



Registration # _____

VILLAGE OF SPRING GROVE

7401 Meyer Road, Spring Grove, IL 60081 Phone: 815-675-2121 Fax: 815-675-6053

APPLICATION FOR BUSINESS REGISTRATION AND RENEWAL

Registration is required annually by January 1 of each year.

Please complete in full and return to the Municipal Centre no later than January 1 in order to have the annual fee, \$25.00, waived.

Section 1: Business Information

Date: _____

Name of Business _____

Doing Business As _____

Business Address _____ Spring Grove, IL 60081

Mailing Address (if different from above) _____

Type of Business _____

Owner is responsible for ensuring that the property is properly zoned to conduct type of business prior to opening business

Business Phone _____ Business Fax _____

Website Address _____ Email Address _____

Number of Employees _____ Hours of Operation _____

Section 2: Owner Information and Landlord Information

Owner Information

Landlord Information – if different from Owner

Name _____ Name _____

Address _____ Address _____

City, State, Zip _____ City, State, Zip _____

Phone _____ Phone _____

Section 3: Emergency Information – Local personnel to be notified in case of an emergency

Contact #1 _____

Name

Home Phone#

Cell Phone #

Contact # 2 _____

Name

Home Phone#

Cell Phone #

Contact # 3 _____

Name

Home Phone#

Cell Phone #

Section 4: Alarm Information (if your business is alarmed)

Agency Monitoring Alarm

Name _____

Address _____

City, State, Zip _____

Phone _____

Description of Alarm (Fire/Burglar) _____

Location of Alarm _____

Signature of Owner or Manager REQUIRED

Print Name and Title



Section 5: Tobacco Dealer: \$100 annual fee

Any person, firm or corporation engaging in the sale at retail of cigars or tobacco in any form, or maintaining a vending device for the sale or distribution of the same shall obtain an annual license.

Business SELLS cigars or tobacco

Business DOES NOT SELL cigars or tobacco

First time applicants for selling tobacco must fill out the Tobacco Dealer Application. You may download a form from the village's website, www.springgrovevillage.com

Section 6: Coin Operated Machines: \$50 annual fee per machine

	Devis Description	IL License #	Spring Grove Tag #
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

First time applicants for Coin Operated Machines must fill out the Coin Operated Amusement Device Application. You may download a form from the village's website, www.springgrovevillage.com

Section 7: Hazardous/Flammable Material

List all hazardous and flammable material stored on the premises of your business

FOR OFFICE USE ONLY

Date Application Received: _____

Application Fee Received:

Business Registration	\$
Tobacco Dealer:	\$
Coin Operated Devices:	\$