



# City of Waukegan

100 N. Martin Luther King Jr. Avenue  
Waukegan, Illinois 60085  
www.waukeganweb.net  
(847) 599-2500

**Robert G. Sabonjian, Mayor**  
**Wayne Motley, City Clerk**  
**John R. Schwab, Treasurer**

## Business License Application

Acct #: \_\_\_\_\_

License #: \_\_\_\_\_

### Business Information:

Name of Business: \_\_\_\_\_

Business Address: \_\_\_\_\_

Business Phone #: \_\_\_\_\_ Business Fax #: \_\_\_\_\_

Website / Email: \_\_\_\_\_

**Type of Business:**  Sole Proprietorship  Corporation  Partnership  Firm  
(Check any that apply)  Association  Home Based  Non-for-Profit  Non-Profit

Describe Business (product or service provided): \_\_\_\_\_

Sq. footage of Business: \_\_\_\_\_ # of Parking Spaces: \_\_\_\_\_ # of Employees: \_\_\_\_\_

Number of Vending Machines: \_\_\_\_\_ Number of Amusement Devices: \_\_\_\_\_

Will you be selling tobacco products: Yes  No

Illinois Sales Tax ID #: \_\_\_\_\_ FEIN #: \_\_\_\_\_

### Business Owner Information:

Owner Name: \_\_\_\_\_

Owner Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Fax #: \_\_\_\_\_ Email: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Race: \_\_\_\_\_ Male  Female

Have you ever been convicted of a felony or misdemeanor? Yes  No

If yes, please explain, use additional sheet if necessary - \_\_\_\_\_

### Responsible Billing Party Information:

Name: \_\_\_\_\_

Relationship to Business: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Fax #: \_\_\_\_\_ Email: \_\_\_\_\_

### Property Owner Information:

Owner or Representative Name: \_\_\_\_\_

Owner Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Required Reviews:	Approved	Not Approved	Comments/Signature
Planning & Zoning			
Police Department			
Building Department			
Fire Prevention			

**Notes:** A \$25.00 non-refundable application fee is required.  
All signs require a permit. Please contact the Building Department @ 847-625-6870.  
All Restaurants or Businesses selling food must contact the Lake County Health Department @ 847-377-8020.