

VILLAGE OF WINFIELD
2024 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)											
_____	Business License/Registration - Per Municipal Code, Section 3-1-8						\$ _____				
_____	Tobacco License (\$150.00)						\$ _____				
# _____	Replacement or additional tobacco products warning cards (\$15.00 per card)						\$ _____				
# _____	Mechanical Amusement Device (\$15.00 per machine)						\$ _____				
# _____	Musical, Coin-Operated Mechanical Amusement Device (\$15.00 per machine)						\$ _____				
# _____	Vending Machines (\$10.00 per machine)						\$ _____				
_____	Outdoor Seating License (\$25.00 - Additional information required)						\$ _____				
Owner/Manager Signature:						TOTAL	\$ _____				

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.

13-1-3-1: SCHEDULE OF FEES:**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	\$ 50.00
	1,001 to 2,000	100.00
	2,001 to 4,000	150.00
	4,001 to 10,000	200.00
	10,001 to 25,000	250.00
	25,001 to 50,000	300.00
	50,001 to 100,000	350.00
	Over 100,000	500.00

	Registration Fee	License Fee
Accountant office	\$25.00	
Advertising bench		\$ 50.00
Amusements:		
Billiard, pool, snooker or similar, per table		25.00
Bowling alley, per lane		25.00
Carnival, per day		200.00
Coin operated games of chance, per machine		65.00

		Registration Fee	License Fee
	Golf course		200.00
	Miniature golf		150.00
	Skating rink		300.00
	Theater and playhouse:		
	Up to 250 seats		500.00
	Over 250 seats		750.00
	Animal hospitals/veterinarian office	25.00	
	Appraisal firm	25.00	
	Auctioneer	25.00	
	Auctioneer - transient, 1 - 3 days	10.00	
	Automobile service stations		150.00
	Automobile towing business		200.00
	Barber/beauty shop	25.00	
	Bondsman		125.00
	Car wash		200.00
	Chiropractor office	25.00	
	Convenience store		150.00
	Daycare	20.00	
	Dentist office	25.00	
	Doctor's office	20.00	
	Engineer's office	25.00	
	Game room operator		1,000.00
	Home inspection	25.00	
	Home occupations		50.00
	House mover		50.00
	Ice cream truck		75.00
	Itinerant merchant		75.00
	Kennel, commercial or noncommercial	25.00	

	Registration Fee	License Fee
Laundries		\$50.00 plus \$2.50 per machine
Locksmith	25.00	
Motel/hotel		\$50.00 plus \$10.00 per room
Outdoor restaurant seating license (in addition to the normal business license)		\$ 25.00
Pawnbroker		1,000.00
Pharmacy	25.00	
Physical/occupational therapy office	25.00	
Posting bail or bond		50.00
Real estate office	25.00	
Restaurants/food service/cafeteria:		
1 - 50 seats		100.00
51 - 100 seats		120.00
101+ seats		180.00
Carryout		100.00
Scavengers/waste haulers		200.00
Solicitor	50.00	
Tattoo establishment		50.00
Taxi business, per car		50.00
Tobacco products		150.00
Fee for replacement or additional tobacco products warning cards	15.00	
Vending machine, per machine		10.00
Other business or profession subject to State of Illinois regulation but not listed here	25.00	

Building Code fees are as provided in section 9-1-4, "Fee Schedule", of this Code. (Ord. 2019-02-01, 2-7-2019)