



CITY OF PARK RIDGE

BUSINESS LICENSE APPLICATION

2017

***** PLEASE TYPE OR PRINT LEGIBLY*****
INSTRUCTIONS NEXT PAGE

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

BUSINESS INFORMATION:

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

OWNER INFORMATION:

<i>NAME:</i>					
<i>HOME ADDRESS:</i>					
<i>CITY, STATE, ZIP:</i>					
<i>HOME PHONE:</i>			<i>E-MAIL ADDRESS:</i>		

MANAGER INFORMATION:

<i>MANAGER NAME:</i>		<i>HOME PHONE:</i>	
<i>EMERGENCY CONTACT NAME:</i>		<i>EMERGENCY PHONE:</i>	

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

<u>Classification</u>	<u>Step</u>	<u>Floor Area in Square Feet</u>	<u>Annual Fee</u>
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
<hr/>			
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
<hr/>			
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
<hr/>			
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
<hr/>			
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

NOTE: Incomplete applications will not be processed and without a license, your business or office may be subject to closure. In order to receive a license, all the information on this form must be provided. The information you provide on this form is forwarded to the Police and Fire Departments for emergency purposes, particularly, in after hour emergencies.

1. Legibly (PRINT) complete the form. Please correct any incorrect pre-printed information and add any missing information.
2. Return the ENTIRE completed form with your payment to the City of Park Ridge.
3. The application and payment may either be mailed or brought directly to the Cashier in the Finance Department at City Hall. After your application is processed the receipt, and a license certificate will be mailed to the applicant.
4. Please add/correct the web address or url (www) on the form along with the Web Category and Web Sub-Category as per the attached list. Only categories on the list may be used.

* Make Checks payable to the "**CITY OF PARK RIDGE**".

All businesses must be licensed by January 1. Applications received after January 1, 2017 will be assessed a 20% PENALTY.