



Village of Island Lake

Building Department

3720 Greenleaf Avenue, Island Lake, IL 60042

847-526-8764 • fax: 847-526-1534 • www.villageofislandlake.com

New Business Registration Guidelines

Let the Village of Island Lake know your intention to open a new business and update us on your progress in fulfilling requirements.

- Review Business Regulation ordinances in Title 3, Chapter 12 ([Ordinances / Resolutions | Village of Island Lake](#)).
- Obtain required State and County licenses.
- Obtain building permit where applicable for remodeling including electrical and plumbing. Schedule required code inspections with the Village building official.
- Village building inspections, electrical inspections and plumbing inspections must be done and passed before opening.
- Schedule Wauconda Fire District inspections, 847-526-2821.
- Submit Business Registration form ([Forms | Village of Island Lake](#)) and registration fee as soon as requirements are met. (Registration must be done annually; renewal notice will sent by the Village.)
- A Certificate of Occupancy will be issued by the Village when all requirements are met and fee is paid.



Business Registration Application

Village of Island Lake 3720 Greenleaf Ave. Island Lake, IL 60042

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Date _____ 20____

New ___ Renewal ___ Change of owner ___ (Check one.)

Business Name _____ Phone _____ Email _____

Business Address _____ Number of Employees _____

Business Phone # _____ Business Fax # _____

Type of Business: Individual ___ Partnership ___ Corporation ___ Other (list type): _____

Describe business activity _____

Days/Hours of Operation: Mon _____ Tues _____ Wed _____ Thurs _____ Fri _____ Sat _____ Sun _____

Fire Alarm ___ Security system ___ Name/Phone number of alarm company _____

Business Owner contact & other information:

Name _____ cell phone _____ Email _____

Home Address _____ City _____ State _____ Zip _____

Is owner actively involved and present at business? Yes ___ No ___ If yes, describe involvement: _____

List All Emergency Contacts Information in Priority order (use other side of this application if necessary)

Key holder #1 _____ Cell Phone _____ Email _____

Home Address _____ City _____ State _____ Zip _____

Key holder #2 _____ Cell Phone _____ Email _____

Home Address _____ City _____ State _____ Zip _____

Property Owner/Landlord Contact Information:

Name _____ Cell Phone _____ Email _____

Home Address _____ City _____ State _____ Zip _____

Attach all required State and County licenses held by Business Owner, Business Manager and Employees. The undersigned hereby applies to the Village of Island Lake, Illinois for Business Registration. I have read and completed this application, fully understand its intent and declare that the statements made are true. I understand that incomplete applications or applications containing false information will not be approved.

Owner Signature _____ Print Name _____ Date _____ 20____

Office Use Only

Date Received _____ Payment received _____

Fire District Only: New ___ Revisited ___ Entered ___ Emailed to Dispatch ___

Alarm Position Number _____

CHAPTER 12

REGISTRATION OF BUSINESSES

3-12-1 PURPOSE

- A. It is the purpose of this chapter to provide sufficient information relative to business establishments within the Village to provide better life, health, safety and security services to business establishments, as well as provide a means to facilitate communication between the Village and owners of business establishments.
- B. For the purposes of this Chapter, a "Business Establishment" is any individual, corporation, association, partnership, or any other legal Entity that is engaged in the sale of taxable goods or services within the Village.

3-12-2 REGISTRATION REQUIRED

- A. It shall be unlawful for any person to operate a business establishment in the Village without obtaining and maintaining in force a registration certificate in accordance with the provisions of this chapter. Registration certificates issued by the Village will expire on December 31 of each year.
- B. All owners of Business Establishments shall on or before January 1 of each calendar year ("Due Date") apply for a registration certificate form provided by the Village. The registration form shall include the following information:
 - 1. Name, location, and phone number of the Business Establishment.
 - 2. Owner's address and emergency telephone number
 - 3. Nature of Business Establishment
 - 4. Hours of operation of Business Establishment
 - 5. Federal employment identification number or Social Security number.
 - 6. Nature of security system, if any, and name and telephone number of company providing the security service.
 - 7. Number of employees of the Business Establishment
 - 8. Form of ownership of the Business Establishment; i.e. individual, Partnership, corporation or other.
 - 9. Name, address and telephone number of the lessor, if applicable.

3-12-2 [RESERVED]

3-12-4 INSPECTION

Upon receipt of the registration forms and/or payment of required fee from the owner of a Business Establishment, the Village may inspect the Business Establishment for compliance with the applicable provisions of the Village Code. After issuance of a registration certificate, the Village may inspect the Business Establishment as often as it deems necessary to confirm that the premises is in conformity with the applicable provisions of the Village Code. The Village may deny issuance of a registration certificate

or revoke as existing certificate if the premises are not in compliance with the applicable provisions of the Village Code.

3-12-5 VIOLATIONS

Any person violating any provision of this chapter shall, upon conviction, be fined a sum not less than \$100 nor more than \$500 for each offense. A separate offense shall be deemed to have been committed on each day in which a violation occurs or continues.