



**BUSINESS LICENSE APPLICATION**

**2021**

Village of Wilmette  
1200 Wilmette Ave.  
Wilmette, IL 60091  
ph: (847) 251-2700  
fax: (847) 853-7642

**Business Information**

Legal Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_  
Street Number, Street Name Suite/Unit

Mailing Address(if different): \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

D/B/A: \_\_\_\_\_  
Doing Business As or D/B/A is the business name as it would appear on ads, signs, or your storefront

On-site Contact: \_\_\_\_\_ Average number of employees per daytime shift: \_\_\_\_\_

Business Phone: \_\_\_\_\_ IL Business Tax Number: \_\_\_\_\_ - \_\_\_\_\_

Email Address: \_\_\_\_\_ Total Gross Square Footage: \_\_\_\_\_

Website: \_\_\_\_\_

Facebook: \_\_\_\_\_

**Description of Business** (including principal business activity and general description of goods and services provided):

\_\_\_\_\_  
\_\_\_\_\_

**Business Owner Information**

Business Owner: \_\_\_\_\_  Proprietorship  Corporation  LLC  Other \_\_\_\_\_

Business Owner Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Business Owner Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Property Owner Information**

Property Owner: \_\_\_\_\_

Property Owner Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Property Owner Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

*Home Occupations*

The Village of Wilmette allows residents to operate a business out of their place of residence with several restrictions that can be found in Section 20-13.4.J of the Zoning Ordinance. To access the Zoning Ordinance, please visit [www.wilmette.com](http://www.wilmette.com).

The Village of Wilmette is willing to add your business name, address and phone number to the Business section of the Village's website. If you would like this information to be displayed on the Village's website please check the following box:

In addition to a business license all new businesses, except fo home occupations, require an occupancy inspection prior to occupying their space and opening the business. Any signage located in the window or on the exterior of the business requires a sign permit.

I have read the application and answered all questions completely and to the best of my knowledge.

\_\_\_\_\_  
Print Name Signature Date

**Business License Fees**

General business license fees are based on the amount of square feet a business occupies. Specialty licenses may be required and are based on a single, uniform fee by type of service. The food handler license category is determined by the Village Sanitarian. Other licenses such as a 24 hour business license and outdoor restaurant seating license require further review by either the Site Plan Review Committee or Village Board.

**Fee Schedule (Effective January 1, 2021)**

General Business License		Specialty Licenses	
Area of less than 3,000 interior sq ft	\$80.00	Food handler license, Category 1	\$435.00
Area of 3,001 to 10,000 interior sq ft	\$160.00	Food handler license, Category 2	\$305.00
Area over 10,000 interior sq ft	\$235.00	Food handler license, Category 3	\$175.00
School	No fee	24 Hour business license	\$50.00
Home Occupation	No fee	Gasoline service station license	\$50.00
Not-for-Profit	No fee	Tobacco vendor license	\$50.00
		Outdoor restaurant seating	
		On private property	\$25.00
		On public property	\$50.00

**License Fee**

General Business License _____	\$ _____
Specialty License _____	\$ _____
Specialty License _____	\$ _____
Specialty License _____	\$ _____
Specialty License _____	\$ _____
Specialty License _____	\$ _____

**Total Due**