



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 1st.
***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 Limited Liability Partnership (LLP) Limited Liability Corporation (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.

Applicant Name

Applicant Signature

Date

Village of Gurnee Chamber of Commerce Membership

Welcome to Gurnee! Membership in the Village of Gurnee Chamber of Commerce is an excellent way to get involved with the community and tap into valuable resources, events, and business growth opportunities. General Membership is **\$250/year**.

Join Today

For more information,
please visit:
www.gurneechamber.com
or call: 847-871-0747

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