



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

Empty box for mailing address

BUSINESS LOCATION:

License Account No:

Phone:

Federal Tax Number:

PRINCIPAL'S NAME AND ADDRESS

NAME
ADDRESS
CITY ST & ZIP
PHONE NUMBER

FAX NUMBER
EMAIL ADDRESS:
REFUSE PROVIDER:

CONTACT NAME AND ADDRESS TO MAIL BUSINESS LICENSE IF DIFFERENT THAN BUSINESS LOCATION:

EMERGENCY KEY HOLDERS

NAME
CITY PHONE
NAME
CITY PHONE

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).

Applicants Signature:

Title:

PLEASE SEE BACK SIDE OF THIS FORM FOR FEE SCHEDULE.

Table with columns for License Types and Fees, including Business License Fee, Vending and Amusement License, Tobacco License Fee, and Late Fee. Includes a 'PLEASE REMIT TOTAL FEE DUE' row.

Table for Office Use Only with columns for Date Received, Business, Vending, Tobacco, Late Fee, and Total.

## **BUSINESS LICENSE FEES: BASED ON SQUARE FOOTAGE**

<b>AREAS IN SQUARE FEET</b>	<b>FEE</b>
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

<b>Code</b>	<b>VENDING LICENSE TYPE</b>	<b>FEE</b>
Vend 1	Bulk gum, candy, nuts, etc. (single machine)	\$ 30.00
Vend 2	Bulk gum, candy, novelties, etc. (multiple rack)	\$ 55.00
Vend 3	Snack machines (chips, candy, ice cream, etc.)	\$ 55.00
Vend 4	Beverage machines (soda, juice, coffee, etc.)	\$ 55.00
Vend 5	Hot or Cold Food Machines	\$ 70.00
Vend 6	Miscellaneous (bowling aids, bowling ball cleaners, copiers, kiddie rides, grab machines, laundry aids, etc.)	\$ 55.00
Vend 7	Juke boxes, video rental machines	\$ 85.00
Vend 9	Coin operated amusement devices and game machines	\$185.00
	Food Delivery Vehicles (mobile food vendors) per truck	\$135.00
	Retail Sales of Tobacco	\$200.00
	Retail Sales of Tobacco with Smoking area	\$500.00

### **LATE FEES**

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

February 1 <sup>st</sup>	25% plus regular License Fee
March 1 <sup>st</sup>	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.