



Bolingbrook

a place to grow

BUSINESS LICENSE APPLICATION

Village of Bolingbrook
375 W. Briarcliff Road, Bolingbrook, IL 60440
(630) 226-8400
businesslicense@bolingbrook.com

A Business License will only be issued after inspections have been made and the premises comply with the provisions and terms of the Building, Zoning and Fire Departments.

Start Date of Business in Bolingbrook _____

Applicant Name and Phone Number _____

Applicant Email Address _____

Complete ALL of the following information:

Name of Business _____

Business Address _____ Unit # _____ Zip Code _____

Business Phone _____ Square Feet _____

Federal Tax Identification # _____

Billing Address _____

City _____ State _____ Zip Code _____

Business Owner(s) _____ Phone _____

_____ Phone _____

Email Address _____ Employee Count _____

Check One: Service/Commercial Establishment Retail and Wholesale Establishment

Industrial/Manufacturing - Warehouse and Distribution Home Business

Food Establishment → **A Will County Health Department Inspection report must be submitted before a FOOD business license will be issued.**

Include a detailed profile of business & all services rendered at this location:

Please Check One: Sole Owner Partnership Limited Liability Company Corporation

Corporation Name: _____

Illinois Registered Agent: _____

Address _____ City _____ Zip Code _____

Is this the location the corporate headquarters? Yes _____ No _____

If not, what is the location? _____

Please check applicable items:

Do you have a burglar alarm? No Yes

Do you have a fire alarm? No Yes

Building Landlord _____ Phone _____

In Case of Emergency _____ Phone _____

Additional Contact _____ Phone _____

I understand the issuance of this Business License is conditioned upon compliance with Village of Bolingbrook Ordinances and the results of any inspection of the above premises at this time or any subsequent inspection while this license is in force.

It shall be the duty of any person conducting a business in the Village of Bolingbrook to conspicuously display the Business License at the Bolingbrook business location at all times.

The Village must be notified of any changes in ownership or in the event of closure. Your Business License cannot be transferred.

Signature _____ Date _____

OFFICE USE ONLY

MAYOR _____ Date _____

MARY S. ALEXANDER-BASTA

Comments: _____

DEFINITIONS

BUSINESS - Any occupation, profession, establishment, concern or enterprise except those occupations or professions licensed exclusively by the State of Illinois.

In addition, where two or more separate businesses, by the above definition, separately owned or operated, share floor space in the same building or on the same parcel of ground and the floor space is subdivided, then each shall be deemed a separate business and shall be required to obtain a separate Business License based on the floor area each separately uses.

The businesses herein to be licensed shall specifically include shopping center developers and owners of buildings leased to another business or businesses as defined herein.

SQUARE FOOTAGE - Shall include the sum total of all the floor area in use or reserved for or retained for the use of business, including, but not restricted to, principal and accessory floor area, cellars, and basements, storage or detached accessory buildings, even though any such floor area may be temporarily vacant or not in use.

HOME OCCUPATION - A home occupation is a business, profession, occupation or trade conducted for gain entirely within a residential building, or when permitted by Section 5-303, within a structure that is accessory to a residential building.

FOOD ESTABLISHMENT - A building or premises or a portion thereof, the principal use of which is the sale or dispensing or distribution or serving of food, foodstuffs or drinks for consumption on or off the premises or in or out of the building.

*** A Will County Health Department Inspection report must be submitted before a business license will be issued.**

INDUSTRIAL/MANUFACTURING - WAREHOUSE AND DISTRIBUTION - A building or premises or a portion thereof, the principal use of which is manufacturing, including assembly, processing, fabrication and storage or scientific research and development.

RETAIL AND WHOLESALE ESTABLISHMENT - A building or premises or portion thereof, the principal use of which is the sale or distribution of any commodity for a price or fee by a seller to a consumer or by one business to another business.

SERVICE/COMMERCIAL ESTABLISHMENT - A building or premises or a portion thereof, the principal use of which is the rendering of personal or material services for a price or fee, whether or not a commodity is worked upon or exchanged.

The Business License year begins July 1st and ends June 30th of the following year.

FEE SCHEDULE

HOME OCCUPATIONS: \$ 55

FOOD ESTABLISHMENTS:

0-2,500 SQ FT	\$ 70
2,501-5,000 SQ FT	\$ 135
5,001-7,500 SQ FT	\$ 210
7,501-10,000 SQ FT	\$ 275
10,001-12,500 SQ FT	\$ 350
12,501-15,000 SQ FT	\$ 415
15,001-17,500 SQ FT	\$ 490
17,501-20,000 SQ FT	\$ 555
20,001 SQ FT or more	\$ 625

INDUSTRIAL/MANUFACTURING WAREHOUSE AND DISTRIBUTION ESTABLISHMENTS:

0-10,000 SQ FT	\$ 110
10,001-20,000 SQ FT	\$ 215
20,001-30,000 SQ FT	\$ 315
30,001-40,000 SQ FT	\$ 420
40,001-50,000 SQ FT	\$ 520
50,001-75,000 SQ FT	\$ 630
75,001-100,000 SQ FT	\$ 730
100,001-200,000 SQ FT	\$ 850
200,001 SQ FT or more	\$ 940

RETAIL AND WHOLESALE ESTABLISHMENTS:

0-2,500 SQ FT	\$ 80
2,501-5,000 SQ FT	\$ 145
5,001-7,500 SQ FT	\$ 220
7,501-10,000 SQ FT	\$ 285
10,001-12,500 SQ FT	\$ 360
12,501-15,000 SQ FT	\$ 425
15,001-17,500 SQ FT	\$ 490
17,501-20,000 SQ FT	\$ 565
20,001 SQ FT or more	\$ 635

SERVICE/COMMERCIAL ESTABLISHMENTS:

0-2,500 SQ FT	\$ 65
2,501-5,000 SQ FT	\$ 130
5,001-7,500 SQ FT	\$ 205
7,501-10,000 SQ FT	\$ 270
10,001-12,500 SQ FT	\$ 345
12,501-15,000 SQ FT	\$ 410
15,001-17,500 SQ FT	\$ 485
17,501-20,000 SQ FT	\$ 550
20,001 or more SQ FT	\$ 620
