

VILLAGE OF WINFIELD
2023 Business License/Registration
Application January 1 - December 31

BUSINESS INFORMATION

Business Name:					
Business Address:		Type of Business:			
City:		State:		Zip:	
Business Phone #:		Fax #:			
Business Contact:		Business Email:			

ADDITIONAL INFORMATION

Web Site:						Number of Employees:						
Home Business:		Y	N	Backflow:	Y	N	Sprinkler:	Y	N	Chemicals:	Y	N
Business Start Date:		FEIN #:				SEIN #:						

OWNER/MANAGER INFORMATION

Full Name:											
Home Address:											
City:		State:				Zip:					
Contact Phone #:		Contact Email:									

The undersigned hereby applies for: (Check all licenses that apply)

<input type="checkbox"/> Business License/Registration	Per Municipal Code, Section 3-1-8
<input type="checkbox"/> Tobacco License	\$150.00 per license
<input type="checkbox"/> Replacement or additional tobacco products warning cards	# _____ x \$15.00
<input type="checkbox"/> Mechanical Amusement Device (Per Machine)	# _____ x \$15.00
<input type="checkbox"/> Musical, Coin-Operated Mechanical Amusement Device (Per Machine)	# _____ x \$15.00
<input type="checkbox"/> Vending Machines (Per Machine)	# _____ x \$10.00
<input type="checkbox"/> Outdoor Seating License (Additional information required - Contact Village)	\$25.00 per license

Owner/Manager Signature: _____

For Office Use Only: Date Received: _____ Fee Received: _____ Received By: _____ Certificate #: _____
 Zoning Approval: _____ Date: _____
 Notes/Comments: _____

VILLAGE OF WINFIELD – BUSINESS OWNERS / MANAGERS

Key Holder Information Form

The Winfield Police Department maintains a list of all businesses in the Village of Winfield. This serves a two-fold purpose: 1) when an officer detects a problem at the business such as an open door, suspicious activity, fire or burglar alarm, the keyholder must be contacted; and 2) This information also goes into the Central Dispatch System (Du-Comm) with the Keyholder's name, address and telephone numbers. Keyholder information that is not in Du-Comm's computer creates a delay in a potentially dangerous or emergency situation. Please note: the Keyholder #1 should reside the closest to the business, with Keyholder #2 and # 3 as alternate contacts.

Business Name

Owner / Manager

Home Phone

Cell Phone

Business Address

City

Business in Home

Yes / No

Business Phone

Other Phones – Cell / Fax / Pager

Keyholder #1 Name

Phone Number(s)

Keyholder #1 Address

Keyholder #2 Name

Phone Number(s)

Keyholder #2 Address

Keyholder #3 Name

Phone Number(s)

Keyholder #3 Address

Please complete all required information on this form & return it with your Business License Application.

BUSINESS LICENSE AND REGISTRATION FEE SCHEDULE

	Square footage	License Fee
Except as provided below, all retail and wholesale commercial facilities, sales facilities, service businesses, manufacturing facilities, and all other businesses shall pay the following annual license fee based on the square footage of the premises as determined by the Village's Community Development staff or through other reasonable means:	0 to 1,000	\$50
	1,001 to 2,000	\$100
	2,001 to 4,000	\$150
	4,001 to 10,000	\$200
	10,001 to 25,000	\$250
	25,001 to 50,000	\$300
	50,001 to 100,000	\$350
	Over 100,000	\$500

Business Type:	Registration Fee	License Fee
Accountant Office	\$25	
Advertising Bench		\$50
Animal Hospital/Veterinarian Office	\$25	
Appraisal Firm	\$25	
Auctioneer	\$25	
Auctioneer – Transient 1-3 days	\$10	
Automobile Towing Business		\$200
Automobile Service Stations		\$150
Amusements		
Billiard, pool, snooker or similar		\$25 per table
Bowling alley		\$25 per lane
Carnival		\$200 per day
Coin operated games of chance		\$65 per machine
Golf course		\$200
Miniature golf		\$150

BUSINESS LICENSE AND REGISTRATION FEE SCHEDULE

Skating rink		\$300
Theater and playhouse – up to 250 seats		\$500
Theater and playhouse – over to 250 seats		\$750
Barber Shop/Beauty Shop	\$25	
Bondsman		\$125
Car wash		\$200
Chiropractor office	\$25	
Convenience store		\$150
Day care	\$20	
Dentist Office	\$25	
Doctor's Office	\$20	
Engineer's Office	\$25	
Home inspection	\$25	
Home occupation		\$50
House mover		\$50
Ice Cream Truck		\$75
Itinerant merchant		\$75
Laundries		\$50 plus \$2.50 per machine
Locksmith	\$25	
Motel/Hotel		\$50 plus \$10 per room
Other business or profession subject to State of Illinois regulation not listed here	\$25	
Pawnbroker		\$1,000
Pharmacy	\$25	
Physical/Occupational Therapy Office	\$25	

BUSINESS LICENSE AND REGISTRATION FEE SCHEDULE

Real Estate Office	\$25	
Restaurants/food service/cafeteria		
1 – 50 seats		\$100
51-100 seats		\$120
101 + seats		\$180
Carryout		\$100
Scavenger/Waste Haulers		\$200
Taxi business		\$50 per car
Vending machine		\$10 per machine