



VILLAGE OF RIVERDALE
157 W. 144TH ST.
RIVERDALE, IL. 60827
708-841-2200 FAX 708-841-7587

BUSINESS LICENSE APPLICATION

_____ **New** \$ _____
 _____ **Renewal** \$ _____

YOUR CERTIFICATE OF INSURANCE MUST BE RETURNED WITH YOUR BUSINESS LICENSE APPLICATION.

BUSINESS LICENSE FEES ARE BASED ON SQUARE FOOTAGE
NO BUSINESS MAY OPEN UNTIL FEES ARE PAID AND LICENSE IS ISSUED.

All applicants for a business license or renewal in the Village of Riverdale shall be required to comply with current zoning, building, electrical, plumbing, fire and health codes.

A PERMIT IS REQUIRED for any construction and/or building renovation work. **ALL PERMITS MUST BE ISSUED BEFORE THE START OF ANY WORK.** Permit applications are available at Village Hall, 157 W. 144th Street.

PERSONS WORKING WITHOUT THE APPROPRIATE PERMITS WILL BE SUBJECT TO DOUBLE PERMIT FEES.

(PRINT OR TYPE)

BUSINESS NAME _____ **BUSINESS PHONE** _____

BUSINESS ADDRESS _____ / _____ / _____

FAX # _____ **EMER. PHONE** _____ **CELL PHONE** _____ **EMAIL** _____ **CITY/STATE** _____ **ZIP** _____

IBT# _____ **HOURS OF OPERATION:** _____

NO. OF EMPLOYEES _____ **NO. OF SQ. FT FOR BUSINESS AND/OR STORAGE** _____

Knox Box: **Yes** **No (No License issued without Knox Box)**

TYPE OF BUSINESS (explain in detail) _____

BUSINESS INFORMATION: () PROPRIETORSHIP () PARTNERSHIP () CORPORATION

BUSINESS OWNER INFORMATION:

NAME (PRINT) _____ **TITLE** _____ **SOC. SEC.#** _____

HOME ADDRESS _____ **CITY/STATE/ZIP** _____

PHONE _____ **CELL** _____ **DRIVERS LICENSE/STATE ID #** _____ **STATE** _____

NAME (PRINT) _____ **TITLE** _____ **SOC. SEC.#** _____

HOME ADDRESS _____ **CITY/STATE/ZIP** _____

PHONE _____ **CELL** _____ **DRIVERS LICENSE/STATE ID #** _____ **STATE** _____

****Use separate sheet for additional officer/owner information****

MANAGER INFORMATION:

NAME (PRINT) _____ **TITLE** _____ **SOC. SEC.#** _____

HOME ADDRESS _____ **CITY/STATE/ZIP** _____

PHONE _____ **CELL** _____ **EMAIL** _____ **DL/STATE ID #** _____ **STATE** _____

BUILDING OWNER INFORMATION:

NAME (PRINT) _____

HOME ADDRESS _____ **CITY/STATE/ZIP** _____

PHONE _____ **CELL** _____ **EMAIL** _____ **EMER. PHONE** _____

EMAIL _____ **SOC. SEC.#** _____ **DL/STATE ID** _____

BUSINESS NAME (if applicable): _____ **REAL ESTATE PIN #** _____

CHECK ALL THAT APPLY TO YOUR BUSINESS

- | | | |
|---|--|---|
| <input type="checkbox"/> Dry Cleaning | No. of Units: _____ | <input type="checkbox"/> Outdoor Storage # of Sq. Ft. |
| <input type="checkbox"/> Service Station | No. of Pumps: _____ | <input type="checkbox"/> Processor/Recycler |
| <input type="checkbox"/> Beauty/Barber Shop | No. of Chairs: _____ | <input type="checkbox"/> Cigarette/Tobacco Dealer |
| State License required to accompany application | | |
| <input type="checkbox"/> Food Service Restaurant | <input type="checkbox"/> Packaged Food | <input type="checkbox"/> Candy/Snacks |
| <input type="checkbox"/> Group Home/Transitional Living - State Lic. Req. | | <input type="checkbox"/> Prepared Foods |

Separate Applications must be submitted for the following:

- | | | | | |
|--|-----------------------------------|-------------------------------------|---------------------------------------|-----------------------------------|
| <input type="checkbox"/> Daycare (Must provide current DCFS License) | <input type="checkbox"/> Vending | <input type="checkbox"/> Cigarette | <input type="checkbox"/> Copy Machine | <input type="checkbox"/> Other |
| <input type="checkbox"/> Liquor Sales Class | | | | |
| <input type="checkbox"/> Amusement Device | <input type="checkbox"/> Manual | <input type="checkbox"/> Electronic | <input type="checkbox"/> Pool Table | <input type="checkbox"/> Juke Box |
| <input type="checkbox"/> Signs | <input type="checkbox"/> Electric | | | |

Additional application forms required for Home Occupations, Public Phone, Peddlers/Solicitors, Scavengers, Hand Bill Distributions (Over)

*****INCOMPLETE APPLICATIONS WILL BE RETURNED TO APPLICANT*****

The Village of Riverdale has adopted the following codes for all permits whether a licensed and bonded contractor or the individual building owner performs the work. Actual blueprints may be required when applying for permits.

1. International Building Code, 2006 Edition
2. International Residential Code, 2006 Edition
3. The NFPA Life Safety Code 101, 2000 Edition
4. National Electrical Code, 2005 Edition
5. Illinois Plumbing Code, 2004 Edition
6. International Mechanical Code, 2006 Edition
7. International Fire Code, 2006 Edition
8. NFPA Codes and Standards
9. International Property Maintenance Code, 2006 Edition
10. International Energy Code, 2006 Edition
11. The CABO/ANSI Standards for Accessible & Usable Buildings & Facilities, 1991 Edition
12. The Illinois Accessibility Code, 1997 Edition

I understand that these codes are to be followed for all work done under a current Village of Riverdale Permit. I further understand that no business shall be conducted until a business license is issued and compliance with all applicable Village regulations is met.

I UNDERSTAND THE ISSUANCE OF THIS LICENSE IS CONDITIONED UPON COMPLIANCE WITH ALL VILLAGE ORDINANCES/INSPECTIONS.

NO BUSINESS MAY OPEN UNTIL FEES ARE PAID AND LICENSE IS ISSUED.

SIGNATURE OF BUSINESS OWNER _____

DATE _____

GENERAL INFORMATION - FEES FOR BUSINESS LICENSES (This list is not all-inclusive. If your business is not listed, you may call Village Hall for more information, or check the Village Municipal Code (www.villageofriverdale.org))

General Business	\$100 for first 2000 sq. ft., plus \$25 for each add'l 1000 sq. ft.
Food Permit (not Restaurant or Grocery store)	General Business rate plus \$100
Dry Cleaners, Beauty/Barber Shops	\$100 flat fee
Service Stations	\$125 for up to 5 pumps, \$25 for each pump more than 5
Cigarette/Tobacco Dealer	\$125
Processor/Recycler	\$800
Lumberyard	\$100 for first 2000 sq.ft., +\$25 for add'l 1000 sq.ft (max \$500 fee)
Truck Terminal	\$400
Outdoor Storage	\$500 plus \$.04 per sq.ft over 10,000 sq.ft.

Other Fees (Separate Application Forms to be Submitted)

Liquor	Fee based on Classification with approval of Liquor Commissioner
Amusement Tags	\$200-Electronic/Video Machines; \$75-Mechanical Devices
Cigarette Machine	\$100
Vending Machine (Food/Snack)	\$30 (up to three coin slots), \$10 for each additional coin slot
All other Vending Machines (including Copy Machines)	\$15 per coin slot
Outdoor Pay Telephones	\$100 (Subject to Zoning Regulations)
Signs	Subject to size and permit regulations

FOR OFFICE USE ONLY

Date sent to B/Z _____ Initials _____ Date Lic. Issued _____ Initials _____ E-Com _____ Initials _____

Date of approval:

ZONING _____ PLUMBING _____ BUILDING _____ ELECTRICAL _____ HEALTH _____

Date of final approval _____ Initials _____