



Village of Round Lake Community Development

442 North Cedar Lake Road Round Lake, IL 60073
847-546-5400 fax 847-546-1872
www.eroundlake.com

APPLYING FOR A BUSINESS LICENSE

SELECT A SITE AND CHECK THE ZONING

To begin the process, please complete and return the Zoning Compliance form attached. The application will be reviewed for zoning and land use regulations. Upon approval, the Business License Application and supporting documentation may be submitted for processing. If the proposed business is a Special Use, additional time must be allowed for the Special Use process prior to seeking additional approvals.

SCHEDULE WALK-THROUGH INSPECTION AND FLOOR PLAN REVIEW

Once you have received zoning approval, please call the Community Development Department to schedule a walk-through inspection. This is a free inspection at the proposed location with our building inspector and fire marshal to discuss the type of business and construction needs as well as to identify potential zoning and life-safety issues at the location. It is best to schedule this inspection before signing a contract for space to be sure zoning and construction needs can be met for your business at the proposed location. When food service is involved, please contact the Lake County Health Department for change of owner and/or opening requirements.

SUBMITTAL CHECKLIST

The following items are required at time of application submittal:

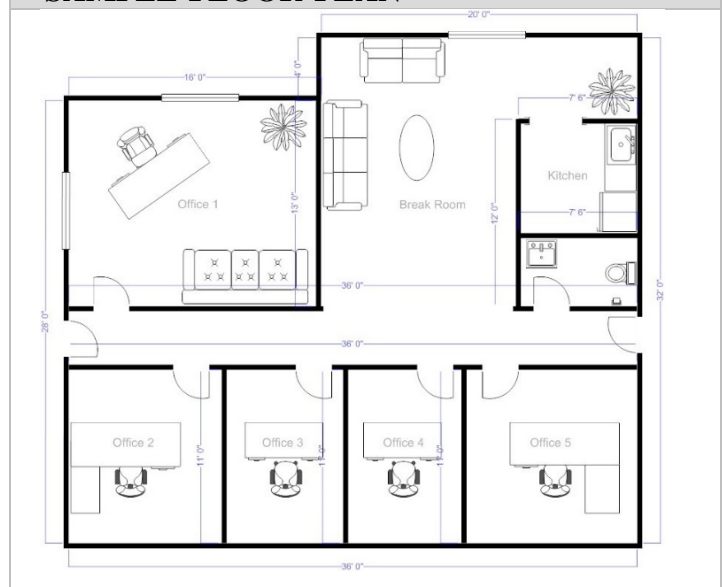
- Completed Business License Application;
- Copy of Federal Employer Identification Number (FEIN) Assignment;
- Copy of Sales Tax Certificate/ Retailers Tax;
- Proposed Floor Plan; and
- For **Corporations and LLC's**, Copy of Articles of Incorporation; or
- For **Sole Proprietors**, Assumed Business Name Certificate from Lake County; or
- For **Partnerships**, copy of partnership agreement.

FLOOR PLAN

Floor plans must include the following;

- a. Labels and dimensions for all rooms;
- b. Locations of:
 - Appliances
 - Doors
 - Cooking Equipment
 - Emergency Exit Lights
 - Fire Alarms
 - Fire Extinguishers
 - Furniture
 - Plumbing Fixtures
 - Point of Sale
 - Security Cameras
 - Windows

SAMPLE FLOOR PLAN





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BUSINESS ZONING COMPLIANCE

CHANGE OF LOCATION NEW BUSINESS STATE-LICENSED BUSINESS

BUSINESS INFORMATION

BUSINESS NAME (DBA): _____

PROPOSED ADDRESS: _____

PHONE: _____

BUSINESS FAX: _____

BUSINESS OWNER INFORMATION

OWNER NAME: _____

ADDRESS: _____

PHONE: _____

FAX: _____

EMAIL ADDRESS: _____

LOCATION DESCRIPTION

CURRENT USE: _____

PROPOSED USE: _____

UNIT SQUARE FOOTAGE: _____

HOURS OF OPERATION: _____

NUMBER OF EMPLOYEES: _____

OUTDOOR SEATING AREA: YES NO

DESCRIPTION OF BUSINESS/ SERVICES (BE SPECIFIC, USE ADDITIONAL PAGE WHERE NEEDED)

PARKING DESCRIPTION

WILL TRUCKS/EQUIPMENT BE PARKED ON SITE? _____

NUMBER OF DEDICATED PARKING SPACES ON SITE FOR YOUR SPACE? _____

NUMBER OF PARKING SPACES SHARED WITH OTHER BUSINESSES? _____

APPLICANT INFORMATION

NAME: _____

ADDRESS: _____

PHONE: _____

EMAIL ADDRESS: _____

I HAVE READ THIS APPLICATION AND ANSWERED ALL QUESTIONS FULLY. THE INFORMATION I HAVE SUBMITTED IN THIS APPLICATION IS COMPLETE AND TRUTHFUL TO THE BEST OF MY KNOWLEDGE.

Signature of Applicant

Date

ZONING SUMMARY (FOR OFFICE USE)

Permitted Use

Not a Permitted Use

Zoning Classification: _____

Special Use Required Special Use Received ____ / ____ / ____

Signature of Zoning Administrator



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APPLICATION FOR BUSINESS LICENSE

BUSINESS OWNER INFORMATION

NAME:

ADDRESS:

CITY:

STATE:

ZIP:

PHONE:

FAX:

EMAIL ADDRESS:

BUSINESS INFORMATION

NAME:

ADDRESS:

CITY:

STATE:

ZIP:

PHONE:

FAX:

WEBSITE:

BUSINESS EMAIL:

FEIN:

IL BUSINESS TAX NUMBER (IBT):

PROPERTY OWNER INFORMATION (WHERE APPLICABLE)

NAME:

ADDRESS:

CITY:

STATE:

ZIP:

PHONE:

FAX:

EMAIL ADDRESS:

COMMUNICATION

- I WOULD LIKE TO HAVE MY BUSINESS NAME AND CONTACT INFORMATION PUBLISHED ON THE LOCAL BUSINESS DIRECTORY ON THE VILLAGE'S WEBSITE.

TYPE OF BUSINESS ENTITY

CORPORATION

LIMITED LIABILITY COMPANY

PARTNERSHIP

SOLE PROPRIETOR

NON-FOR PROFIT

OTHER:

FOR SOLE PROPRIETORS

ASSUMED BUSINESS CERTIFICATE FROM COUNTY OR STATE ATTACHED

YES

FOR PARTNERSHIPS

DATE OF FORMATION:

PARTNERSHIP AGREEMENT ATTACHED

YES

APPLICANT INFORMATION PAGE COMPLETED AND ATTACHED FOR EACH PARTNER

YES

FOR CORPORATIONS

NAME OF CORPORATION/ LLC:

DATE OF INCORPORATION:

ARTICLES OF INCORPORATIONS DEPICTING THE NAMES OF ALL STOCKHOLDERS, OFFICERS, DIRECTORS AND THEIR POSITIONS IS ATTACHED.

YES

FOR ICE CREAM TRUCK VENDORS

VEHICLE INFORMATION

MAKE:

MODEL:

YEAR:

COLOR:

I UNDERSTAND THE ISSUANCE OF THIS LICENSE IS CONDITIONAL UPON COMPLIANCE WITH ALL VILLAGE CODES AND ORDINANCES, STATE AND FEDERAL LAW, AND THE RESULTS OF ANY INSPECTIONS REQUIRED BY ORDINANCE AT THIS TIME AND ANY FURTHER INSPECTIONS WHILE THIS LICENSE IS IN FORCE. I HAVE READ THIS APPLICATION AND ANSWERED ALL QUESTIONS FULLY. THE INFORMATION I HAVE SUBMITTED IN THIS APPLICATION IS COMPLETE AND TRUTHFUL TO THE BEST OF MY KNOWLEDGE.

SIGNATURE OF APPLICANT

DATE

FEE SUMMARY		STAFF APPROVALS	
ANNUAL BUSINESS LICENSE:	\$ _____	_____	ZONING APPROVAL
PARTIAL YEAR BUSINESS LICENSE:	\$ _____	_____	COMPLETED APPLICATION
OCCUPANCY INSPECTION:	\$ _____	_____	BUILDING DEPARTMENT APPROVAL
VENDING TOTAL:	\$ _____	_____	FIRE DEPARTMENT APPROVAL
		_____	HEALTH DEPARTMENT APPROVAL
TOTAL LICENSE FEE:	\$ _____		



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BUSINESS INSPECTION CHECKLIST

The checklist below will be used as a basis in determining if the property is in compliance with the Village's code provisions. Please be aware that additional items may be identified during the course of an inspection. Annual business inspections are unscheduled and held annually between January and March. **Please prepare your business to pass the inspection by completing a walkthrough inspection of your business, using the checklist below prior to January 1st.**

EXTERIOR

- Address numbers are clearly visible on front of property and at the rear door.
- Façade is in good repair.
- Roof is safe and functional.
- Exterior lighting is in good repair.
- Parkways, alleys, and sidewalks are cleaned and maintained.
- Trash enclosure is in good repair.
- Structure is free from holes, breaks, rotting materials, etc.
- Trees/limbs do not create a nuisance.
- Parking lot is in good repair.
- Gutters and downspouts are in good repair.
- Property is free from drainage hazards.

FIRE PROTECTION

- Exit/ emergency lights are maintained and in working order with the power on and the power off.
- Fire extinguishers serviced/tested annually and have a current tag attached.
- Fire extinguishers are securely mounted or in an approved cabinet.
- Fire extinguishers are not obstructed.
- ANSUL hood system tested/ certified twice per year with current tag attached to Pull.
- ANSUL fire extinguisher tested/ certified annually with current tag attached to fire extinguisher.
- Fire alarm system must be tested/certified annually with current tag attached to station and report sent to the Fire Protection District.
- Sprinkler system tested/ certified annually with current tag attached to station and report sent to the Fire Protection District.

- Provide sufficient clearance (16" minimum) between storage and sprinkler heads.

INTERIOR

- Ceiling tiles are not damaged or missing.
- Doors and windows are sound and weather tight.
- Plumbing system is in good repair.
- Furnace is in good repair.
- No extension cords in use in place of permanent wiring.
- Cover plates on all outlets and switch plates.
- Electric Panel is properly labeled.
- Electric Service is properly grounded and secure.

OBSTRUCTIONS AND EGRESS

- Exit doors open easily.
- Doors and aisles are not obstructed.
- Emergency egress path is kept clear.

SIGNAGE/ VENDING MACHINES

- All signs are safe and in well-maintained condition and appearance.
- Window signage does not cover more than 30% of each window area.
- A permit has been obtained for temporary signage.
- All signs are professionally done, no hand lettered signage.
- All signs meet illumination standards.

VENDING MACHINES

- All vending machines have required annual stickers.

Violations must be corrected within 14 days. The Village will automatically schedule a re-inspection 14 days after initial inspection to verify repairs have been made. To avoid re-inspection fees, please prepare your business to pass the inspection by addressing any violations within 14 days.



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BUSINESS LICENSE FAQ

Who needs a Business License in Round Lake?

All businesses, including home-based businesses, located within the Village of Round Lake must maintain a current Business License or Business Certificate.

- A Business License is required by the Village Code to conduct most types of businesses;
- A Business Certificate is required if your business is regulated by the State of Illinois.

I am thinking of starting a new business in Round Lake. Do I need to submit everything on the Business License Submittal Checklist to determine if my idea is even possible?

No, please complete the Zoning Compliance form and return to Community Development. Staff will review for zoning and land use regulations and contact you with the next steps.

Where can I pick up a Business License/ Certificate application?

Applications are available in the Community Development Department, located at Village Hall.

Applications are also available online through the Village's website. Simply click on "Business", "Starting a Business" and you will find the Business License Application under Forms and Guides.

How long will the License/ Certificate process take?

For an application for Business License/ Certificate only (no building permits required), expect the process to take 7-10 business days, provided that the application was complete at the time of submission and all required inspections are passed in a timely manner. For businesses requiring Building Permits, the process varies based on your construction timeframe.

Which do I apply for first – the Business License/ Certificate Application or the Building Permit?

Your first step should be to complete a Zoning Compliance Form to ensure the property is zoned for the type of business you are proposing. Upon approval of zoning, your Business License/ Certificate application, Building Permits, and other related applications can be submitted at the same time.

What other type of licenses could I need to operate in Round Lake?

Additional licenses are required for Liquor, Video Gaming, Outdoor Seating, and Vending Machines, etc.

When a business is sold, can the new owners operate the business under the existing license?

No, Business License/ Certificates are non-transferrable. The new owners must complete a new Business License/ Certificate Application, pass inspection and pay the license fee prior to operating the business.

When can I open for business?

You can open for business once your Business License/ Certificate has been issued.

What do I do with the Business License/ Certificate once I have a copy?

Any person conducting a business in the Village must keep the License Business License/ Certificate in a prominent place on the premises at all times.

For more information, contact the Community Development Department.