

## **Contact in Case of an Emergency**

21. Emergency Contact Name: \_\_\_\_\_
22. Emergency Phone: \_\_\_\_\_ 23. Email: \_\_\_\_\_

**Business Structure and Description** (for each question, select one which most closely describes the Business):

24. Corporation      General Partnership LLP      General Partnership LLC      Sole Proprietor  
Not-for-Profit\*      Other

25. ☐ Office   ☐ Retail   ☐ Service   ☐ Industrial/Flex   ☐ Entertainment/Accommodations   ☐ Other

26. Please select one (required):

Accommodations-Hotel/Motel/Resort	Entertainment	Manufacturing or R&D	Rental or Repair of Equipment/Supplies
Animal Care or Supplies	Financial Institution	Medical/Dental Care	Retail-General Merchandise
Apparel or Accessories	Fitness/Recreation/Sports	Office – General	Senior Services or Housing
Appliances, Computers, or Electronics	Food Service or Dining	Personal services	Social Assistance
Architecture, Engineering, or Design Services	Gifts, Antiques, Crafts, or Collectibles	Pharmacy	Sporting Goods; Hobbies; Books & Music
Art, Photography, or Framing	Health/Wellness/Beauty	Printing or Publishing Services	Storage
Automotive Sales or Service	Home & Garden	Professional or Business Support Services	Travel or Transportation
Construction or Contractors	Information Systems Design or Support	Real Estate Services	Wholesale, Processing or Distribution
Education or Specialty School	Legal or Financial Services	Religious or Civic Institution	Other_____

**Voluntary Additional Information**

27. Women Business Enterprise:      Yes      No      Prefer Not to Answer  
28. Minority Business Enterprise:      Yes      No      Prefer Not to Answer  
29. Veteran-Owned Business:      Yes      No      Prefer Not to Answer

30. I certify to the best of my knowledge all the foregoing information is true and correct as provided.

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Applicant Name

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Applicant Signature

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Date

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**Village of Gurnee Chamber of Commerce Membership**

General Membership in the Village of Gurnee Chamber of Commerce is \$250/year; first-year dues are prorated based upon your business' start date.

Membership is a great way to get involved with the community and tap into valuable resources, events, and business growth opportunities.

It's easy and affordable to join! Please visit: [www.gurneechamber.com](http://www.gurneechamber.com) or call: 847-871-0747.

**Join Today**

**Calendar of Events**

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**Submit Completed Application along with payment to:**  
**Village of Gurnee • 325 N O'Plaine Rd • Gurnee, IL 60031 • Phone 847-599-7500**

Last Updated: 9/2025