



www.villageofislandlake.com

Village of Island Lake

Department of Building • Zoning • Code Compliance

3720 Greenleaf Avenue Island Lake, Illinois, 60042

Phone: 847-526-8764 Fax: 847-526-1534

Charles R. Amrich

Mayor

New Business Registration Guidelines

Let the village of Island Lake know your intention to open a business & update us as to your progress in fulfilling requirements

- Copy of business registration form may be obtained from village website villageofislandlake.com
- Copy of business regulations ordinance may be found on village website under Title 3 Chapter 12
- Obtain necessary information & apply for required county & State licenses
- Contact Wauconda Fire Department as to their requirements for businesses
- Submit Business Registration form to village as soon as requirements have been met
- Business registration is \$50 initially & \$50 thereafter by January 1 of each year.
- Call to set up village business inspection at 847-526-8764

Call village hall 847-526-8764 X 7857 if you have any questions

Village of Island Lake Ordinance

Title 3

BUSINESS REGULATIONS

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 enable 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 the 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 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 on 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 the Business Establishment.
 - 4. Hours of operation of the Business Establishment.
 - 5. Federal employment identification number or Social Security number.
 - 6. Nature of security system, if any, and the name and telephone number of the company providing the security service.
 - 7. Number of employees of the Business Establishment.
 - 8. Form of ownership of the Business Establishment; e.g., individual, partnership, corporation or other.
 - 9. Name, address and telephone number of the lessor, if applicable.

3-12-3 FEES

The fee for a Business Registration certificate and each annual renewal thereof shall be Fifty Dollars (\$50.00) with no proration.

3-12-4 INSPECTION

Upon receipt of the registration forms and/or payment of any 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 a 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 an 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 provisions of this chapter shall, upon conviction, be fined a sum of 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.



A community of friendly people

Business Registration Application

Village of Island Lake • 3720 Greenleaf • Island Lake, Illinois 60042

Date _____ 20____ Registration request: New Renewal Change of: Owner Business Name

Business Name _____ Phone # _____ Email _____

Business Location _____ Island Lake, IL / Number of employees _____

Type of Business Organization: Individual Partnership Corporation Other _____

Description of business activity _____

Days and hours of operation Mon _____ Tue _____ Wed _____ Thur _____ Fri _____ Sat _____ Sun _____

Fire Security System Name and phone number of alarm company _____

Business Owner contact and other information:

Name _____ Cell Phone _____ Email _____

Home address _____ City _____ State _____ Zip _____

Is owner actively involved and present at the business? Yes No If yes, describe involvement with the day to day business operations _____

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

Keyholder #1 _____ Cell Phone _____ Email _____

Home address _____ City _____ State _____ Zip _____

Keyholder #2 _____ Cell phone _____ Email _____

Home Address _____ City _____ Email _____

Property Owner/Landlord contact information:

Name _____ Cell Phone _____ Email _____

Home address _____ City _____ State _____ Zip _____

Attach all required State and County licenses held by the Business Owner, Business manager and employees.

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

Business Owner print name _____ Signature _____ Date _____

↓ Office use only ↓

Date Received _____ Payment received? _____

Fire District use only ; new revisited Entered Emailed to dispatch

Alarm Position Number _____