Fee: $50.00 Payable to the City of South Beloit

# ANNUAL APPLICATION FOR BUSINESS PERMIT LICENSE
## Pursuant to Chapter 18 – Businesses – Article I – In General

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 ___ RENEWAL ___**

**EMERGENCY CONTACT INFORMATION**

<u>BUSINESS:</u>

LOCAL MANAGER/CONTACT NAME: _____

HOME ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

HOME TELEPHONE NUMBER: _____

<u>BUILDING:</u>

OWNER OR AGENT NAME: _____

HOME ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

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**INSURANCE INFORMATION**

PROVIDER: _____ AGENT: _____

POLICY #: _____

ADDRESS: _____

CITY: _____STATE: _____ ZIP: _____

**DOES THE BUSINESS STORE OR USE CHEMICALS IN QUANTIES GREATER THAN THOSE TYPICALLY FOUND IN A HOUSEHOLD? Y☐ N☐**

**DOES YOUR BUSINESS HAVE A GRIT REMOVAL SYSTEM OR GREASE TRAP? Y☐ N☐**

**DO YOU HAVE AN EPA PRETREATMENT PERMIT? Y☐ N☐**
**IF YES, PLEASE PROVIDE YOUR PERMIT NUMBER:**_____

**IS THERE A KNOXBOX? Y☐ N☐**

**ANY ANIMALS ON THE PROPERTY? Y☐ N☐**

**SECURITY ALARM? Y☐ N☐**

**HOW DO YOU WISH TO OBTAIN COMPLETED BUSINESS LICENSE FROM THE CITY?**

_____ **Pick Up From City – If Picking Up From City Please Provide Best Contact Phone Number:**

_____

_____ **Mail – If By Mail Please Provide Mailing Address Which You Would Like Your Business License Sent To:**

_____

**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**

Fee: $50.00 Payable to the City of South Beloit

***Pursuant to Section 18-15 - Any business that operates in the city that is required to pay for a license on or before a specific date and they fail to pay for the license by the due date, shall pay a penalty in addition to the normal license fee in the amount of ten percent of the normal license fee, but in no case shall the fine be less than $50.00 per license, provided the license and late fee are paid within five days of due date. If not paid within five days of original due date, then the city may revoke the license.**

****OCCUPANCY PRIOR TO APPROVAL OF THIS LICENSE IS SUBJECT TO A PENALTY**

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

City Of South Beloit
Attn: City Clerk
519 Blackhawk Blvd
South Beloit, Il 61080

*****COMPLETED APPLICATIONS AND REQUIRED PAPERWORK MAY ALSO BE EMAILED TO:**

m.reff@southbeloit.org

******PLEASE BE ADVISED THAT IF APPLICATIONS AND REQUIRED PAPERWORK ARE SUBMITTED BY EMAIL, THEY WILL NOT BE PROCESSED UNTIL PAYMENT HAS BEEN RECEIVED BY THE CITY.**

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:** _____

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**FOR OFFICE USE ONLY**

**REQUIRED PAPERWORK PROVIDED:**

- INTERIOR SITE PLAN (INCLUDING SQUARE FOOTAGE OF AREA) YES_____ NO☐
- EXTERIOR SITE PLAN SHOWING PARKING AND LANDSCAPING YES_____ NO☐
- BUSINESS NARRATIVE THAT SHALL INCLUDE THE HOURS OF OPERATION, NUMBER OF EMPLOYEES, AND A DETAILED DESCRIPTION OF OPERATIONS YES_____ NO☐
- ANY PROPOSED SIGNAGE MUST OBTAIN A SIGN PERMIT AND POTENTIAL BUILDING PERMIT YES_____ NO☐

**SEWER AND GARBAGE PAST DUE BALANCE:** _____

**PROPERTY TAXES PAST DUE:** _____

**CODE ENFORCEMENT FINES PAST DUE:** _____

**ANNUAL INSPECTION:**
FIRE INSPECTION COMPLETED ON: _____ BY: _____

**UPON TRANSFER OF PROPERTY OR BUSINESS:**

BLDG INSPECTION COMPLETED ON: _____ BY: _____

CODE INSPECTION COMPLETED ON: _____ BY: _____