



BUSINESS LICENSE REGISTRATION APPLICATION PACKET

**Village of Round Lake
442 North Cedar Lake Road
Round Lake, Illinois 60073
847-546-5400
Fax: 847-546-5405
www.eroundlake.com**

NEW BUSINESS LICENSE **APPLICATION CHECKLIST**

1. Please contact the Administrative Department at 847-546-5400 or via email at admindept@eroundlake.com to inquire whether the proposed business is a permitted use or a special use within the zoning district in which the property is located in.
 - a. If the proposed business is a Special Use, time must be allowed for the Special Use Approval Process prior to seeking other approvals.
 - b. If the proposed business is a permitted use:
 - i. Enclose the completed application signed by both the tenant and the landlord
 - ii. Enclose the Floor Plan
 - iii. Submit all fees

Please know that incomplete applications will be returned.

**Village of Round Lake
Business License Registration Application**



BUSINESS LICENSE REGISTRATION APP

Date: _____

OFFICE USE ONLY	
Date Rec'd:	_____
Fees Paid:	_____
Staff Initials:	_____
License No:	_____

PLEASE PRINT OR TYPE

THE VILLAGE RETAINS THE RIGHT TO CONDUCT BACKGROUND CHECKS ON ALL APPLICANTS

APPLICANT INFORMATION (BUSINESS OWNER)

Name:	_____	Office Ph:	_____
Street Address:	_____	Cell:	_____
Town/State/Zip:	_____	Email:	_____

PROPERTY OWNER INFORMATION

Name:	_____	Office Ph:	_____
Street Address:	_____	Cell:	_____
Town/State/Zip:	_____	Email:	_____

BUSINESS INFORMATION

Business Name:	_____	Business Ph:	_____
Street Address:	_____	Business Fx:	_____
Town/State/Zip:	_____	Email:	_____

Current Use of Property:	_____		
Building/Unit Square Footage:	_____	Current Zoning Classification:	_____
Proposed Use:	_____		
Days/Hrs of Operation:	_____		

MANAGER

Name:	_____	Office Ph:	_____
Street Address:	_____	Cell:	_____
Town/State/Zip:	_____	Email:	_____

WATER BILL RESPONSIBLE PARTY

Will the Building Owner pay the water bill?	_____	Will the Business Owner pay the water bill?	_____
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The business license year is May 1st to April 30th of each year.

FEES

Business and activities licensed.

No person shall engage in or maintain any of the following business activities without a license from the village and payment of the prescribed annual license fee:

Auctioneer - \$100.00 Billiard or pool table - \$35.00 Billposter - \$50.00 Bowling alley-\$50.00 Business license, fifty dollars (\$50.00) if not otherwise specified Carnival - \$100.00 per day Cigarette or tobacco vending machine- \$20.00 per machine Coin operated amusement device- \$35.00 per device Coin operated music machines- \$25.00 per machine Coin operated laundry or dry cleaner - \$25.00 Coin operated vending machines -\$10.00 per machine Dance hall - \$50.00 Handbill distributor of commercial advertising - \$50.00	Itinerant merchant - \$50.00 Junk dealer - \$100.00 Pawnbroker - \$100.00 Roller skating rink - \$100.00 Second hand dealer - \$100.00 Shooting gallery - \$50.00 Show or entertainment, unless given by a church, school, fraternal organization, or wholly for a charitable purpose - \$50.00 Shuffleboard - \$35.00
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The business license year is May 1st to April 30th

Non-refundable Business Occupancy Inspection - \$50.00

Annual Renewal Fees will be depicted on the renewal Invoice and are due by April 30th

The Business License Fee is \$25 (half the price) after October 1st of the License Year.

THE FOLLOWING LICENSES ARE HEREBY APPLIED FOR:

	FEE		FEE
1.		11.	
2.		12.	
3.		13.	
4.		14.	
5.		15.	
6.		16.	
7.		17.	
8.		18.	
9.		19.	
10.		TOTAL LICENSE FEE=	

**Village of Round Lake
Business License Registration Application**

Sole Proprietorship

Corporate/Partnership Information (complete the requested information below or submit a copy of the articles of incorporation)

Name of Corporation/Partnership: _____

Current Address: _____

City: _____ State: _____ Zip: _____

Telephone No.: _____

Date of Incorporation or Partnership Formed: _____ State of Incorporation: _____

List of Officers and Director of Corporation or Persons who have interest or entitled to share profits:

Name: _____

Address: _____

Phone: _____

Name: _____

Address: _____

Phone: _____

Name: _____

Address: _____

Phone: _____

Office Use Only

Staff Sign-off/approvals:

If applicable:

Initials/Date

_____ Completed application

_____ Zoning Approval

_____ Building Department Approval (Inspector)

_____ Fire Department Approval

_____ Health Department Approval

_____ State required licenses/registrations

PC/ZBA Meeting Date _____

Full Year - May 1st of current year, ending April 30 of following year

For one-half year or less - October 1st of current year and ending April 30, 20____

VILLAGE BUSINESS LICENSE INFORMATION REQUESTED BY THE POLICE DEPARTMENT

**THIS FORM MUST BE RETURNED WITH YOUR BUSINESS LICENSE APPLICATION/RENEWAL
THE INFORMATION WILL REMAIN CONFIDENTIAL AND USED IN THE EVENT OF AN EMERGENCY**

TODAY'S DATE: _____

BUSINESS NAME _____
ADDRESS _____
PH _____
TYPE OF BUSINESS _____
HOURS: WEEKDAYS _____ **WEEKEND HOURS** _____

ALARMS
TYPE OF ALARMS: BURGLAR: _____ **FIRE** _____ **AUTOMATIC SPRINKLER** _____

ALARM COMPANY
NAME _____
ADDRESS _____ **PH** _____

VIDEO SURVEILLANCE
Inside location(s): _____ **Outside location(s):** _____

WILL THE LIGHTS REMAIN ON AFTER CLOSING? _____

GUARD AT PREMISES
Days _____ **Times** _____ **HAZARDOUS MATERIALS?** _____

IN CASE OF AN EMERGENCY, NOTIFY:

NAME _____	DAY PH# _____
ADDRESS _____	NIGHT PH# _____
_____	CELL PH# _____

NAME _____	DAY PH# _____
ADDRESS _____	NIGHT PH# _____
_____	CELL PH# _____

NAME _____	DAY PH# _____
ADDRESS _____	NIGHT PH# _____
_____	CELL PH# _____

**PLEASE INDICATE THE LOCATION OF DOORS, WINDOWS, AND VIDEO SURVEILLANCE ON
THE DIAGRAM BELOW.**



NEW BUSINESSES

BUSINESS PLAN

The purpose of a Business Plan is to allow our various departments to get familiarized with your business and future development. **The Business Plan must be typed or printed, no cursive.** (some items may not apply)

1. If currently in business and expanding or re-locating to Round Lake, provide a brief history of the company and the impact it has had in other communities. _____

2. If starting a new business, provide an introduction of yourself and any co-applicant(s) with an introduction of the type of business that is being proposed including short term and long term goal(s). _____

3. Local Amenities and Benefits to the Village

1. How will your business benefit our Village? _____

2. How many people will be employed at the facility? _____

4. Marketing

1. How do you plan to market your business? _____

2. What type of clientele would you like to attract? _____

5. Floor Plan (can be drawn by hand, see sample for reference) **must** include:

- a. dimensions of all rooms
- b. locations of:
 1. tables
 2. kitchen
 3. bathroom(s)
 4. area where alcohol is to be served (if applicable)
 5. desks
 6. counters
 7. shelves
 8. doorways
 9. windows
 10. fire alarms
 11. fire extinguishers
 12. emergency exits
 13. cameras

6. The Parking Plan must depict proper parking requirements for commercial development as found on the website: <http://www.municode.com/resources/gateway.asp?pid=16068&sid=13> (Chapter 17.88).

a. Provide details on parking _____

7. Landscaping plan – refer to our Tree and Landscape Manual:

<http://www.eroundlake.com/pdf/other/tree-and-landscape-manual.pdf>

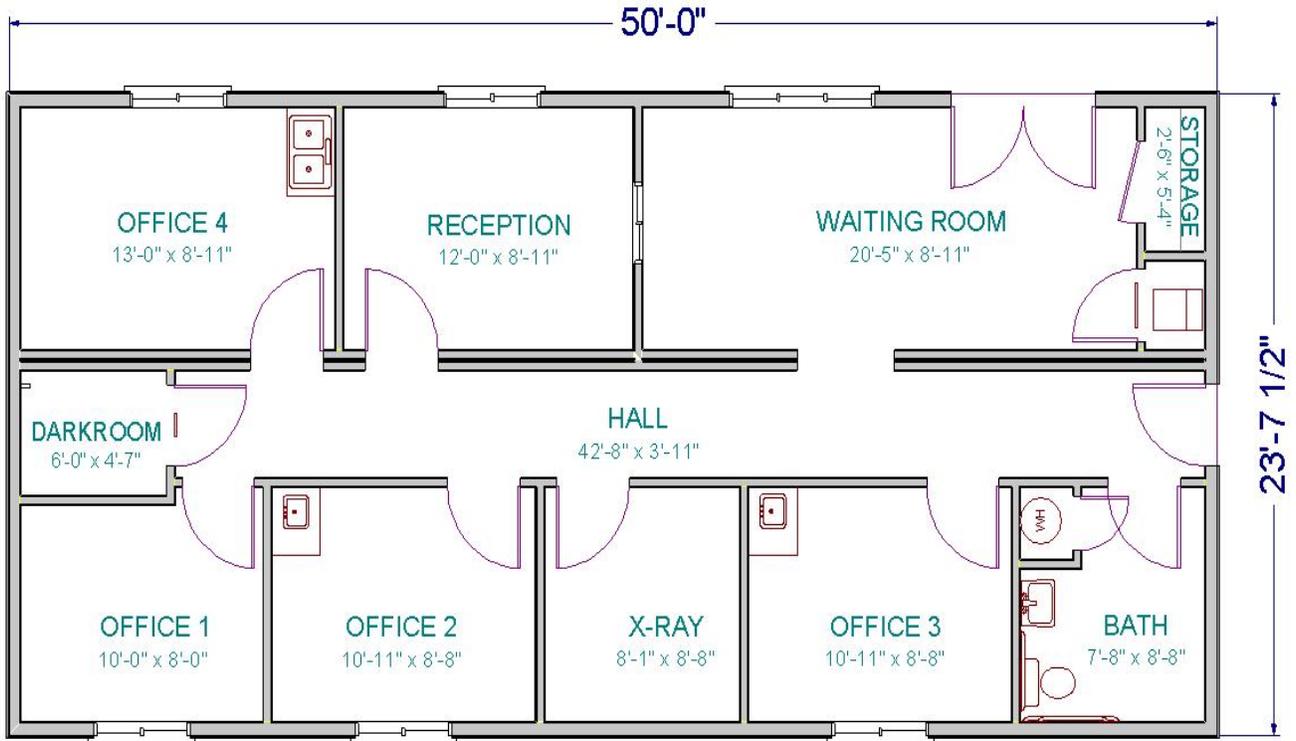
a. Provide details on landscaping if applicable _____

NEW APPLICATION FEES:

1. Business License:\$50
2. Business Occupancy Inspection: \$50.00
3. Vending Machine Fees if applicable

Acceptable forms of payment: Cash, Check/Money Order (payable to the Village of Round Lake), Credit Card (Mastercard/Discover/American Express) NO VISA

SAMPLE FLOOR PLAN



NEW CONSTRUCTION

1. Submit the most current copy of the plat of survey
2. Submit the legal description
3. Submit a Site Plan including square footage of site, structures and all proper setbacks.
4. Property status

1. Do you own the property or is it under contract? _____

2. Will you be leasing? _____

3. How soon do you want to begin construction? _____

4. Will the development be phased out? If so, provide the timeframe _____

5. The Parking Plan must depict proper parking requirements for commercial development as found on the website:

<http://www.municode.com/resources/gateway.asp?pid=16068&sid=13> (Chapter 17.88)

a. Provide details on parking _____

6. Landscaping plan – refer to our Tree and Landscape Manual:

<http://www.eroundlake.com/pdf/other/tree-and-landscape-manual.pdf>

a. Provide details on landscaping _____

BUSINESS OCCUPANCY INSPECTION

This Form is Informational

In order to prepare for the Business Occupancy Inspection, please review the Business Occupancy Inspection Form below that is used by our Building Inspector.



VILLAGE OF ROUND LAKE
BUSINESS OCCUPANCY INSPECTION FORM

Business Name _____ Address _____

Type of Business _____ Phone No# _____

Inspector Name _____ Inspection Date _____

Owner/Manager Signature _____

IMPORTANT: P= Pass F=Fail. Check the reverse side of this form for additional comments. Any items noted as failed must be corrected within 30 days of the inspection date.
Please contact the inspector at 847-546-0963 with any questions pertaining to this inspection.

General

- | | |
|--|--|
| <input type="checkbox"/> P <input type="checkbox"/> F Occupancy posting | <input type="checkbox"/> P <input type="checkbox"/> F Emergency Lighting |
| <input type="checkbox"/> P <input type="checkbox"/> F Exit egress | <input type="checkbox"/> P <input type="checkbox"/> F Proper storage practices |
| <input type="checkbox"/> P <input type="checkbox"/> F Proper aisle width/passage | <input type="checkbox"/> P <input type="checkbox"/> F Clearance provided for sprinkler systems |

Fire Safety

- | | |
|---|---|
| <input type="checkbox"/> P <input type="checkbox"/> F Fire extinguishers mounted properly | <input type="checkbox"/> P <input type="checkbox"/> F Fire extinguishers current test tag |
|---|---|

Sanitary conditions

- | | |
|--|---|
| <input type="checkbox"/> P <input type="checkbox"/> F Interior surfaces clean | <input type="checkbox"/> P <input type="checkbox"/> F Water closets clean |
| <input type="checkbox"/> P <input type="checkbox"/> F Washing facilities clean | <input type="checkbox"/> P <input type="checkbox"/> F Rodent/insect screens in place and w/o rips |

Electrical

- | | |
|--|--|
| <input type="checkbox"/> P <input type="checkbox"/> F Unused openings | <input type="checkbox"/> P <input type="checkbox"/> F No open slots |
| <input type="checkbox"/> P <input type="checkbox"/> F Temporary wiring/ extension cords | <input type="checkbox"/> P <input type="checkbox"/> F No damaged control devices |
| <input type="checkbox"/> P <input type="checkbox"/> F Unprotected wiring penetrating walls/ceiling | <input type="checkbox"/> P <input type="checkbox"/> F Panel cover properly mounted |
| <input type="checkbox"/> P <input type="checkbox"/> F Damaged fixtures | <input type="checkbox"/> P <input type="checkbox"/> F Lock out devices on emergency lighting systems |
| <input type="checkbox"/> P <input type="checkbox"/> F Electrical panel | |

Plumbing

- | | |
|---|---|
| <input type="checkbox"/> P <input type="checkbox"/> F Proper drainage | <input type="checkbox"/> P <input type="checkbox"/> F Backflow protection on fixtures |
| <input type="checkbox"/> P <input type="checkbox"/> F Proper venting | <input type="checkbox"/> P <input type="checkbox"/> F Proper backflow prevention, (RPZ or double check valve devices as required by code) |
| <input type="checkbox"/> P <input type="checkbox"/> F Working water closet facilities | <input type="checkbox"/> P <input type="checkbox"/> F RPZ (backflow prevention) devices current with testing |
| <input type="checkbox"/> P <input type="checkbox"/> F Sinks as required by the public health code | <input type="checkbox"/> P <input type="checkbox"/> F Copy of recent grease interceptor clean out provided (food/oil businesses only) |
| <input type="checkbox"/> P <input type="checkbox"/> F Properly install water heater system | |
| <input type="checkbox"/> P <input type="checkbox"/> F Expansion tank if water heater is on closed loop system | |

Heating

- | | |
|---|--|
| <input type="checkbox"/> P <input type="checkbox"/> F Furnace | <input type="checkbox"/> P <input type="checkbox"/> F Gas supply |
| <input type="checkbox"/> P <input type="checkbox"/> F Duct work | <input type="checkbox"/> P <input type="checkbox"/> F Boiler state certification current |

Structure

- | | |
|---|---|
| <input type="checkbox"/> P <input type="checkbox"/> F Floor in sound condition (no holes or weak spots) | <input type="checkbox"/> P <input type="checkbox"/> F Thumb latch lock on interior side of door (no keyed deadbolt) |
| <input type="checkbox"/> P <input type="checkbox"/> F Walls clean and free of cracking or flaking paint | <input type="checkbox"/> P <input type="checkbox"/> F Panic hardware where required by code |
| <input type="checkbox"/> P <input type="checkbox"/> F Doors working and operable to full width | <input type="checkbox"/> P <input type="checkbox"/> F Glazing in place w/o cracks or breakage |
| | <input type="checkbox"/> P <input type="checkbox"/> F Clear and functional stairways |

ADA requirements

- | | |
|--|--|
| <input type="checkbox"/> P <input type="checkbox"/> F Accessible parking | <input type="checkbox"/> P <input type="checkbox"/> F Accessible route |
|--|--|

Exterior

- | | |
|---|--|
| <input type="checkbox"/> P <input type="checkbox"/> F Awnings/ canopies | <input type="checkbox"/> P <input type="checkbox"/> F Drainage |
| <input type="checkbox"/> P <input type="checkbox"/> F Signs | <input type="checkbox"/> P <input type="checkbox"/> F Fencing |
| <input type="checkbox"/> P <input type="checkbox"/> F Parking / sidewalk surfaces | <input type="checkbox"/> P <input type="checkbox"/> F Weeds |

Other: _____

VILLAGE OF ROUND LAKE BUILDING DEPARTMENT

442 N. CEDAR LAKE RD., ROUND LAKE, IL 60073

OFFICE: 847-546-0963 FAX: 847-546-1872

The following is what is required by the Building Department for a Commercial Store/Industrial Business Build-Out:

1. Completed permit application.
2. Completed subcontractors list.
3. Certificate of liability insurance for each subcontractor.
4. Copy of license from electrician and plumber.
5. Four (4) sets of plans drawn to-scale (1/4 inch or 1/8 inch equals 1 foot is preferred) floor plans (***all dimensions included***). Plans must identify and show the location of existing and proposed utilities, plumbing and electrical fixtures, electric panel, receptacles, existing walls and proposed walls, and the nature of work to be performed as concisely and clearly as possible.
6. Plumbing plans must be described with a diagram and an isometric drawing including type of grease interceptor if applicable.
7. Hood fire suppression plans when cooking is involved.
8. Appliance specifications and locations.
9. Parking plans to include number of spaces and A.D.A. spaces.
10. One (1) set of plans brought to Lake County Health Dept. when food is involved.
11. Sign permit application with specifications conforming to Village Code.
12. Plan reviews required:
 - a. Building (fee included in permit price)
 - b. Plumbing (fee included in permit price)
 - c. Fire Dept. (separate plan review fee charged by Fire Department)
 - d. Lake County Health Dept. when food is involved. (separate plan review fee charged by Lake County)
13. The Village of Round Lake is using the 2006 IBC code, current IL State Plumbing Code, 2005 NEC, 2012 IECC and IL Accessibility Code.

OVERVIEW

INITIAL INQUIRY TO VILLAGE

A member of our staff will assist via phone, email or meeting with the applicant to discuss the business proposal and to provide information regarding the review process. An appointment with the Village Administrator/Zoning Administrator can also be scheduled if required.

APPLICATION REVIEW AND OCCUPANCY INSPECTION PROCESS

Staff will review the application for completeness and accuracy.

If the proposed business is a Special Use, or if other zoning relief is sought, time must be allowed for those processes prior to seeking other approvals.

If the proposed business is a permitted use, and upon zoning approval, the Building Department will contact the applicant to schedule a business occupancy inspection. The Building Department and Fire inspectors will conduct a thorough business occupancy inspection of the facilities to ensure that the building meets the current code standards. **NO LICENSE WILL BE ISSUED UNTIL THE PROPERTY IS IN COMPLIANCE.**

When food service is involved, it is the applicant's responsibility to obtain the necessary permits from the Lake County Health Department. The Building and Fire Departments will schedule their inspections after receiving a copy of the approved Health Department's permit/inspection report. Please contact the Lake County Health Department at the number below.

Environmental Services
847.377.8020 Lake County Central Permit Facility
500 W. Winchester Road
Libertyville, IL 60048 7:30 a.m. - 4:30 p.m.

ISSUANCE OF A BUSINESS LICENSE

The Village will contact the applicant once the business occupancy inspection passes. The license will be prepared within 2-5 business days. The license can be mailed to the applicant or the Village can call them to pick it up. The term of the license year is May 1 to April 30.

For signage requirements, please contact the Building Department at 847-546-0963.

GRAND OPENING

Please notify the Village Clerk and/or the Deputy Clerk of your Grand Opening Event. Depending on availability, Village Officials and the local newspaper's will gladly attend your Grand Opening.

OTHER

The Business License must be displayed in a conspicuous place at the place of business.

Business Licenses are **not** transferable.

The Village and the Fire Department conduct annual business inspections in the beginning of each calendar year at no cost to the business owners.