



Village of Glendale Heights

300 Civic Center Plaza + Glendale Heights, Illinois 60139 + (630) 260-6000 + Attn: Business License

BUSINESS LICENSE RENEWAL NOTICE

TO AVOID PENALTIES, PLEASE PAY ON OR BEFORE THE DUE DATE OF JANUARY 1ST

PLEASE UPDATE PRE-PRINTED DATA OR SUPPLY ANY NEW INFORMATION WHERE APPROPRIATE.
SEND PAYMENT AND THIS FORM BY THE DUE DATE

MAILING ADDRESS:

Renewal Notice

BUSINESS LOCATION	
BUSINESS PHONE:	
EMAIL:	
REFUSE PROVIDER:	
Federal Tax Number:	
BUSINESS OWNER	
NAME:	
ADDRESS:	
CITY STATE, ZIP:	
PHONE:	
EMAIL:	
PROPERTY OWNER	
NAME:	
ADDRESS:	
CITY STATE, ZIP:	
PHONE:	
EMAIL:	
EMERGENCY KEY HOLDERS	
NAME:	
ADDRESS:	
CITY, STATE, ZIP:	
PHONE:	
EMAIL:	
NAME:	
ADDRESS:	
CITY, STATE, ZIP:	
PHONE:	
EMAIL:	

LICENSE TYPES AND FEES		
BUSINESS LICENSE FEE	\$	
ADDITIONAL CHARGES		
*VENDING & TOBACCO CODE # (See Back)	Office Use Only Tag Number	FEE AMOUNT
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
ADDITIONAL CHARGE FEE		\$
PENALTY FEE		\$
TOTAL FEE DUE PLEASE SEE BACK SIDE OF THIS FORM FOR FEE SCHEDULE.		\$
MAIL TO: 300 CIVIC CENTER PLAZA, GLENDALE HEIGHTS, IL 60139		
FOR OFFICE USE ONLY		
DATE RECEIVED		
BUSINESS	\$	LIC. NO.
VENDING	\$	LIC. NO.
TOBACCO	\$	LIC. NO.
ELEVATOR	\$	
TOTAL	\$	
License Account Control No:		
License Information PIN:		
I hereby certify that the statements contained herein are true and correct. I certify that I agree to abide by and comply with all rules, regulations and Ordinances of the Village of Glendale Heights Failure to do so could lead to license revocation and/or fine(s). <input type="checkbox"/> Owner <input type="checkbox"/> Authorized Agent		
Applicants Signature: _____		

BUSINESS LICENSE FEES: BASED ON SQUARE FOOTAGE

AREAS IN SQUARE FEET	FEE
Up to 2,500	\$ 53.00
2,501 - 5,000	\$ 80.00
5,001 - 7,500	\$105.00
7,501 - 10,000	\$130.00
10,001 - 15,000	\$185.00
15,001 - 20,000	\$235.00
20,001 - 30,000	\$290.00
30,001 - 40,000	\$340.00
40,001 - 50,000	\$390.00
50,001 - 75,000	\$445.00
75,001 - 100,000	\$500.00
Over 100,000	\$550.00

Code	VENDING AND LICENSE TYPES	FEE
VEND1	Bulk gum, candy, nuts, etc. (single machine)	\$30.00
VEND2	Bulk gum, candy, novelties, etc. (multiple rack)	\$55.00
VEND3	Snack machines (chips, candy, ice cream, etc.)	\$55.00
VEND4	Beverage machines (soda, juice, coffee, etc.)	\$55.00
VEND 5	Hot or Cold Food Machines	\$70.00
VEND6	Miscellaneous (bowling aids, bowling ball cleaners, copiers, kiddie rides, grab machines, laundry aids, etc.)	\$55.00
VEND7	Juke boxes, video rental machines	\$85.00
VEND9	Coin operated amusement devices and game machines	\$185.00
VEND10	Food Delivery Vehicles (mobile food vendors) per truck	\$135.00
TOB1	Retail Sales of Tobacco	\$200.00
TOB2	Retail Sales of Tobacco with Smoking area	\$500.00
PAWN1	Pawn Broker License	\$1,500.00

LATE FEES

All license renewals **MUST** be filled out in entirety and returned to the Village with the appropriate fees before **January 1st**. Beginning February 1st, late fees will be assessed as follows:

February 1 st	- 25% plus regular License Fee
March 1 st	- 50% plus regular License Fee

If license fee and late fees are not received on or before the 31st of March, the license can be revoked and tickets will be issued.



Dear Business Owner:

BUSINESS LICENSE RENEWAL

Thank you for being a business owner in the Village of Glendale Heights. As we approach the New Year, we are sending out annual renewal notifications including business licenses, which must be renewed by December 31st each year. The business license renewal packet is enclosed for your review and submittal.

- Please review the Business License Renewal Form and complete the following:
 - Review the preprinted information, add any missing information and make any corrections. This information is used for critical communication.
 - Indicate the number and type of vending machines on your property (per the description on the back of the form). Businesses are responsible for including the vending machine license fees with their payment.
 - Indicate if you are selling any tobacco and add the fee if necessary.
 - Sign the Business License Renewal Form in the lower right signature line.
- Please complete the Emergency Key Holder form. (Including e-mail addresses).
- Please complete the Food and Beverage Tax Registration form if applicable.
- Please complete and submit the Entertainment Permit application if applicable.
- Please complete and submit the video gaming license application if applicable. You may submit it with your business license renewal, or wait to submit it prior to the video gaming deadline of January 15th each year. The Business license renewal application must be submitted by December 31st each year, regardless of the video gaming license deadline.

Return the completed Business License Renewal packet and proper fee by December 31st each year to:

**Village of Glendale Heights
Attn: Business Licenses
300 Civic Center Plaza
Glendale Heights, IL 60139**

PLEASE NOTE:

Both the renewal form and payment are required to process your business license renewal.

Do not include your water payment with this renewal.

The Village code prohibits renewing a business license if there is any outstanding debt owed to the Village.

If you have any questions regarding your Business License Renewal notice, please contact Donna Caswick at 630-260-6030.

Sincerely,

Joanne Kalchbrenner

Joanne Kalchbrenner, AICP, MPA
Director of Community Development

Additional Business License Renewal Information

Combined License:

In order to better serve our businesses, the Village of Glendale Heights is providing a combined invoice for the business licenses, and if applicable, other fees such as vending machine fees and tobacco licenses. Video gaming fees and entertainment permit fees are still listed separately. You may return all forms and payments at one time or submit them separately. Businesses that have vending machines are responsible for paying the vending machine license and working with the vending machine company for reimbursement or credit, if applicable.

Submittal Requirements:

Submission must include the following or it will be considered non-compliant, resulting in late fees and fines.

- Signed renewal invoice as corrected.
- Payment or GovPayNow.com receipt of payment if paying online.

Submission Options:

- Mail.
- Email, only after complying with credit card online payment requirements.
- Facsimile, only after complying with the credit card online payment requirements.
- In person at the Community Development counter at Village Hall. *Masks are required in the building.

Payment Options:

- Check, made payable to the "Village of Glendale Heights".
- Cash, in person at the Community Development counter. (Please do not mail cash.)
- Credit card, in person at the Community Development counter. (Note: American Express not accepted.)
- Credit card, online at www.GovPayNow.com.

- Use Pay Location Code (PLC#) **a004we**.
- For the "*Location Control Account #" entry field, use the number displayed on the renewal notice.
- After paying online, a copy of the GovPayNow receipt confirmation must accompany the renewal submission.
- If the completed licensing/renewal packet is not received at Community Development within 14 days after the online transaction, the payment will be rejected and a resubmitted online payment will result in an additional convenience charge.

TOTAL	\$	
License Account Control No:		123456
License Information PIN:		
I hereby certify that the statements contained herein are true and correct. I certify that I agree to abide by and comply with all rules and regulations of the Village of Glendale Heights.		



VISA , MasterCard , Discover , American Express  or Debit  accepted.

Special requirements for email/facsimile submissions:

- Designate the subject line as "(Year) Glendale Heights Business License Renewal".
- Include the address/addresses of the business properties in the body of the email/fax cover.
- Be sure to scan the email submission as a digital portable document format or .pdf file format.
- Arrange the .pdf/fax with the GovPayNow receipt first, followed by the signed renewal invoice page.
- Email the submission to businesslic@glendaleheights.org, or fax submittals to (630) 260-1317.

COVID Information:

The Village of Glendale Heights continues to work with our local businesses during the COVID pandemic. Please check our website at www.GlendaleHeights.org for up to date information about potential grants, loans, DCEO guidelines and other important information about COVID.



ANNUAL KEYHOLDER AND ALARM INFORMATION UPDATE

Return this form with your Business License Application

DATE: _____ CHECK ONE: ☐ NEW REQUEST ☐ REVISION

BUSINESS NAME: _____

BUSINESS ADDRESS: _____

(PLEASE INCLUDE SUITE OR UNIT NUMBER)

BUSINESS PHONE: _____

BUSINESS E-MAIL: _____

AFTER HOURS PHONE: _____

EMERGENCY CONTACTS

1. NAME: _____ PHONE: _____

E-MAIL: _____

2. NAME: _____ PHONE: _____

E-MAIL: _____

3. NAME: _____ PHONE: _____

E-MAIL: _____

ALARM MONITORING COMPANY NAME: _____

ALARM COMPANY PHONE: _____

ALARM TYPE: ☐ BURGLAR ☐ FIRE ☐ HOLD UP

Notify the Police Department of any changes in your alarm system, alarm procedures, or emergency contact persons.

If you have questions, please contact:

Glendale Heights Police Department
Attn.: Connie Marrs
300 Civic Center Plaza
Glendale Heights, IL 60139
Email: connie_marrs@glendaleheights.org
Office: 630-909-5436
Fax: 630-668-2993



Village of Glendale Heights Food and Beverage Tax Registration Form

SECTION A:

Business Name:		
Street Address:		Glendale Heights, IL
Zip Code:	Telephone #:	Fax #:
Contact Email:		

SECTION B:

Owners Name:	Managers Name (if different):
Local Agent Name or Title:	

SECTION C: (if different from above)

Corporate Name:		
Mailing Address:		
City:	State:	Zip Code:
Telephone #:	Fax #:	

SECTION D:

Type of Business (i.e. restaurant, etc.):			
Form of Business:	Sole Proprietorship	Partnership	Corporation
FEIN#:	Illinois Retailer Occupation Tax #:		
Frequency for Filing Illinois ST-1: Monthly Quarterly Semi-Annually Annually			

SECTION E:

I hereby declare that I have examined this registration form, and to the best of my knowledge the information entered on this form is true, correct, and complete.

Signature of Owner or Officer

Title

Date

Printed Name of Owner or Officer

Please return this completed form to:

Village of Glendale Heights, Finance Department – Food
and Beverage Tax, 300 Civic Center Plaza, Glendale
Heights, IL 60139

(version 9/2020)