



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

FY: 2017/18

I. GENERAL INFORMATION

State License #:

Renewal New Application

Name of Business: _____

Address: _____

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

Website: _____

Owner/Manager Information:

Name: _____ Address: _____

City: _____ Zip: _____ Telephone: _____

E-mail: _____ @ _____

Date Established: _____

Type of Business: _____

Applicant Information (Corporate):

Name: _____

Address: _____

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

Contact: _____

Is this the primary mailing address for correspondence? Yes No

If this business is organized as a partnership or corporation, please list the name and address of all partners in the space provided below.

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

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

Name	Name	Name
Address City	Address City	Address City
Telephone	Telephone	Telephone

Village Smart Phone Application

The Village has released a Smart Phone App for iPhone and Android devices. The App lists each business in River Forest and allows you to add a summary of your business, website, contact information, and logo. To add any of this information, please email Lisa Scheiner, Assistant Village Administrator, at lscheiner@vrf.us.

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 ensure your alarm information is on file and current.

III. REGISTRATION FEE - A fee of \$25.00 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.

- Amusements and Amusement Events - \$25
- Animal Care, Grooming Services and/or Sales - \$125
- Child Day Care Centers* - \$275
- Child Day Care Homes - \$10
- Financial Institutions - \$100
- Food/Drug Establishments – Retail:
 - Under 3,000 square feet - \$125
 - 3,001 - 10,000 square feet - \$175
 - 10,001 square feet or greater - \$225
- Food Establishments - Temporary/Mobile - \$125
- 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).

- 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 Operators (per machine) - \$30
- Veterinary Hospitals - \$125
- Other – all other commercial establishments, business or activities, except contractors and those exempt by operation of state law, not specifically enumerated herein or in another section - \$25

*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	\$ 25.00
REQUIRED LICENSE FEE (S)	\$
TOTAL AMOUNT DUE VILLAGE OF RIVER FOREST	\$

Signature of Applicant _____ Date _____