



# 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 or Business Name       Change of Ownership

### **Business Information**

1. **Provide a Copy of the Lease Agreement.**
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.

<b><u>If your GFA is:</u></b>	<b><u>The license fee is:</u></b>
0-9,999 square feet	\$150.00
10,000 – 19,999 square feet	\$300.00
20,000 square feet and over	\$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. Emergency Contact Name: \_\_\_\_\_
20. Emergency Phone: \_\_\_\_\_ 21. Email: \_\_\_\_\_
22. Does your business have an alarm installed?    Yes    No
23. Alarm Company Name: \_\_\_\_\_

**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**

28. Women Business Enterprise:    Yes    No    Prefer Not to Answer

29. Minority Business Enterprise:    Yes    No    Prefer Not to Answer

30. Veteran-Owned Business:    Yes    No    Prefer Not to Answer

31. If you do **not** wish to be listed in the Village’s online Business Directory, please check here:

**32. Optional Chamber of Commerce Membership**

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

Please check here to pay Chamber dues concurrently with your Business License fee.  
 (Thereafter, you will receive annual renewal notices directly from the Chamber of Commerce.)

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

\_\_\_\_\_ Applicant Name                      Applicant Signature                      Date

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