



CITY OF PARK RIDGE

BUSINESS LICENSE APPLICATION

2018

PLEASE TYPE OR PRINT LEGIBLY
INSTRUCTIONS ARE PROVIDED ON THE NEXT PAGE

PARK RIDGE BUSINESS ID NUMBER: _____ (Assigned by the City)

BUSINESS INFORMATION:

NAME (DOING BUSINESS AS):					
LOCATION - ADDRESS AND SUITE#:					
CITY, STATE, ZIP:				PHONE:	
E-MAIL ADDRESS:				WWW: <small>URL</small>	
ALARM: Y OR N:		# EMPLOYEES:		SQUARE FOOTAGE:	
FED TAX ID:					
WEB CATEGORY: <small>USE THE ENCLOSED SHEET ONLY</small>			WEB SUB-CATEGORY: <small>USE THE ENCLOSED SHEET ONLY</small>		
BUSINESS CLASSIFICATION:					
FEE:		# OF SAME LICENSES:		(FEE X # LICENSES) TOTAL DUE: \$	

OWNER INFORMATION:

NAME:					
HOME ADDRESS:					
CITY, STATE, ZIP:					
HOME PHONE:			E-MAIL ADDRESS:		

MANAGER INFORMATION:

MANAGER NAME:		HOME PHONE:	
EMERGENCY CONTACT NAME:		EMERGENCY PHONE:	

Yearly fees for registration of commercial establishments shall be as follows:

Classification	Step	Square footage / floor area	Annual Fee
A-Food Establishment – Risk 1	1	n/a	\$ 700.00
A-Food Establishment – Risk 2	2	n/a	450.00
A-Food Establishment – Risk 3	3	n/a	250.00
B-Service Establishment	1	0 - 1,000	\$ 150.00
B-Service Establishment	2	1,000 - 5,000	200.00
B-Service Establishment	3	5,000 - 10,000	300.00
B-Service Establishment	4	10,000 - 20,000	400.00
B-Service Establishment	5	20,000 - and over	550.00
C-Retail Sales Establishment	1	0 - 1,000	\$ 100.00
C-Retail Sales Establishment	2	1,000 - 5,000	150.00
C-Retail Sales Establishment	3	5,000 - 10,000	200.00
C-Retail Sales Establishment	4	10,000 - 20,000	250.00
C-Retail Sales Establishment	5	20,000 - and over	350.00
D-Professional and Other	1	0 – 1,000	\$ 50.00
	2	1,000 – 5,000	90.00
	3	5,000 – 10,000	130.00
	4	10,000 – 20,000	170.00
	5	20,000 – and over	210.00
E-Home Occupations			\$ 35.00



CITY OF PARK RIDGE
DEPARTMENT OF COMMUNITY
PRESERVATION & DEVELOPMENT
505 BUTLER PLACE
PARK RIDGE, IL 60068
847-318-5281

Business License Application

INSTRUCTIONS

All applications must be fully completed and all questions must be answered. Incomplete applications will not be processed. Any business found operating without a business license will be subject to closure. Information provided on your application is shared with the Police Department and Fire Department for the purpose of knowing who to contact in the event of an after-hour emergency.

1. Please complete the **ENTIRE** form and **PRINT** your information. Correct any pre-printed information on the form that is incorrect. Add any missing information, including your web address or url (www) on the form. Indicate the Web Category and Web Sub-Category according to the attached list. Choose only among the categories provided on the list.
2. Mail or hand-deliver your FULLY completed application and payment to:

Park Ridge City Hall, Attn: Business Licensing, 505 Butler Place, Park Ridge, IL 60068
3. Checks should be made payable to the "CITY OF PARK RIDGE." In person credit card payments are accepted at the Cashier Desk in the Finance Department.
4. A receipt and License Certificate will be mailed to your business after your application has been processed.
5. All businesses must be licensed by January 1. Applications received after January 1, 2018 will be assessed a 20% PENALTY.