



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 who are key holders and available 24 hours in case of 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](http://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](http://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: \$