



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

BUSINESS LICENSE APPLICATION

_____ New \$ _____
 _____ Renewal \$ _____

****ANNUAL RENEWAL DATE BY APRIL 30TH ALL FEES DOUBLE ON MAY 1ST NO PRORATION BEFORE DEC 1ST**
ALL BUSINESSES MUST PROVIDE PROOF OF INSURANCE. 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 Inspectional Services 725 W. 138th St.
****PERSONS WORKING WITHOUT THE APPROPRIATE PERMITS WILL BE SUBJECT TO DOUBLE PERMIT FEES.****
IF REFERRING TO A PARTNERSHIP, CORPORATION, OR LLC PLEASE STATE FULL LEGAL NAME; FOR EXAMPLE, "ABC CORPORATION LLC"

APPLICANT/LICENSE HOLDER NAME: _____

BUSINESS NAME: _____ BUSINESS PHONE NUMBER: () _____

BUSINESS ADDRESS: _____

PROPERTY PIN #: _____

HOURS OF OPERATION: _____ NUMBER OF EMPLOYEES: _____

TYPE OF BUSINESS (explain in detail): _____

SQUARE FOOTAGE OF BUSINESS AND/OR STORAGE: _____

KNOX BOX AT LOCATION (required for license): Yes _____ No _____

PROOF OF INSURANCE (required for license): Yes _____ No _____ (Attach to this Application)

BUSINESS LICENSE APPLICANT INFORMATION

BUSINESS ENTITY TYPE (Circle one): Sole Proprietorship _____ Partnership _____ Corporation _____ LLC _____

Full Legal Name _____

Name that business will operate under _____

Address _____ City/State/Zip _____

Phone _____ Email _____

SOLE PROPRIETORSHIP OWNER INFORMATION:

Full Name (print) _____ Home Address _____

City/State/Zip _____ Phone _____ Email _____

PARTNERSHIP INFORMATION (for each partner provide the following):

Full Name (print) _____ Home Address _____

City/State/Zip _____ Phone _____ Email _____

Full Name (print) _____ Home Address _____

City/State/Zip _____ Phone _____ Email _____

CORPORATION/LLC INFORMATION (for each officer or member provide the following):

Full Name (print) _____ Home Address _____
City/State/Zip _____ Phone _____ Email _____

Full Name (print) _____ Home Address _____
City/State/Zip _____ Phone _____ Email _____

Full Name (print) _____ Home Address _____
City/State/Zip _____ Phone _____ Email _____

Full Name (print) _____ Home Address _____
City/State/Zip _____ Phone _____ Email _____

MANAGER INFORMATION (if daily operations not run by person identified above):

Full Name (print) _____ Home Address _____
City/State/Zip _____ Phone _____ Email _____

PROPERTY OWNER INFORMATION:

Full Name (print) _____ Home Address _____
City/State/Zip _____ Phone _____ Email _____

CHECK ALL THAT MAY APPLY TO YOUR BUSINESS AND PROVIDE REQUESTED INFORMATION:

- _____ Dry Cleaning, No. of Units: _____
- _____ Outdoor Storage, No. of Sq. Ft. _____
- _____ Service Station, No. of Pumps: _____
- _____ Processor/Recycler
- _____ Beauty/Barber Shop, No. of Chairs _____ **State License required to accompany application**
- _____ Cigarette/Tobacco Dealer
- _____ Food Service Restaurant
- _____ Packaged Food
- _____ Candy/Snacks
- _____ Prepared Foods
- _____ Group Home/Transitional Living - **State License required to accompany application**
- _____ Cannabis Distribution - **State License required to accompany application**
- _____ Cannabis Cultivation - **State License required to accompany application**

Additional Applications must be submitted for the following (please ask the Village Clerk for the additional application):

- Daycare (Must provide current DCFS License)
- Vending
- Cigarette
- Copy Machine
- Liquor Sales
- Amusement Device (check which applies) _____ Manual _____ Electronic _____ Pool Table _____ Juke Box _____
- Signs- Electric: Yes _____ No _____
- Home Occupations
- Liquor License
- Peddlers/Solicitors
- Scavengers
- Hand Bill Distributions

THE FOLLOWING DOCUMENTS MUST BE SUBMITTED WITH YOUR APPLICATION:

(checklist for Village Clerk use only)

- _____ Proof that applicant/business is in good standing with the State of Illinois (for Corporations, LLCs, and Partnerships)
- _____ Articles of Incorporation (if applicable)
- _____ Articles of Organization (if applicable)
- _____ Partnership Agreement (if applicable)
- _____ Lease (for landlord/building owner, if applicable)
- _____ Lease (for renter, if applicable)
- _____ Proof of Insurance

*****INCOMPLETE APPLICATIONS WILL BE RETURNED TO APPLICANT***
AND NO BUSINESS LICENSE WILL BE ISSUED**

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 or Authorized Agent: _____

Title: _____

Date: _____

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

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- General Business: \$110 for first 2000 sq. ft., plus \$28 for each add'l 1000 sq. ft.

- Food Permit (not Restaurant or Grocery store): General Business rate plus \$110
- Dry Cleaners: \$220
- Beauty/Barber Shops: \$100 flat fee
- Service Stations: \$150 for the first pump, \$30 for each addt'l pump
- Cigarette/Tobacco Dealer: \$138
- Processor/Recycler: \$800
- Lumberyard: \$110 for first 2000 sq.ft., +\$28 for addt'l 1000 sq.ft (max \$500 fee)
- Truck Terminal: \$400
- Outdoor Storage: \$500 plus \$.04 per sq.ft over 10,000 sq.ft.
- Health Inspection: \$100
- Liquor: Fee based on Classification with approval of Liquor Commissioner
- Signs: \$50
- Amusement Tags: \$220-Electronic/Video Machines; \$83-Mechanical Devices
- Cigarette Machine: \$110
- Vending Machine (Food/Snack): \$33 up to three coin slots
- All other Vending Machines (including Copy Machines): \$17 per coin slot

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 _____