



**BUSINESS REGISTRATION/LICENSE APPLICATION**

**Registration - \$25.00**

**License – See Additional Fees (page 5)**

City Clerk – Administration  
209 N. York St.  
Elmhurst, IL 60126

<b>FOR OFFICE USE ONLY:</b>
Date: _____
Sticker(s) Issued: _____
_____
_____
_____

**SECTION I.**

CHAPTER 31 OF THE CITY OF ELMHURST MUNICIPAL CODE **REQUIRES** THE REGISTRATION AND/OR LICENSING OF **ALL** BUSINESSES OPERATING WITHIN THE CITY OF ELMHURST. PLEASE COMPLETE OR UPDATE THE FOLLOWING INFORMATION:

CORPORATE NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

TRADE NAME/LOCAL NAME OF BUSINESS: \_\_\_\_\_

LOCAL ADDRESS OF BUSINESS: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

State ID #: \_\_\_\_\_ Federal ID #: \_\_\_\_\_ Sales Tax No.: \_\_\_\_\_

# EMPLOYEES: Full Time: \_\_\_\_\_ Part Time: \_\_\_\_\_ Website: \_\_\_\_\_

Do You Have a Facebook Page: Yes: [ ] No [ ] FB Page Name: \_\_\_\_\_

Would you like your annual renewal notices emailed? Yes [ ] No [ ] Email: \_\_\_\_\_

Please check one of the following business types:

Retail:[ ] Restaurant:[ ] Service:[ ] Office:[ ] Manufacturer:[ ] Other:[ ] Describe below: \_\_\_\_\_

Please check one of the following owner types:

Independent:[ ] Franchise:[ ] Regional:[ ] National:[ ]

Please check one of the following:

Sole Proprietor:[ ] Partnership:[ ] Limited Partnership:[ ] Corporation:[ ] Church:[ ] Governmental Agency:[ ]

**THE FOLLOWING INFORMATION ON THE MAIN LOCAL CONTACT/MANAGER FOR YOUR BUSINESS IS REQUIRED:**

NAME \_\_\_\_\_ TITLE \_\_\_\_\_

BUSINESS EMAIL: \_\_\_\_\_ PHONE #: \_\_\_\_\_

**SECTION II.**

**THE FOLLOWING INFORMATION ON OWNERS/PARTNERS OR OFFICERS IS REQUIRED:**

NAME \_\_\_\_\_ TITLE \_\_\_\_\_ PHONE #: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

Email: \_\_\_\_\_ Birthdate: \_\_\_/\_\_\_/\_\_\_ Social Security #: \_\_\_ - \_\_\_ - \_\_\_

NAME \_\_\_\_\_ TITLE \_\_\_\_\_ PHONE #: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

Email: \_\_\_\_\_ Birthdate: \_\_\_/\_\_\_/\_\_\_ Social Security #: \_\_\_ - \_\_\_ - \_\_\_

NAME \_\_\_\_\_ TITLE \_\_\_\_\_ PHONE #: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

Email: \_\_\_\_\_ Birthdate: \_\_\_/\_\_\_/\_\_\_ Social Security #: \_\_\_ - \_\_\_ - \_\_\_

**SECTION III.**

TYPE OF BUSINESS: Retail:[  ] Restaurant:[  ] Service:[  ] Office:[  ] Manufacturer:[  ] Manufacturing [  ] Other:[  ]

Describe below:

\_\_\_\_\_

**SECTION IV.**

A) Does this facility generate and discharge any process wastewater (not sanitary)? [  ] Yes [  ] No

If YES, please describe \_\_\_\_\_

B) Are flammable liquids or hazardous chemicals used, sold or stored in the operation of the business? [  ] Yes [  ] No

If YES, please furnish the following information:

Type of Liquid/Hazardous Waste \_\_\_\_\_ Number of Dispensing Pumps \_\_\_\_\_

Number of Storage Tanks \_\_\_\_\_ Capacity of Each. **See business license fee schedule for charges.**

**SECTION V.**

**APPLICANT MUST ALSO COMPLETE THIS SECTION AND NOTIFY THE CLERK'S OFFICE OF ANY CHANGES IN WRITING:**

Owner of Building: \_\_\_\_\_ Business Phone #: \_\_\_\_\_

Owner's Address: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Name of Manager of Building: \_\_\_\_\_ Business Phone #: \_\_\_\_\_

Manager's Address: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

**SECTION VI.**

**IN CASE OF EMERGENCY AFTER CLOSING NOTIFY ONE OF THE FOLLOWING:**

First: \_\_\_\_\_ Phone #: \_\_\_\_\_

Second: \_\_\_\_\_ Phone #: \_\_\_\_\_

**SECTION VII.**

**IS BUSINESS ALARMED? [ ] YES [ ] NO If yes, please fill out an Alarm Permit Application.**

**SECTION VIII.**

**OTHER INFORMATION PERTAINING TO BUSINESSES:**

**Public Works – Water & Wastewater Department Information**

It is a State mandated requirement, that an approved backflow device also know as Reduced Pressure Zone or “RPZ” Valve be installed on all Industrial/Commercial connection to the Public Works Supply.

IF YOU ARE A RENTER:

ARE YOU RESPONSIBLE FOR PAYING THE WATER BILL AT YOUR PROPERTY? YES NO

IF YOU ANSWERED “NO”, YOU DO NOT NEED TO COMPLETE THE REST OF THIS SECTION.

IF YOU ANSWERED “YES”, PLEASE CONTINUE.

DOES FACILITY HAVE A RPZ INSTALLED ON THE WATER SUPPLY? YES NO

IF YOU ANSWERED YES, PLEASE PROVIDE A COPY OF THE INSPECTION TEST REPORT. THE DEVICE SHALL ALSO HAVE A TAG ATTACHED TO IT LISTING THE DATE OF THE MOST RECENT TEST.

IF YOU ANSWERED NO, YOU OR THE PROPERTY OWNER/MANAGER ARE REQUIRED TO INSTALL A RPZ VALVE ON YOUR WATER SUPPLY CONNECTION AND PROVIDE A COPY OF THE TEST REPORT TO THE CITY OF ELMHURST. FAILURE TO DO SO IS A VIOLATION OF THE CITY OF ELMHURST ORDINANCE MCO-11-94. A VIOLATION MAY CARRY A FINE UP TO \$500 PER DAY AND IS CAUSE FOR THE DISCONTINUANCE OF WATER SERVICE TO ANY PREMISES.

NOTE: IF YOU HAVE QUESTIONS REGARDING THE RPZ PORTION OF THIS APPLICATION, PLEASE CONTACT THE TREATMENT PLANT AT (630) 530-3779.

Businesses operating within the City of Elmhurst from a private residence are exempt from requiring a RPZ valve.

**Community Development Department Information**

Before a Business License / Registration can be processed, the applicant must obtain a Certificate of Occupancy from the Community Development Department. A Certificate of Occupancy is obtained after three inspections – Building, Plumbing and Fire – are completed and the application fee is paid. **You must apply for the Certificate of Occupancy IN PERSON at the Community Development Department in City Hall.**

If you have questions regarding the Certificate of Occupancy or to schedule inspections, please contact the Community Development Department at (630) 530-3030 or (630) 530-3025.

**Planning & Zoning Department Information**

Please be aware that permits are required for virtually all signage. Some signage expressly prohibited by ordinance is as follows: moving or animated signs; attention getting devices such as balloons and other inflatables, spinners and pennants; portable/temporary signs; sandwich-board signs; reflective paint or tape signs; and signs on utility poles, trees or city property (parkways).

The ONLY permitted temporary signs allowed are banners limited to 30 days in a calendar year. These banners need approval from the Planning and Zoning Department prior to installation.

Please contact the Planning and Zoning Department at (630) 530-3100 for permit requirements, temporary banners or additional information.

**Finance Department**

Effective January 1, 2003 the City of Elmhurst will collect a 1% Food & Beverage Tax, collectable on the retail sale of food and beverage which includes all food, alcoholic and non-alcoholic beverages which are prepared for immediate consumption and which may be consumed either on and/or off the premise. Retail sales of packaged alcoholic liquor at any packed liquor establishment are also included. Please contact the Finance Collections Office for more details at (630) 530-3117.

**SECTION IX.**

I, the undersigned, have read and completed this application. I thoroughly understand that this is solely an application and is not a permission to open the establishment or operate a business until all regulations of the City of Elmhurst, including the Zoning, Building, Health, Plumbing, and Electrical Ordinances have been fully complied with and an official registration/license has been issued by the City. All new businesses must first obtain an occupancy permit from the Community Development Department before any business registration/license is issued. I further understand the issuance of this registration/license is conditioned upon compliance with all City Ordinances and the results of any inspection of above premises at this time or any subsequent inspection while this registration/license is in force.

The foregoing is true and correct to the best of my knowledge.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date \_\_\_\_\_

**UNLESS THE BUSINESS FALLS INTO ONE OF THE CATEGORIES LISTED ON THE FOLLOWING FORM, COST FOR A BUSINESS REGISTRATION IS \$25.00.**

**BUSINESS LICENSE ADDITIONAL FEES**

**PLEASE REVIEW THE FOLLOWING LIST AND COMPLETE EACH SECTION THAT APPLIES TO YOUR BUSINESS.**

**ARTICLE II. AMBULANCE SERVICE LICENSE** - (MCO Chapter 31, Section 31) A license shall be required of any person who engages in the business of operating an ambulance from points within the city to points within the city without a license.

\_\_\_ License Requested for \_\_\_ Advanced Life support Ambulances @ \$50.00/year for each ambulance  
\_\_\_ License Requested for \_\_\_ Ambulances other than Life Support @ \$30.00/year for each ambulance

**TOTAL DUE AMBULANCE SERVICE \$ \_\_\_\_\_**

An Original Certificate of Insurance must accompany your application. (See Ordinance for Insurance Requirements)

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**ARTICLE III. AMUSEMENT DEVICE LICENSE** - (MCO Chapter 31, Section 40) A license shall be required for each coin-in-slot, mechanical and/or electronic amusement device, including jukeboxes.

**Recreation Facility** - Maximum number of Billiards/Pool Tables allowed is (1) per every 500 square feet of floor area. Maximum number of Coin-in-Slot, Mechanical and/or Electronic Amusement Device, including Jukeboxes is (1) per ever 1,000 square feet of floor area.

Total Square Footage of establishment \_\_\_\_\_ sq. ft.

\_\_\_ License is requested for \_\_\_ Billiards/Pool Tables @ \$150.00/device.  
\_\_\_ License is requested for \_\_\_ Coin-in-Slot, Mechanical and/or Electronic Amusement Device, Including Jukeboxes @ \$150.00/device.

**TOTAL DUE AMUSEMENT LICENSE (RECREATION FACILITY) \$ \_\_\_\_\_**

**Licensed Liquor Establishment** - Maximum number of Billiards/Pool Tables allowed is (1) per every 500 square feet of floor area. Maximum number of Coin-in-Slot, Mechanical and/or Electronic Amusement Device, including Jukeboxes is (1) per every 500 square feet of floor area, NOT TO EXCEED THE CAP OF 5 TOTAL Coin-In-Slot, Mechanical and/or Electronic Devices.

\_\_\_ License is requested for \_\_\_\_\_ Billiards/Pool Tables @ \$150.00/device.  
\_\_\_ License is requested for \_\_\_\_\_ Coin-in-Slot, Mechanical and/or Electronic Amusement Device, Including Jukeboxes @ \$150.00/device.

**TOTAL DUE AMUSEMENT DEVICE (LIQUOR LICENSE ESTABLISHMENT) \$ \_\_\_\_\_**

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**ARTICLE XIII. AUTOMOBILE REPAIR ESTABLISHMENT, EXPRESS AUTOMOBILE SERVICE CENTERS AND AUTOMOBILE SERVICE STATIONS** - (Chapter 31, Section 151) It shall be unlawful to operate an automobile repair establishment, express automobile service center or automobile service station without first having obtained a license therefor.

**PLEASE ALSO REFER TO THE FLAMMABLE/ HAZARDOUS MATERIAL SECTION (SECTION VI)**

\_\_\_ License is requested for Automobile Repair Establishments @ \$50.00/year.  
\_\_\_ License is requested for Express Automobile Service Centers @\$30.00/year.  
\_\_\_ License is requested for Automobile Service Stations @ \$50.00/year.

**TOTAL DUE AUTOMOBILE ESTABLISHMENT, EXPRESS AUTO, SERVICE STATION(S) \$ \_\_\_\_\_**

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**ARTICLE VIII. DRY CLEANING ESTABLISHMENT** - (MCO Chapter 31, Section 101) It shall be unlawful for any person to establish or operate within the City, a plant, plant store, branch in connection with any dry cleaning operation or business without having first obtained a license therefor.

\_\_ License is requested for Dry Cleaning Establishment @ \$100/year.  
\_\_ License is requested for \_\_\_\_\_ dry cleaning machine(s) at \$25.00 per machine per year.  
Is this a drop off service only? YES \_\_\_\_\_ NO \_\_\_\_\_ If YES, only pay \$100.00 Dry Cleaning Establishment Fee

**TOTAL DUE FOR DRY CLEANING ESTABLISHMENT** \$ \_\_\_\_\_

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**ARTICLE XI. FOOD ESTABLISHMENTS** - (MCO Chapter 31, Section 131) It shall be unlawful for any food handler to engage in or do business in the city without having first secured a license therefor. Licenses shall expire December 31 of each year.

**Please include a copy of your most recent DuPage County Health Inspection Report with your application.**

\_\_ License is requested for Food Establishment that is not a Liquor License Holder @ \$25.00/year  
\_\_ License is requested for Food Establishment that has a City of Elmhurst Liquor License, no fee is required.

**TOTAL DUE FOOD ESTABLISHMENT** \$ \_\_\_\_\_

Effective January 1, 2003 the City of Elmhurst will collect a 1% Food & Beverage Tax collectable on the retail sale of food and beverage which includes all food, alcoholic and non-alcoholic beverages which are prepared for immediate consumption and which may be consumed either on and/or off the premise. Retail sales of packaged alcoholic liquor at any packed liquor establishment are also included.

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**ARTICLE X. FLAMMABLE AND HAZARDOUS MATERIALS HANDLERS**- (MCO Chapter 31, Section 121) It shall be unlawful to operate a flammable and hazardous materials dealer establishment or to use or store flammable or hazardous materials without having first obtained a license therefor, provided that no license shall be required for the storage of less than 1000 gallons of heating oil where the same is used for heating purposes.

Type of Liquid \_\_\_\_\_ Number of Dispensing Pumps \_\_\_\_\_ Number of Storage Tanks or Containers \_\_\_\_\_  
Capacity of Each \_\_\_\_\_ Location of M.S.D.S. (Material Safety Data Sheets) \_\_\_\_\_  
Type of Hazardous Material(s) \_\_\_\_\_  
Amount in Gallons or Pounds \_\_\_\_\_  
Location of M.S.D.S. (Material Safety Data Sheets) \_\_\_\_\_  
Does the occupancy have a "Knox" Box? YES \_\_\_\_\_ NO \_\_\_\_\_ If YES, where is the "Knox" Box located?

\_\_ License is requested for \_\_\_\_\_ Underground Heating Oil Storage Tank Only @ \$50.00/year.  
\_\_ License is requested for \_\_\_\_\_ Underground Tanks 5,000 square feet or less @ \$50.00/year.  
\_\_ License is requested for \_\_\_\_\_ Underground Tanks 5,001 through 20,000 square feet @ \$100.00/year.  
\_\_ License is requested for \_\_\_\_\_ Underground Tanks over 20,000 square feet @ \$250.00/year.

**TOTAL DUE FLAMMABLE/HAZARDOUS MATERIALS** \$ \_\_\_\_\_

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**ARTICLE XVI. LUMBER YARDS AND LUMBER STOREHOUSES**- (MCO Chapter 31, Section 181) No person shall establish, conduct or maintain a lumber yard in the city without first obtaining a license therefor.

License fee for Lumber Yards and Lumber Storehouses @ \$100.00/year. **TOTAL DUE LUMBER YARD** \$ \_\_\_\_\_

**SECTION XVIII. SCAVENGERS** - (MCO Chapter 31, Section 221) It shall be unlawful for any scavenger to engage in scavenging in the City of Elmhurst without first having obtained a license therefor. The number and classification of licenses shall be as follows:

1. Residential scavenger's license which shall permit the collection of garbage, rubbish, brush, any other refuse, or recyclable materials from single-, two-, three- and four-family residence dwellings ("residential locations"). There shall be no more than one such license in force in the city at any time.

2. Commercial scavenger's license which shall permit the collection of garbage, rubbish, brush, any other refuse, or recyclable materials from all but residential locations. The number of such licenses shall be unlimited.

\_\_\_ License requested for Commercial Scavenger @\$500.00/year.

**TOTAL DUE SCAVENGERS \$** \_\_\_\_\_

Original Certificate of Insurance must accompany application.

Surety Bond in the amount of \$10,000 must accompany application. (See Ordinance for Insurance Requirements)

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**ARTICLE III. THEATER LICENSE**

\_\_\_ License is requested for a Theater (motion picture, dramatic or Cabaret) @ \$100.00/year.

**TOTAL DUE THEATER \$** \_\_\_\_\_

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**ARTICLE XXI. COMPREHENSIVE REGULATION OF TOBACCO PRODUCTS** - (Chapter 31, Section 281) For

the purposes of this Article, the following words and phrases shall have the meanings respectively ascribed to them: "Tobacco products" means any substance containing tobacco leaf, including, but not limited to, cigarettes, cigars, pipe tobacco, snuff, chewing tobacco or dipping tobacco. "Vending machine" means any mechanical, electric or electronic, self-service device which, upon insertion of money, tokens or any other form of payment, dispenses tobacco products.

\_\_\_ License requested for Tobacco dealer @ \$50.00/year.

**TOTAL DUE TOBACCO PRODUCTS \$** \_\_\_\_\_

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**ARTICLE XVII. MASSAGE REGULATION** - (Chapter 31, Section 31.190-31.219) for the purposes of this Article, the following words and phrases shall have the meanings respectively ascribed to them: "Massage - the rubbing and kneading of muscles and joints of the body with the hands, especially to relieve tension or pain.

\_\_\_ New owners need to submit background data information and provide a \$600.00 fee for background check fees.

\*A list of all state licensed employees must be provided and all license copies attached.

**TOTAL DUE MASSAGE \$** \_\_\_\_\_

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I swear (or affirm) that I will not violate any of the ordinances of the City of Elmhurst or the laws of the State of Illinois and the United States of America, in the conduct of the place of business described herein and that the statements contained in this application are true and correct to the best of my knowledge and belief.

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

**PLEASE ENCLOSE A CHECK FOR THE TOTAL AMOUNT DUE FOR ALL LICENSES REQUIRED FOR YOUR ESTABLISHMENT. UPON RECEIPT OF YOUR SIGNED APPLICATION AND APPROPRIATE FEE, WE WILL ISSUE YOUR BUSINESS LICENSE(S) AND DECAL. PLEASE MAKE CHECK PAYABLE TO THE CITY OF ELMHURST.**