



**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:

**Renewal Notice**

<b>BUSINESS LOCATION</b>
BUSINESS PHONE:
EMAIL:
REFUSE PROVIDER:
<b>Federal Tax Number:</b>
<b>BUSINESS OWNER</b>
NAME:
ADDRESS:
CITY STATE, ZIP:
PHONE:
EMAIL:
<b>PROPERTY OWNER</b>
NAME:
ADDRESS:
CITY STATE, ZIP:
PHONE:
EMAIL:
<b>EMERGENCY KEY HOLDERS</b>
NAME:
ADDRESS:
CITY, STATE, ZIP:
PHONE:
EMAIL:
NAME:
ADDRESS:
CITY, STATE, ZIP:
PHONE:
EMAIL:

LICENSE TYPES AND FEES		
<b>BUSINESS LICENSE FEE</b>	\$	
ADDITIONAL CHARGES		
*VENDING & TOBACCO CODE # (See Back)	Office Use Only Tag Number	FEE AMOUNT
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
<b>ADDITIONAL CHARGE FEE</b>		\$
<b>PENALTY FEE</b>		\$
<b>TOTAL FEE DUE</b> PLEASE SEE BACK SIDE OF THIS FORM FOR FEE SCHEDULE.		\$
<b>MAIL TO: 300 CIVIC CENTER PLAZA, GLENDALE HEIGHTS, IL 60139</b>		
FOR OFFICE USE ONLY		
<b>DATE RECEIVED</b>		
BUSINESS	\$	LIC. NO.
VENDING	\$	LIC. NO.
TOBACCO	\$	LIC. NO.
ELEVATOR	\$	
TOTAL	\$	
<b>License Account Control No:</b>		
<b>License Information PIN:</b>		
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). <input type="checkbox"/> Owner <input type="checkbox"/> Authorized Agent		
Applicants Signature: _____		

## **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 AND LICENSE TYPES</b>	<b>FEE</b>
VEND1	Bulk gum, candy, nuts, etc. (single machine)	\$30.00
VEND2	Bulk gum, candy, novelties, etc. (multiple rack)	\$55.00
VEND3	Snack machines (chips, candy, ice cream, etc.)	\$55.00
VEND4	Beverage machines (soda, juice, coffee, etc.)	\$55.00
VEND 5	Hot or Cold Food Machines	\$70.00
VEND6	Miscellaneous (bowling aids, bowling ball cleaners, copiers, kiddie rides, grab machines, laundry aids, etc.)	\$55.00
VEND7	Juke boxes, video rental machines	\$85.00
VEND9	Coin operated amusement devices and game machines	\$185.00
VEND10	Food Delivery Vehicles (mobile food vendors) per truck	\$135.00
TOB1	Retail Sales of Tobacco	\$200.00
TOB2	Retail Sales of Tobacco with Smoking area	\$500.00
PAWN1	Pawn Broker License	\$1,500.00

### **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 31<sup>st</sup> of March, the license can be revoked and tickets will be issued.



**A PROUD & PROGRESSIVE  
VILLAGE FOR ALL PEOPLE**

## Department of Community Development

300 Civic Center Plaza, Glendale Heights, Illinois 60139

Main: 630-260-6030, FAX: 630-260-1317

[www.glendaleheights.org](http://www.glendaleheights.org)

Dear Business Owner:

### **RE: BUSINESS LICENSE RENEWAL**

Thank you for being a business owner in the Village of Glendale Heights. As we approach the New Year, we are sending out annual renewal notifications including business licenses, which must be renewed by December 31<sup>st</sup> each year. The business license renewal packet is enclosed for your review and submittal. Ensure all requirements completed, forms filled appropriately and returned as specified to avoid enforcement resulting in additional fines and fees. *The following checklist is provided to assist you in complying fully with the renewal process.*

1. Review the full Business License Renewal packet completing all applicable requirements.
  - Review the preprinted information, add any missing information and make any corrections. Email addresses in a legibly printed or typed format are required. This information is used for critical communication.
  - Indicate the number and type of vending machines on your property (per the description on the back of the form). Businesses are responsible for including the vending machine license fees with their payment.
  - If elevators, escalators, platforms lifts, dumbwaiters and/or stairway chair lifts are present at your business, ensure the number of such conveyances is included for feeing annual Certificate of Inspection requirements.
  - Indicate if you are selling any tobacco and add the fee if necessary.
  - Sign the Business License Renewal Form in the lower right signature line.
  
2. You must complete and return:
  - The Emergency Key Holder form. This is essential to assist Police and Fire services in the event of an emergency. (Include e-mail addresses).
  - The Food and Beverage Tax Registration form, when applicable.
  - The Entertainment Permit Application, when applicable.
  - The Video Gaming License Application when applicable. This application must be complete and submitted with the required documents listed on the form. The \$500.00 per terminal fee is due with the application.

Return the completed Business License Renewal packet, all supporting documents and proper fee by December 31<sup>st</sup> each year to:

**Village of Glendale Heights  
Attn: Business Licenses  
300 Civic Center Plaza  
Glendale Heights, IL 60139**

**PLEASE NOTE:**

Both the renewal form and payment are required to process your business license renewal. **Do not include your water payment with this renewal.** The Village code prohibits renewing a business license if there is any outstanding debt owed to the Village. All permits and code enforcement cases should be resolved at this time as well.

If you have any questions regarding your Business License Renewal notice, please contact Donna Caswick at 630-260-6030.

Sincerely,

*Mike Todorovic*

Mike Todorovic  
Director of Community Development

## Additional Business License Renewal Information

### Combined License:

In order to better serve our businesses, the Village of Glendale Heights is providing a combined invoice for the business licenses, and if applicable, other fees such as vending machine fees and tobacco licenses. Video gaming fees and entertainment permit fees are still listed separately. You may return all forms and payments at one time or submit them separately. Businesses that have vending machines are responsible for paying the vending machine license and working with the vending machine company for reimbursement or credit, if applicable.

### Submittal Requirements:

Submission must include the following or it will be considered non-compliant, resulting in late fees and fines.


- Signed renewal invoice as corrected.
- Payment or GovPayNow.com receipt of payment if paying online.

### Submission Options:

- Mail.
- Email, only after complying with credit card online payment requirements.
- Facsimile, only after complying with the credit card online payment requirements.
- In person at the Community Development counter at Village Hall. \*Masks are required in the building.

### Payment Options:

- Check, made payable to the "Village of Glendale Heights".
- Cash, in person at the Community Development counter. (Please do not mail cash.)
- Credit card, in person at the Community Development counter. (Note: American Express not accepted.)
- Credit card, online at [www.GovPayNow.com](http://www.GovPayNow.com).

- Use Pay Location Code (PLC#) **a004we**.
- For the "\*Location Control Account #" entry field, use the number displayed on the renewal notice. 
- After paying online, a copy of the GovPayNow receipt confirmation must accompany the renewal submission.
- If the completed licensing/renewal packet is not received at Community Development within 14 days after the online transaction, the payment will be rejected and a resubmitted online payment will result in an additional convenience charge.

TOTAL	\$	
License Account Control No:		123456
License Information PIN:		
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 and regulations of the Village of Glendale Heights.		



VISA , MasterCard , Discover , American Express  or Debit  accepted.

### Special requirements for email/facsimile submissions:

- Designate the subject line as "(Year) Glendale Heights Business License Renewal".
- Include the address/addresses of the business properties in the body of the email/fax cover.
- Be sure to scan the email submission as a digital portable document format or .pdf file format.
- Arrange the .pdf/fax with the GovPayNow receipt first, followed by the signed renewal invoice page.
- Email the submission to [businesslic@glendaleheights.org](mailto:businesslic@glendaleheights.org), or fax submittals to (630) 260-1317.

### COVID Information:

The Village of Glendale Heights continues to work with our local businesses during the COVID pandemic. Please check our website at [www.GlendaleHeights.org](http://www.GlendaleHeights.org) for up to date information about potential grants, loans, DCEO guidelines and other important information about COVID.



## ANNUAL KEYHOLDER AND ALARM INFORMATION UPDATE

Return this form with your Business License Application

DATE: \_\_\_\_\_ CHECK ONE:  NEW REQUEST  REVISION

BUSINESS NAME: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

(PLEASE INCLUDE SUITE OR UNIT NUMBER)

BUSINESS PHONE: \_\_\_\_\_

BUSINESS E-MAIL: \_\_\_\_\_

AFTER HOURS PHONE: \_\_\_\_\_

### EMERGENCY CONTACTS

1. NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

2. NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

3. NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

ALARM MONITORING COMPANY NAME: \_\_\_\_\_

ALARM COMPANY PHONE: \_\_\_\_\_

ALARM TYPE:  BURGLAR  FIRE  HOLD UP

Notify the Police Department of any changes in your alarm system, alarm procedures, or emergency contact persons.

If you have questions, please contact:

Glendale Heights Police Department  
Attn.: Connie Marrs  
300 Civic Center Plaza  
Glendale Heights, IL 60139  
Email: [connie\\_marrs@glendaleheights.org](mailto:connie_marrs@glendaleheights.org)  
Office: 630-909-5436  
Fax: 630-668-2993



## Village of Glendale Heights Food and Beverage Tax Registration Form

### SECTION A:

Business Name:		
Street Address:		Glendale Heights, IL
Zip Code:	Telephone #:	Fax #:
Contact Email:		

### SECTION B:

Owners Name:	Managers Name (if different):
Local Agent Name or Title:	

### SECTION C: (if different from above)

Corporate Name:		
Mailing Address:		
City:	State:	Zip Code:
Telephone #:	Fax #:	

### SECTION D:

Type of Business (i.e. restaurant, etc.):		
Form of Business:	Sole Proprietorship _____	Partnership _____ Corporation _____
FEIN#:	Illinois Retailer Occupation Tax #:	
Frequency for Filing Illinois ST-1: Monthly _____ Quarterly _____ Semi-Annually _____ Annually _____		

### SECTION E:

I hereby declare that I have examined this registration form, and to the best of my knowledge the information entered on this form is true, correct, and complete.

\_\_\_\_\_  
Signature of Owner or Officer

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Owner or Officer

Please return this completed form to:

Village of Glendale Heights, Finance Department – Food  
and Beverage Tax, 300 Civic Center Plaza, Glendale  
Heights, IL 60139

(version 9/2020)