



# Village of Round Lake Community Development

442 N. Cedar Lake Road Round Lake, IL 60073

Ph. 847-546-0963 Fax 847-546-1872

[www.eroundlake.com](http://www.eroundlake.com)

## BUSINESS LICENSE SUBMITTAL CHECKLIST

Following receipt of zoning approval, please submit the following documents at time of Business License/ Certificate Application submittal:

- Completed Business License Application
- Copy of Federal Employer Identification Number (FEIN) Assignment
- Copy of Sales and Use Tax Certificate (where applicable)
- For **Corporations and LLC's**, Copy of Articles of Incorporation
- For **Sole Proprietors**, Assumed Business Name Certificate from Lake County
- For **Partnerships**, copy of partnership agreement
- Proposed Floor Plan including the following information:

### FLOOR PLAN

1. Label all rooms
2. Dimensions of each room
3. Show location of the following:
  - Appliances
  - Doors
  - Cooking Equipment
  - Emergency Exit Lights
  - Fire Alarms
  - Fire Extinguishers
  - Furniture
  - Plumbing Fixtures
  - Point of Sale
  - Security Cameras
  - Windows

### SAMPLE FLOOR PLAN

