

**VILLAGE OF RIVER FOREST
BUSINESS REGISTRATION and LICENSE FORM**

FY: 09/10

State License #:

I. GENERAL INFORMATION

Name of Business: _____

Address: _____

Telephone No: _____ Fax No: _____ City _____ Zip _____

Manager Information:

Name	Address	City	Zip
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Type of Business: _____

Applicant Information (Corporate):

Name	Address	City	Zip	Phone#
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If this business is organized as a partnership, please list the name and address of all partners in the space provided below.

<u>Name</u>	<u>Address</u>

If this business is organized as a corporation, please list the name and address of the president, secretary and registered agent in the space provided below:

<u>Name</u>	<u>Address</u>
President: _____	_____
Secretary: _____	_____
Registered Agent: _____	_____

II. EMERGENCY CONTACTS *(In desired order of contact).*

Name	Name	Name
Address City	Address City	Address City
Telephone	Telephone	Telephone
If this business maintains an alarm system offering notification for burglary, entry, robbery or fire, please contact the River Forest Police Department at 366-7125 to assure your alarm information is on file and current.		

III. REGISTRATION FEE - A fee of \$10.00 is required of all businesses, including home occupations located and/or licensed in River Forest except contractors. This fee will help cover the cost of maintaining and annually updating a business data base file.

IV. BUSINESS LICENSE FEES - Except as may be exempted by state law or Village ordinance, all parties conducting business within the Village are required to be licensed and pay the annual fees listed below. All license fees shall be paid where two or more businesses or occupations are combined. Please check all categories that apply and complete the calculation of total fees on the bottom of the form. All checks should be made payable to the Village of River Forest.

- Amusement Events \$25
- Animal Care, Grooming Services and/or Sales \$125
- Child Day Care Centers* \$275
- Child Day Care Homes \$25
- Financial Institutions \$100
- Food/Drug Establishments - Retail
 - Under 3,000 square feet \$125
 - 3,000 - 10,000 square feet \$175
 - 10,001 or greater square feet \$225
- Food Service Establishments - (Restaurants/Delis)*
 - Low risk \$95
 - Medium risk \$150
 - High risk \$225
- There shall be an additional fee of \$25 for any food service establishments that have outdoor seating plus 50 cents per square foot of public sidewalk space used (if applicable).
- Food Establishments - Temporary/Mobile \$125
- Manufacturing Operations \$25
- Peddlers (Transient Merchant or Itinerant Vendor) \$75
- Recreational Establishments \$25
- Retail Sales and/or Service Establishments (non-food/drug) \$50
- Taxi Cabs/Livery Operations \$500
- Vending Machine Operations (per machine) \$30

Any other commercial establishments, businesses or activities (except contractors and those exempt by operation of state law) not specifically enumerated herein shall be categorized as **Retail Sales and/or Service Establishments (non-food/drug)**.

****If a public institution directly provides either child day care centers or serves food through its own employees, it shall be exempt from paying any fees hereunder; however, if it uses third party providers, it shall not be exempt.***

Please make your check payable to the "Village of River Forest" and send to:
 Village of River Forest, Business License Application, 400 Park Avenue, River Forest, IL 60305

REGISTRATION FEE	\$	10.00
REQUIRED LICENSE FEE (S)	\$	
TOTAL AMOUNT DUE VILLAGE OF RIVER FOREST	\$	

Signature of Applicant _____ Date _____