

ANNUAL APPLICATION FOR BUSINESS PERMIT LICENSE F/Y 2025

DATE: _____

FEE PAID: _____

PLEASE TYPE OR PRINT

BUSINESS ADDRESS (INCLUDING SUITE #): _____

BUSINESS NAME: _____

PREVIOUS BUSINESS NAME (IF KNOWN): _____

PREVIOUS ADDRESS (IF LOCATION CHANGED): _____

OWNER/LOCAL MANAGER NAME: _____

BUSINESS TELEPHONE NUMBER: _____

BUSINESS EMAIL ADDRESS: _____

TYPE OF BUSINESS: _____

NEW BUSINESS ___ **NEW OWNERSHIP** ___ **LOCATION CHANGE** ___

EMERGENCY CONTACT INFORMATION

BUSINESS:

LOCAL MANAGER/CONTACT NAME: _____

HOME ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

HOME TELEPHONE NUMBER: _____

BUILDING:

OWNER OR AGENT NAME: _____

HOME ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

INSURANCE INFORMATION

PROVIDER: _____ AGENT: _____

POLICY #: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

IS THERE A KNOXBOX? Y ___ N ___ ANY ANIMALS ON THE PROPERTY? Y ___ N ___

SECURITY ALARM? Y ___ N ___

REQUIRED PAPERWORK SHALL INCLUDE:

- INTERIOR SITE PLAN (INCLUDING SQUARE FOOTAGE OF AREA)
- EXTERIOR SITE PLAN SHOWING PARKING AND LANDSCAPING
- BUSINESS NARRATIVE THAT SHALL INCLUDE THE HOURS OF OPERATION, NUMBER OF EMPLOYEES, AND A DETAILED DESCRIPTION OF OPERATIONS
- ANY PROPOSED SIGNAGE MUST OBTAIN A SIGN PERMIT AND POTENTIAL BUILDING PERMIT

FEE: \$50 PAYABLE TO THE CITY OF SOUTH BELOIT

***OCCUPANCY PRIOR TO APPROVAL OF THIS LICENSE IS SUBJECT TO A PENALTY OF \$100 PLUS \$50 FEE**

****PLEASE RETURN COMPLETED APPLICATION WITH FEE AND REQUIRED PAPERWORK TO:**

CITY OF SOUTH BELOIT
ATTN: CITY CLERK
519 BLACKHAWK BLVD
SOUTH BELOIT, IL 61080

I agree to allow inspectors access to this property affected by this business permit to verify compliance with the applicable State of Illinois and City of South Beloit Codes upon reasonable notice.

SIGNATURE OF OWNER: _____

SIGNATURE OF TENANT: _____

FOR OFFICE USE ONLY

ANNUAL INSPECTION:

FIRE INSPECTION COMPLETED ON: _____ BY: _____

UPON TRANSFER OF PROPERTY OR BUSINESS:

BLDG INSPECTION COMPLETED ON: _____ BY: _____

CODE INSPECTION COMPLETED ON: _____ BY: _____