



General Business License Application

- 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.

<u>If your GFA is:</u>	<u>The license fee is:</u>
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 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. Emergency Contact Name: _____
20. Emergency Phone: (____) _____ - _____ 21. Email: _____
22. Does your business have an alarm installed? Yes No
23. Alarm Company Name: _____

